

## Somers Board of Education Meeting

Tuesday, October 10, 2023 7:00 PM

Somers Board of Education Chambers, 1 Vision Boulevard, Somers, CT 06071

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MINUTES**
  1. Approval of the September 25, 2023 BOE Minutes 3  
The Board to review and approve the minutes from September 25, 2023.
  2. Approval of the September 26, 2023 Special BOE Minutes 8  
The Board to review and approve the special meeting minutes from September 26, 2023.
4. **ADMINISTRATIVE REPORTS**
  1. Superintendent Update
  2. Presentation of Leadership Coherence Framework  
The Somers Elementary School administrators will present their Leadership Coherence Framework to the BOE.
  3. Monthly Budget Report 9  
Stephanie Levin, Director of Business Services, will update the BOE on the monthly budget.
5. **OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**
6. **CONSENT AGENDA**
  1. Warrant of September 29, 2023 10  
The Board to review and consent to the warrant of September 29, 2023.
  2. Warrant of October 10, 2023 13  
The Board to review and consent to the warrant of October 10, 2023.
  3. Leave of Absence  
Erin Maynard, SHS Physics Teacher, will be on leave of absence from approximately February 16, 2024 through June 1, 2024.
7. **OLD BUSINESS**
  1. 2nd Posting Board of Education 2024 Meeting Schedule 18  
The Board to review and approve the 2024 Board of Education meeting schedule.
8. **NEW BUSINESS**
  1. Bid Approval for CIP  
Discussion and approval for transfer switch bid to go to CIP.
  2. 1st Posting DBS Code 5125 - Student Records/Confidentiality 19
  3. 1st Posting DBS Code 4121 - Substitute Teachers 27
  4. 1st Posting DBS Code 7230.2 - Indoor Air Quality 29
9. **COMMITTEE REPORTS**
  1. Curriculum
  2. Policy
  3. Planning/Finance
  4. Salary & Negotiations
10. **CABE/CREC/State Dept. of Ed.**
11. **AUDIENCE TO CITIZENS/STAFF/STUDENTS**
12. **EXECUTIVE SESSION**

The Board to enter into Executive Session for the purpose of discussion regarding the appointment of an impartial hearing officer for purposes of conducting a student hearing during which matters of personal privacy of one or more students enrolled in the Somers Public Schools are likely to be discussed and during which educational records not subject to disclosure under the Family Education Rights and Privacy Act are likely to be discussed and I further move to invite Superintendent Sam

Galloway into the executive session.

13. **ADJOURNMENT**

**Somers Board of Education Regular Meeting**  
**Somers Board of Education Chambers**  
**Monday, September 25, 2023**  
**7:00 PM**

*(The recorded livestream may be viewed on SPS' YouTube channel on the school website)*

Present BOE Members: Anne Kirkpatrick, Mike Briggs, Krista Cherry, Dr. Ed DePeau, JT Galloway, Shane Manning, Jan Martin, Kim Radziewicz

Absent BOE Members: Carl Stebbins

Others: Dr. Sam Galloway, Stephanie Levin, Jessica Wood, Michael Szafir, Chris Dunlap, David Brown, Margot Martello, Hannah Dill, Dan Clement, Gina Olearczyk, BJ Ferro

**1. CALL TO ORDER**

The regular Board of Education meeting was called to order by Chair Kirkpatrick at 7:00 p.m. in the Board of Education Chambers.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES**

**3.1. Approval of the September 5, 2023 BOE Special Meeting Minutes**

**Rationale:** The Board to review and approve the minutes from the September 5, 2023 Special BOE meeting.

**Motion** to approve minutes of 9/5 Special Board of Education Meeting. This motion, made by Kim Radziewicz and seconded by JT Galloway, Carried.

**Yea: 8, Nay: 0, Absent: 1 (Carl Stebbins)**

**3.2. Approval of the September 11, 2023 BOE Meeting Minutes**

**Rationale:** The Board to review and approve the minutes from the September 11, 2023 meeting.

**Motion** to approve minutes of 9/11 Board of Education Meeting. This motion, made by Jan Martin and seconded by Shane Manning, Carried. **Yea:**

**6, Nay: 0, Absent: 1(Carl Stebbins), Abstain 2 (Mike Briggs, Krista Cherry)**

**4. ADMINISTRATIVE REPORTS**

**4.1. Superintendent Update**

Superintendent Galloway re-introduced the district's Coherence Framework and reviewed the discussion points on integrated systems and the culture of continuous feedback that were presented at the last meeting by the Central Office team. The evening's focus of the instructional core was

introduced. The Instructional Core is comprised of the student, teacher and content and is intertwined with the Portrait of the Graduate skills. Superintendent Galloway introduced building leaders from SHS and MBA.

#### 4.2. Presentation of Leadership Coherence Framework

**Rationale:** The administrators from each school will present their Leadership Coherence Framework to the BOE.

**Discussion:** School leaders from MBA and SHS presented to the Board. Principal Martello and Assistant Principal Dill presented how MBA showcases the nine indicators of excellent schools, as related to the instructional core. They highlighted areas such as parent and community involvement, services offered to students beyond the typical school day, and social and emotional supports. Teacher collaboration opportunities, teacher leadership offerings, and diverse instructional strategies were also explained.

Principal Brown and Assistant Principal Szafir presented on behalf of SHS. Principal Brown reviewed the measures used at SHS to ensure the security and safety of staff and students, including student interventions and behavioral supports. He highlighted ways in which SHS staff engage parents and the community through various communication channels and community outreach. Assistant Principal Szafir explained the many clubs offered beyond the school day within athletics and the arts. The team explained the ways in which grade level and content area teams look at standards, assessments and student data to drive instruction and inform professional development needs. Finally, Principal Brown and Assistant Principal Szafir reviewed how the student experience is personalized at SHS through the hallway displays of student artwork, flexible seating in classrooms, student recognition and PBIS program incentives.

### 5. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

#### 6. CONSENT AGENDA

**Motion** to approve Consent Agenda. This motion, made by Kim Radziewicz and seconded by Mike Briggs, Carried. **Yea: 8, Nay: 0, Absent: 1 (Carl Stebbins)**

##### 6.1. Warrant of September 25, 2023

**Rationale:** The Board to review and consent to the warrant of September 25, 2023.

##### 6.2. Resignations

- Rob Wilson, Director of Technology and Information Systems, will resign with his last day effective September 22, 2023, after 10 years of service at SPS.

- Matthew Sarantakis, SES Head Custodian, will resign with his last day effective October 6, 2023, after 16 years of service at SPS.

## 7. OLD BUSINESS

## 8. NEW BUSINESS

### 8.1. Somers High School Oil Tank

**Rationale:** The Board to approve to enter into a contract for the SHS oil tank.

**Motion** to approve entering into a contract for the SHS oil tank with Service Station Equipment Co for \$220,000.00. This motion, made by Kim Radziewicz and seconded by Krista Cherry, Carried. **Yea: 8, Nay: 0, Absent: 1 (Carl Stebbins)**

**Discussion:** Stephanie Levin reviewed the work done over the summer to remove the SHS oil tank and install a temporary tank, which has been in place since July. The district received 3 bids for a new tank and sought Board approval for the lowest bid of \$220,000. This cost will be covered by bond money that is expiring at the end of this year. The two other bids were quoted at \$225,820 and \$299,000 for the same quality of equipment and warranty. The new tank will hold 8,000 gallons and will be installed above ground. It is expected that the new tank will be received and installed within 8 weeks, though electrical, plumbing and ground work will begin prior. The temporary tank will serve SHS with no expected problems until the replacement is installed. Inspections of the electrical and plumbing work will be done as part of the process.

### 8.2. 1st Warning 2024 Board of Education Meeting Schedule

**Rationale:** The Board to review the meeting schedule for 2024.

### 8.3. Board to Approve SES Cafeteria Worker

**Rationale:** The Board to review and approve the hiring of Devon Dalessio, SES Cafeteria Worker, per DBS Code 4112.8/4212.8 - Nepotism.

**Motion** to approve hiring Devon Dalessio, SES Cafeteria worker per DBS Code 4112.8/4212.8. This motion, made by Kim Radziewicz and seconded by Jan Martin, Carried. **Yea: 8, Nay: 0, Absent: 1 (Carl Stebbins)**

**Discussion:** This hire must be approved by the Board because Devon's grandmother, Carol Dalessio, works in the SES cafeteria. Carol will have no supervisory responsibilities. Devon is a recent SHS graduate and has worked over the summer as a substitute custodian and cafeteria worker for SPS. Her background check and fingerprints are complete, therefore Devon can start right away.

## 9. COMMITTEE REPORTS

### 9.1. Curriculum

The next meeting is on 10/10/23 at 6pm.

### 9.2. Policy

This committee met on 9/25/23 and discussed several policies. A policy regarding air quality will be on the next meeting agenda, as the state has made further changes to the policy. The next meeting is scheduled for 10/23/23 at 6pm.

### 9.3. Planning/Finance

No meetings are scheduled at this time.

### 9.4. Salary & Negotiations

## 10. CABE/CREC/State Dept. of Ed.

CABE has provided a short summary of all changes in policy to the Board.

## 11. AUDIENCE TO CITIZENS/STAFF/STUDENTS

**Discussion:** Gina Olearczyk (16 High Meadows Crossing) thanked the Board and Superintendent Galloway for last meeting's presentations on systems and structures and the administrators' presentations this evening. She inquired whether the best practices will be made public. Superintendent Galloway explained that once the SES administrators present to the Board, the information will be posted on the website. A discussion ensued regarding the Portrait of a Graduate Framework and how it is communicated across the district and to the community. Ms. Olearczyk thanked the high school teachers for their presentation at the Open House on 9/24/23 and feels her child is well supported at SHS. Superintendent Galloway thanked Ms. Olearczyk for her feedback regarding Open House and commended Principal Brown for his reflection regarding parent feedback on the Open House in order to make improvements for next year.

## 12. EXECUTIVE SESSION

**Rationale:** The Board to enter into Executive Session and invite Dr. Galloway into Executive Session to discuss negotiation updates.

**Motion** to go into Executive Session for negotiations update and invite Dr. Galloway into the Executive Session. This motion, made by Ed DePeau and seconded by Krista Cherry, Carried. **Yea: 8, Nay: 0, Absent: 1 (Carl Stebbins)**

The Board entered Executive Session at 7:45 p.m. The Board exited Executive Session at 8:11 p.m.

## 13. ADJOURNMENT

**Motion** to adjourn the meeting at 8:11 pm. This motion, made by Krista Cherry and seconded by Jan Martin, Carried. **Yea: 8, Nay: 0, Absent: 1 (Carl Stebbins)**

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Krista Cherry, BOE Secretary                      Date

Jenna McDermott, BOE Recording Secretary

**DRAFT**

SOMERS BOARD OF EDUCATION  
MINUTES OF SPECIAL MEETING SEPTEMBER 26, 2023

The Somers Board of Education (the “Board”) convened a special meeting on September 26, 2023, to hear a request for the expungement of expulsion records from a student’s cumulative educational record. The following Board members were in attendance at the meeting: Chairman Anne Kirkpatrick, Kim Radziewicz, and Jan Martin.

Chairman Kirkpatrick called the meeting to order at 3:08 p.m.

At 3:10 p.m. Kim Radziewicz moved that the Board enter into executive session for the purpose of hearing a request for the expungement of expulsion records from a student’s cumulative educational record, during which matters of personal privacy of one or more students enrolled in the Somers Public Schools are likely to be discussed, by name, and during which educational records not subject to disclosure under the Family Education Rights and Privacy Act are likely to be discussed, and I further move that the following individuals be invited into the executive session: Dr. Sam Galloway, Superintendent of Schools; Caroline Hargraves, Director of Pupil Services; and Attorney Zachary D. Schurin, procedural advisor.

The motion was seconded by Jan Martin. The motion carried 3-0.

The Board returned to public session at 3:25 p.m. At that time Kim Radziewicz moved that the Board of Education grant the request of the student who was the subject of today’s meeting and expunge expulsion records from the student’s cumulative educational record with the Somers Public Schools in accordance with Section 10-233d(f) of the Connecticut General Statutes. Notwithstanding expungement, I further move that a record of the student’s expulsion may be considered by the Administration for the limited purpose of determining whether any subsequent suspensions or expulsions of the student constitute the student’s first such offense.

The motion was seconded by Jan Martin. The motion carried 3-0.

Kim Radziewicz moved to adjourn.

The motion was seconded by Jan Martin. The motion carried 3-0.

The meeting adjourned at 3:26 p.m.

**2023-2024**

**Monthly Report**

(Through 9/29/2023 Payroll)

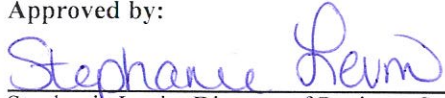
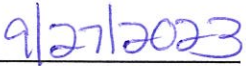
CATEGORY	ITEM	Approved Budget	Budget Adjustment	Revised Budget	Actual Expenditures	Encumbered	Total Projection	Variance	% + / -
<b>Salaries</b>	Teachers	11,890,609	(72,261)	11,818,348	1,412,037	10,366,791	11,778,828	39,520	0.33%
	Secretaries/Paraprofessionals	2,284,949	95,006	2,379,955	444,385	1,820,054	2,264,439	115,516	5.06%
	Administrators	1,743,659	9,829	1,753,488	487,049	1,304,861	1,791,910	(38,422)	-2.20%
	Custodians/Maintainers	957,390	305	957,695	265,015	654,038	919,052	38,643	4.04%
	Other Instructional	521,983	(34,216)	487,767	81,517	381,309	462,826	24,941	4.78%
	Nurses	289,869	3,272	293,141	34,037	254,537	288,574	4,567	1.58%
	Medical Advisor	1,500	0	1,500	0	1,500	1,500	0	0.00%
	<b>SUBTOTAL</b>	<b>17,689,959</b>	<b>1,935</b>	<b>17,691,894</b>	<b>2,724,040</b>	<b>14,783,089</b>	<b>17,507,129</b>	<b>184,765</b>	<b>1.04%</b>
<b>Insurance &amp; Benefits</b>	Health Insurance	3,608,118	(12,168)	3,595,950	724,360	2,808,808	3,533,167	62,783	1.74%
	Social Security	549,550	20,000	569,550	115,758	456,563	572,321	(2,771)	-0.50%
	Pension	227,832	0	227,832	59,295	168,538	227,832	0	0.00%
	Worker's Comp	100,000	(9,493)	90,507	45,372	45,135	90,507	0	0.00%
	Property / Liability	98,525	346	98,871	55,947	42,924	98,871	0	0.00%
	Long Term Disability	47,000	0	47,000	9,419	27,614	37,033	9,967	21.21%
	Life Insurance	32,000	0	32,000	4,599	13,923	18,522	13,478	42.12%
	School Board Legal	10,000	0	10,000	2,500	7,500	10,000	0	0.00%
	Unemployment	10,000	0	10,000	12	9,988	10,000	0	0.00%
	OPEB	28,089	0	28,089	0	28,089	28,089	0	0.00%
<b>SUBTOTAL</b>	<b>4,711,114</b>	<b>(1,315)</b>	<b>4,709,799</b>	<b>1,017,262</b>	<b>3,609,080</b>	<b>4,626,342</b>	<b>83,457</b>	<b>1.77%</b>	
<b>Tuition</b>	Special Education	1,040,421	(158,922)	881,499	54,594	985,590	1,040,184	(158,685)	-15.25%
	Non-Special Education	134,000	25,885	159,885	15,735	138,750	154,485	5,400	4.03%
	<b>SUBTOTAL</b>	<b>1,174,421</b>	<b>(133,037)</b>	<b>1,041,384</b>	<b>70,329</b>	<b>1,124,340</b>	<b>1,194,669</b>	<b>(153,285)</b>	<b>-13.05%</b>
<b>Transportation</b>	Regular Transportation	933,796	0	933,796	7,994	925,802	933,796	0	0.00%
	Special Education Transportation	350,000	58,278	408,278	31,579	398,421	430,000	(21,722)	-6.21%
	Athletics/Field Trips	39,850	0	39,850	0	32,500	32,500	7,350	18.44%
	<b>SUBTOTAL</b>	<b>1,323,646</b>	<b>58,278</b>	<b>1,381,924</b>	<b>39,574</b>	<b>1,356,722</b>	<b>1,396,296</b>	<b>(14,372)</b>	<b>-1.09%</b>
<b>Utilities</b>	Electricity	473,000	0	473,000	69,056	326,994	396,050	76,950	16.27%
	Fuel	163,950	(186)	163,764	684	163,080	163,764	0	0.00%
	Telephones	36,300	0	36,300	7,891	22,818	30,709	5,591	15.40%
	<b>SUBTOTAL</b>	<b>673,250</b>	<b>(186)</b>	<b>673,064</b>	<b>77,631</b>	<b>512,891</b>	<b>590,523</b>	<b>82,541</b>	<b>12.26%</b>
<b>Maintenance</b>	General/Dept Maint	634,040	8,200	642,240	224,853	417,387	642,240	0	0.00%
	Custodial Supplies	48,000	0	48,000	36,152	15,201	51,353	(3,353)	-6.98%
	<b>SUBTOTAL</b>	<b>682,040</b>	<b>8,200</b>	<b>690,240</b>	<b>261,005</b>	<b>432,588</b>	<b>693,592</b>	<b>(3,352)</b>	<b>-0.49%</b>
<b>Instructional Resources</b>	Books, Textbooks, Workbooks	149,953	0	149,953	90,023	25,128	115,152	34,801	23.21%
	Technology AV Materials	101,230	0	101,230	92,727	10,914	103,641	(2,411)	-2.38%
	General & Dept Supplies	176,810	0	176,810	36,708	32,796	69,505	107,305	60.69%
<b>SUBTOTAL</b>	<b>427,993</b>	<b>0</b>	<b>427,993</b>	<b>219,459</b>	<b>68,838</b>	<b>288,297</b>	<b>139,696</b>	<b>32.64%</b>	
<b>Extracurricular</b>	Coaches	193,225	16,125	209,350	46,084	163,266	209,350	0	0.00%
	Activity Advisors	60,349	0	60,349	0	60,349	60,349	0	0.00%
	Athletic/Academic Act	95,450	0	95,450	4,607	90,842	95,450	0	0.00%
<b>SUBTOTAL</b>	<b>349,024</b>	<b>16,125</b>	<b>365,149</b>	<b>50,691</b>	<b>314,458</b>	<b>365,149</b>	<b>0</b>	<b>0.00%</b>	
<b>Equipment</b>	New and Replacement	249,000	0	249,000	176,713	37,371	214,084	34,916	14.02%
<b>Admin Overhead</b>	Postage, Dues, Travel, BOE Exp., etc.	181,185	0	181,185	42,466	103,471	145,938	35,247	19.45%
<b>ARP Municipal</b>	Offset	(50,000)	50,000	0	0	0	0	0	
<b>GRAND TOTAL</b>		<b>27,411,632</b>	<b>0</b>	<b>27,411,632</b>	<b>4,679,169</b>	<b>22,342,849</b>	<b>27,022,018</b>	<b>389,614</b>	<b>1.42%</b>

As of 10/4/2023

# Somers Board of Education General Budget Treasury Warrant

Report # 82838

Check Batch: 54277  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP GB  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
		Approved by:		Date:		
		 Stephanie Levin, Director of Business Services				
54277	23662	09/29/2023	E00708	Burns, Shannin	0.00	90.82
	23663	09/29/2023	V61473	COX Business	0.00	741.18
	23664	09/29/2023	V00159	Eversource Energy	0.00	11,727.20
	23665	09/29/2023	V53439	Group Dynamic	0.00	66.60
	23666	09/29/2023	V62838	Hartford HealthCare Corporation SBO	0.00	2,616.00
	23667	09/29/2023	V00999	J.W. Pepper & Son, Inc.	0.00	148.09
	23668	09/29/2023	V01013	NASCO Fort Atkinson	0.00	8.88
	23669	09/29/2023	V01292	School Specialty, LLC	0.00	2,364.13
	23670	09/29/2023	V61387	Shipman & Goodwin, LLP	0.00	8,719.00
	23671	09/29/2023	V61404	Voice New England	0.00	1,341.09
	23672	09/29/2023	V53413	W.B. Mason Co., Inc.	0.00	40.80
	23673	09/29/2023	V00882	West Music Company	0.00	42.98
<b>Totals:</b>					0.00	\$27,906.77

12 Checks Listed.

# Somers Board of Education General Journal Register

Report # 82837  
Batch: 54273  
Transaction: N/A  
Show Summary Only: Yes

Batch # 54273	Control Total \$27,906.77	Status Posted	Created By Lbergamini	Created On 09/27/2023	Last Updated By Lbergamini	Last Updated On 09/27/2023
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General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>September, 2024</b>						
<b>Generated Distributions</b>						
	10-000-0000-710-00-0-00000-000-0-00	ENCUMBRANCE CONTROL			26,465.98	0.00
	10-000-0000-720-00-0-00000-000-0-00	RESERVE FOR ENCUMBRANCE			0.00	26,465.98
		Total Generated Distributions			<u>\$26,465.98</u>	<u>\$26,465.98</u>
<b>User-Entered Distributions</b>						
	10-000-0000-241-00-0-00000-000-0-00	ACCOUNTS PAYABLE			0.00	27,906.77
	10-020-1000-611-20-5-00161-242-2-01	K-5 - ART SUPPLIES			8.88	0.00
	10-020-1000-611-30-5-00164-242-2-01	MA - ART SUPPLIES			2,364.13	0.00
	10-140-1000-611-20-5-00155-241-2-01	K-5 - GENERAL SUPPLIES			40.80	0.00
	10-200-1000-611-20-5-00169-242-2-01	K-5 - MUSIC SUPPLIES			42.98	0.00
	10-200-1000-611-30-5-00172-242-2-01	MA - MUSIC SUPPLIES			25.00	0.00
	10-200-1000-611-40-5-00168-242-2-01	HS - BAND SUPPLIES			123.09	0.00
	10-620-2600-430-50-5-00452-722-6-04	SW - MAINTENANCE CONTRACTS			1,341.09	0.00
	10-640-2600-530-20-5-00363-642-5-04	K-5 - TELEPHONE			165.58	0.00
	10-640-2600-530-30-5-00365-642-5-04	MA - TELEPHONE			189.17	0.00
	10-640-2600-530-40-5-00366-642-5-04	HS - TELEPHONE			220.85	0.00
	10-640-2600-530-50-5-00367-642-5-04	CO - TELEPHONE			165.58	0.00
	10-640-2600-620-60-5-00358-641-5-05	K-5 - ELECTRICITY			216.83	0.00
	10-640-2600-620-60-5-00360-641-5-05	MA - ELECTRICITY			10,512.95	0.00
	10-640-2600-620-60-5-00361-641-5-05	HS - ELECTRICITY			997.42	0.00
	10-740-2310-330-50-5-00045-134-1-10	B.O.E. - OTHER PROF. SERVICES		Yes	8,719.00	0.00
	10-740-2310-690-50-5-00047-134-1-10	B.O.E. - SUPPLIES			90.82	0.00
	10-820-2800-200-50-5-00509-820-6-13	SW - FLEXIBLE-SPENDING ACCT			66.60	0.00
	10-880-6130-561-90-5-00673-955-9-14	SP ED - TUITION			2,616.00	0.00
		Total User-Entered Distributions			<u>\$27,906.77</u>	<u>\$27,906.77</u>
		Total for September, 2024			<u>\$54,372.75</u>	<u>\$54,372.75</u>
		<b>Grand Total for Batch # 54273</b>			<u><u>\$54,372.75</u></u>	<u><u>\$54,372.75</u></u>

# Somers Board of Education General Journal Register

Report # 82837

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
54273	\$27,906.77	Posted	Lbergamini	09/27/2023	Lbergamini	09/27/2023

42 Transactions Listed.

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# SOMERS BOARD OF EDUCATION VOUCHER

Voucher No: 1003

Voucher Date: 10/10/2023

Prepared By:

Bergamini

Printed: 10/05/2023 11:26:17 AM

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SOMERS BOARD OF EDUCATION is hereby authorized to draw warrants against SOMERS BOARD OF EDUCATION funds for the sum of \$424,152.11 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

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Stephanie Levin 10/5/23  
Stephanie Levin Director of Business Services

SOMERS BOARD OF EDUCATION

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Fund	Amount
10 GENERAL FUND	\$424,152.11
	<u>\$424,152.11</u>

## Somers Board of Education

### Check Listing

Fiscal Year: 2023-2024

**Criteria:**

Bank Account: BOE AP CASH 1918032563

From Date: 10/10/2023  
 From Check: 24000  
 From Voucher: 1003

To Date: 10/10/2023  
 To Check: 24070  
 To Voucher: 1003

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
24000	10/10/2023	A&D Portable Rentals	\$285.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24001	10/10/2023	Alarm New England-Sonitrol	\$42,396.25	1003	Not Printed	Expense	<input type="checkbox"/>		
24002	10/10/2023	Allstate Fire Equipment	\$294.60	1003	Not Printed	Expense	<input type="checkbox"/>		
24003	10/10/2023	Amazon Capital Services	\$3,833.91	1003	Not Printed	Expense	<input type="checkbox"/>		
24004	10/10/2023	Angeloni Refrigeration, LLC	\$150.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24005	10/10/2023	Anthem BCBS	\$244,369.67	1003	Not Printed	Expense	<input type="checkbox"/>		
24006	10/10/2023	ARC Document Solutions LLC	\$199.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24007	10/10/2023	Association for Middle Level Education	\$249.99	1003	Not Printed	Expense	<input type="checkbox"/>		
24008	10/10/2023	Auto Tek LLC	\$2,434.14	1003	Not Printed	Expense	<input type="checkbox"/>		
24009	10/10/2023	Avery Septic Service	\$100.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24010	10/10/2023	Awards & More	\$285.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24011	10/10/2023	BSN Sports LLC	\$648.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24012	10/10/2023	Caroline Hargraves	\$32.75	1003	Not Printed	Expense	<input type="checkbox"/>		
24013	10/10/2023	CCP Industries	\$607.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24014	10/10/2023	Cigna	\$10,651.71	1003	Not Printed	Expense	<input type="checkbox"/>		
24015	10/10/2023	CMEA	\$415.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24016	10/10/2023	Connecticut Water Company	\$4,583.76	1003	Not Printed	Expense	<input type="checkbox"/>		
24017	10/10/2023	COX Business	\$199.21	1003	Not Printed	Expense	<input type="checkbox"/>		
24018	10/10/2023	CREC	\$300.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24019	10/10/2023	DBS Financial Services LLC	\$2,310.87	1003	Not Printed	Expense	<input type="checkbox"/>		
24020	10/10/2023	DG Graphics	\$40.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24021	10/10/2023	Elan Financial Services	\$1,205.48	1003	Not Printed	Expense	<input type="checkbox"/>		
24022	10/10/2023	Ellington Board of Education	\$2,175.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24023	10/10/2023	Environmental Systems Corp.	\$321.00	1003	Not Printed	Expense	<input type="checkbox"/>		

**Somers Board of Education**

**Check Listing**

Fiscal Year: 2023-2024

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**From Date:** 10/10/2023  
**From Check:** 24000  
**From Voucher:** 1003

**To Date:** 10/10/2023  
**To Check:** 24070  
**To Voucher:** 1003

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
24024	10/10/2023	First Student, Inc	\$527.18	1003	Not Printed	Expense	<input type="checkbox"/>		
24025	10/10/2023	Fletcher Sewer & Drain, Inc	\$210.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24026	10/10/2023	Flinn Scientific, Inc.	\$102.35	1003	Not Printed	Expense	<input type="checkbox"/>		
24027	10/10/2023	Gateway Enterprise Corporation	\$2,765.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24028	10/10/2023	Gengras Center	\$12,600.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24029	10/10/2023	Graduate Pest Solutions, Inc.	\$210.32	1003	Not Printed	Expense	<input type="checkbox"/>		
24030	10/10/2023	Grainger	\$260.70	1003	Not Printed	Expense	<input type="checkbox"/>		
24031	10/10/2023	Granite City Electric Supply	\$108.30	1003	Not Printed	Expense	<input type="checkbox"/>		
24032	10/10/2023	Hillyard-New England	\$337.04	1003	Not Printed	Expense	<input type="checkbox"/>		
24033	10/10/2023	Home Depot Credit Services	\$87.43	1003	Not Printed	Expense	<input type="checkbox"/>		
24034	10/10/2023	Hugh's Mechanical Equipment, LLC	\$2,600.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24035	10/10/2023	IXL Learning	\$869.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24036	10/10/2023	J.W. Pepper & Son, Inc.	\$1,273.81	1003	Not Printed	Expense	<input type="checkbox"/>		
24037	10/10/2023	JP Climate Control LLC	\$2,387.50	1003	Not Printed	Expense	<input type="checkbox"/>		
24038	10/10/2023	K&S Distributors	\$860.35	1003	Not Printed	Expense	<input type="checkbox"/>		
24039	10/10/2023	Kelly Refrigeration & Freezer	\$475.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24040	10/10/2023	Lynn Laddler & Scaffolding	\$3,880.50	1003	Not Printed	Expense	<input type="checkbox"/>		
24041	10/10/2023	MAB Plumbing and Heating	\$450.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24042	10/10/2023	MagnaKleen Services	\$108.61	1003	Not Printed	Expense	<input type="checkbox"/>		
24043	10/10/2023	Microbac Laboratories, Inc	\$204.25	1003	Not Printed	Expense	<input type="checkbox"/>		
24044	10/10/2023	Midstate Battery	\$531.40	1003	Not Printed	Expense	<input type="checkbox"/>		
24045	10/10/2023	NAPA Auto Parts	\$199.80	1003	Not Printed	Expense	<input type="checkbox"/>		
24046	10/10/2023	NASSP	\$250.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24047	10/10/2023	Nuso, LLC	\$123.47	1003	Not Printed	Expense	<input type="checkbox"/>		

**Somers Board of Education**

**Check Listing**

Fiscal Year: 2023-2024

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**From Date:** 10/10/2023  
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**From Voucher:** 1003

**To Date:** 10/10/2023  
**To Check:** 24070  
**To Voucher:** 1003

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
24048	10/10/2023	OTIS Elevator Company	\$100.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24049	10/10/2023	PAR, Inc	\$1,313.04	1003	Not Printed	Expense	<input type="checkbox"/>		
24050	10/10/2023	Plimpton & Hills	\$348.89	1003	Not Printed	Expense	<input type="checkbox"/>		
24051	10/10/2023	Pullman & Comley, LLC	\$1,742.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24052	10/10/2023	Quizlet Inc	\$1,619.54	1003	Not Printed	Expense	<input type="checkbox"/>		
24053	10/10/2023	Scholastic Inc	\$4,197.46	1003	Not Printed	Expense	<input type="checkbox"/>		
24054	10/10/2023	Sherwin-Williams Co., The	\$170.92	1003	Not Printed	Expense	<input type="checkbox"/>		
24055	10/10/2023	Shipman & Goodman, LLP	\$3,195.50	1003	Not Printed	Expense	<input type="checkbox"/>		
24056	10/10/2023	Silktown Roofing	\$488.07	1003	Not Printed	Expense	<input type="checkbox"/>		
24057	10/10/2023	Somers Lunch Program	\$340.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24058	10/10/2023	Stafford Mechanical Services	\$8,042.55	1003	Not Printed	Expense	<input type="checkbox"/>		
24059	10/10/2023	Super Teacher Worksheets	\$375.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24060	10/10/2023	The Hartford	\$5,229.82	1003	Not Printed	Expense	<input type="checkbox"/>		
24061	10/10/2023	Town of Somers	\$8,026.25	1003	Not Printed	Expense	<input type="checkbox"/>		
24062	10/10/2023	US Omni & TSACG Compliance, Inc	\$22.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24063	10/10/2023	Valley Educational Services	\$14,780.64	1003	Not Printed	Expense	<input type="checkbox"/>		
24064	10/10/2023	Van Pool Transportation LLC	\$9,548.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24065	10/10/2023	Verizon Wireless	\$398.33	1003	Not Printed	Expense	<input type="checkbox"/>		
24066	10/10/2023	VEX Robotics Inc	\$280.47	1003	Not Printed	Expense	<input type="checkbox"/>		
24067	10/10/2023	W.B. Mason Co., Inc.	\$209.50	1003	Not Printed	Expense	<input type="checkbox"/>		
24068	10/10/2023	Wilson Language Training Corp.	\$13,515.53	1003	Not Printed	Expense	<input type="checkbox"/>		
24069	10/10/2023	Xerox Corporation	\$10.00	1003	Not Printed	Expense	<input type="checkbox"/>		
24070	10/10/2023	Zoro Tools Inc	\$689.25	1003	Not Printed	Expense	<input type="checkbox"/>		

**Somers Board of Education**

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**Check Listing**

Fiscal Year: 2023-2024

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**Bank Account:** BOE AP CASH 1918032563

**From Date:** 10/10/2023

**To Date:** 10/10/2023

**From Check:** 24000

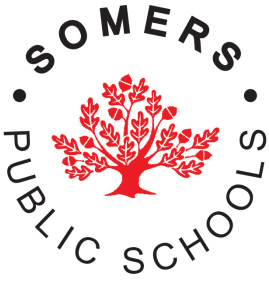
**To Check:** 24070

**From Voucher:** 1003

**To Voucher:** 1003

Total Amount: \$424,152.11

End of Report



**DRAFT**

**Somers Board of Education**  
One Vision Boulevard  
Somers, Connecticut 06071  
*www.somers.k12.ct.us*

## **2024 MEETING SCHEDULE**

Monday, January 8, 2024  
Monday, January 22, 2024

Monday, February 12, 2024  
Monday, February 26, 2024

Monday, March 11, 2024  
Monday, March 25, 2024

Monday, April 22, 2024

Monday, May 13, 2024  
Tuesday, May 28, 2024

Monday, June 10, 2024  
Monday, June 24, 2024

Monday, July 8, 2024

Monday, August 26, 2024

Monday, September 9, 2024  
Monday, September 23, 2024

Tuesday, October 15, 2024  
Monday, October 28, 2024

Monday, November 11, 2024  
Monday, November 25, 2024

Monday, December 9, 2024

Meetings are held at 7:00 p.m. in the Somers Board of Education Chambers in Central Office unless specified otherwise on the meeting agenda.

## SOMERS DBS CODE 5125

### STUDENTS

#### Student Records; Confidentiality

~~*Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process. ???*~~

The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA, as amended and its implementing regulations, and the Connecticut General Statutes.

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

#### Guidelines

The district's procedures for the collection, retention, disclosure and protection of student records shall provide for the following:

- Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information
- Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.
- Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.
- Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in

violation of the student's privacy rights.

- Procedures for requesting and conducting hearings to challenge the content of the student's education records and the ability to place a statement in the record of the parent/guardian or eligible student disagrees with some content in the education record.
- Enumerating and defining the types, locations and persons responsible for education records maintained by the district.
- Determining the types of personally identifiable information designated as directory information
- Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.
- Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.
- Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.
- Ensuring appropriate review, retention, disposal and protection of student records.
- Transferring education records and appropriate disciplinary records to other school districts.

### **Student Recruitment**

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.

Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the pupil.

Definitions:

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

**Authorized Representative** means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct with respect to Federal or State-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

**Directory Information** means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent's name and/or e-mail address, student's name, address, telephone number, photograph, date and place of birth, major field(s) of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, computer and/or video images, electronic mail address, weight and height of members of athletic teams, degrees and awards received, and the most recent ~~previous public or private school attended by the student~~ educational agency or institution attended. **Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.**

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.

**Early Childhood Education Program** means a Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional and physical development and is a (i) state prekindergarten program; (ii) a program authorized under the Individuals with Disabilities Education Act; or (iii) is a program operated by a local educational agency.

**Education Program** means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

Education records - records that are directly related to a student, maintained by the school

district or by a party acting for the school district.

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

**Eligible student** - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.

**Parent** means a natural parent, an adopted parent, or legal guardian or an individual acting as a parent of a student in the absence of a parent/guardian.. If parents are divorced or legally separated the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. A parent who is incarcerated is also entitled to knowledge of and access to all educational, medical or similar records maintained in the cumulative record of any minor student of such incarcerated parent except in situations (1) where such information is considered privileged as defined in C.G.S. 10-154a, (2) such incarcerated parent has been convicted of sexual assault, or aggravated sexual assault, or (3) such incarcerated parent is prohibited pursuant to a court order.

**Personally identifiable information** - includes, but is not limited to:

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

6. [Information requested by a person who the district reasonably believes](#)
7. [knows the identity of the student to whom the education record relates.](#)

**Student Record** means any item of information directly related to an identifiable pupil, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties whether recorded in handwriting, print, computer media, video or audiotapes, film, microfilm, microfiche or other means. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information maintained for the purpose of a review by a second party is considered a pupil record. Records that pertain to an individual's previous attendance as a student are "education records" under FERPA regardless of when they were created or received within the school system. A student record shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. Records of the law enforcement unit of the District or school are not considered student records.

**Substitute** means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

**School Official** means a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel.

**Student ID number.** A student's social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student's ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the District:

1. Informing parents of their rights annually.
2. Permitting parents to inspect and review educational records, including at least, a statement of the procedure to be followed by a parent or an eligible student who requests to inspect and review the educational records, with an understanding that the

procedure may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.

3. Not disclosing personally identifiable information from a student's educational records without the prior written consent of the student's parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are "school officials" and what the school considers to be a "legitimate educational interest" and a specification of the personally identifiable information to be designated as directory information.
4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.
5. Providing a parent with an opportunity to seek the correction of the student's education records through a request to amend the records or a hearing, and permitting the parent or an eligible student to place a statement in the education records of the student.
6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of pupil records.
8. Enumerating and describing the pupil records maintained by the District.
9. Annually informing parents under what conditions that their prior consent is not required to disclose information.
10. Ensuring the orderly retention and disposition, per applicable state statutes, of the District's student records.
11. Notifying parents of secondary school students that it is required to release the student's name address and telephone listing to military recruiters and institutions of higher learning upon request. Parents or eligible students may request that the District not release this information, and the District will comply with the request.
12. Notifying parents annually of the District's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose,

including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

10-154a Professional communications between teacher or nurse & student.

10-209 Records not to be public.

10-221b Boards of education to establish written uniform policy re: treatment of recruiters.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528

**Adopted:** May 27, 1980

**Revised:** April 12, 1982

**Revised: July 13, 2009**

**Revised: June 25, 2012**

**Revised: August 28, 2017**

## Personnel Certified

### Substitute Teachers

A substitute teacher shall be a person who has earned a Bachelor's Degree, is fully qualified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher. The Commissioner of Education may waive requirement for a Bachelor's Degree for good cause upon the request of the Superintendent of Schools.

The ~~Board~~ District shall only hire applicants for substitute teaching positions who comply with the reference and background checks as detailed in Policy [#4112.51/4212.51](#) and who comply with the required disclosure requirements ~~and after requesting information from the applicant's prior employers and SDE. The Board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The Board shall hire only substitutes who are on such list.~~

~~Approved substitutes shall remain on such list as long as he or she is continuously employed by the Board as a substitute teacher, provided the Board does not have any knowledge of a reason that such person should be removed from the list.~~

Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the Superintendent.

Rates of compensation for substitute teachers will be set by the Board of Education.

~~Only fully certified replacement teachers will be assigned to classes whose regular teachers are on long term leaves of absence of forty (40) days or more.~~ The District is permitted to employ a person who lacks substitute teacher authorizations as a substitute teacher in the same assignment for a period not to exceed 60 school days. Principals will attempt to maintain as much continuity as possible by engaging only one substitute for the full period of absence of one teacher and by calling back a substitute to serve in a classroom in which he/she has already performed successfully.

Substitute teachers will not participate in the health ~~and welfare~~ plans or other fringe benefits of the school system.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

### Placement:

- a. A substitute hired to fill an absence that lasts longer than 23 days will be placed on the 1st step of the Bachelor's scale on the 24th day. The new scale will not be retroactive to the first day.
- b. A substitute hired to fill an absence anticipated to last longer than 23 days will be placed on the 1st step of the Bachelor's scale immediately.

c. Temporary teachers who are hired to fill a permanent vacancy until completion of the school year may be paid in accordance with the regular teacher salary schedule.

A contract for an ensuing school year shall not be offered unless such temporary teacher has been, prior to the offering the contract, employed in this system a sufficient length of time for evaluation of work by the administration.

(cf. [4112.51/4212.51](#) - Employment/Reference Checks)

Legal Reference: Connecticut General Statutes

[10-183v](#) Reemployment of teachers.

[10-145a](#) Certificates of qualification for teachers.

June 19 Special Session, Public Act No. 09-1 An Act Implementing the Provisions of the Budget Concerning Education, Authorizing State Grant Commitments for School Building Projects and Making Changes to the Statutes Concerning School Building Projects and Other Education Statutes. (Section 48) Public Act No. 09-6 September Special Session

[10-221d](#) Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal. (as amended by PA 16-67)

[10-222c](#) Hiring policy. (as amended by PA 16-67)

**Adopted: February 23, 1981**

**Revised: November 9, 1981**

**October 26, 1992**

**July 12, 2010**

**October 11, 2011**

**February 13, 2017**

**May 11, 2020**

## NEW CONSTRUCTION

### Indoor Air Quality

The Board of Education recognizes that the maintenance of acceptable temperature, relative humidity and adequate fresh air ventilation in school buildings is a primary objective in the creation and maintenance of an optimal learning environment.

### Indoor Air Quality in Existing Facilities

The Superintendent or his/her designee shall implement an indoor air quality program that provides for ongoing maintenance and facility reviews, in accordance with all applicable state statutes, necessary for the maintenance and improvement of the indoor air quality of all District facilities.

The District shall report biennially, in a manner as required, to the Commissioner of Education on the condition of its facilities, its long range facilities program, and on its air quality program and green cleaning program.

~~Prior to January 1, 2008 and every three (3) years thereafter~~ Starting on January 1, 2025 and annually thereafter, for all District facilities ~~that has been constructed, extended, renovated on or after January 1, 20023,~~ the Board of Education shall provide for a uniform inspection and evaluation program of indoor air quality ~~within such buildings, such as~~ complying with the Environmental Protection Agency's Indoor Air Quality for Schools Program. The results of the evaluation shall be made available for public inspection at a regularly scheduled Board of Education meeting and also posted on the District's website.

The District shall report biennially, in a manner as required, to the Commissioner of Education on the condition of its facilities, its long range facilities program, its air quality program, and green cleaning program. The Board must utilize standard reporting forms to conduct and report on both IAQ and HVAC inspections and must provide The Department of Administrative Services (DAS) the completed forms for each school. The forms and/or reports must be made available at a regularly scheduled Board of Education meeting and on the Board of Education/individual school website

The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

1. the heating, ventilating, and air conditioning (HVAC) systems;
2. radon levels in the air and water;
3. potential for exposure to microbiological airborne particles, including fungi, mold, and bacteria;
4. chemical compounds of concern to indoor air quality, including volatile organic compounds;

5. pest infestation, including insects and rodents;
6. pesticide usage;
7. the presence and plans for removal of certain hazardous substances identified under federal law;
8. ventilation systems;
9. plumbing, including water distribution systems, drainage systems, and fixtures;
10. moisture incursion (leaks) ;
11. the facilities' overall cleanliness;
12. building structural elements, including roofing, basements, and slabs;
13. the use of space, particularly in areas designed to be unoccupied; and
14. the provision of indoor air quality maintenance training for building staff.

Heating, ventilation, and air conditioning systems shall be maintained in accordance with the prevailing maintenance systems, such as Standard 62. The Board directs the Superintendent or his/her designee to ensure that such systems shall be operated continuously during the hours in which students or school personnel occupy school facilities except during periods of scheduled maintenance or emergency repairs or at other times when it can be demonstrated that the air supply system meets the Standards 62 requirements for air changes per hour.

Records shall be maintained on the maintenance of the District's heating, ventilation, and air conditioning systems for a period of not less than five years. Such records shall be available to the public upon request.

Prior to January 1, ~~2024~~, 2025 and every five years thereafter, the local or regional Board of Education shall provide for a uniform inspection and evaluation of the heating, ventilation and air conditioning system within each school building under its jurisdiction. Such inspection and evaluation shall be performed by a certified testing, adjusting and balancing technician, an industrial hygienist certified by the American Board of Industrial Hygiene or the Board for Global EHS Credentialing, or a mechanical engineer. Such heating, ventilation and air conditioning systems inspection and evaluation shall include, but need not be limited to:

1. Testing for maximum filter efficiency
2. Physical measurements of outside air delivery rate
3. Verification of the appropriate condition and operation of ventilation components
4. Measurement of air distribution through all system inlets and outlets
5. Verification of unit operation and that required maintenance has been performed in accordance with the most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers
6. Verification of control sequences
7. Verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors, and

## 8. Collection of field data for the installation of mechanical ventilation if none exist.

The ventilation systems inspection and evaluation shall identify to what extent each school's Current ventilation system components, including any existing central or non-central mechanical ventilation system, are operating in such a manner as to provide appropriate ventilation to the school building in accordance with most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. The inspection and evaluation shall result in a written report, and such report shall include any corrective actions necessary to be performed to the mechanical ventilation system or the heating, ventilation and air conditioning infrastructure, including installation of filters meeting the most optimal level of filtration available for a given heating, ventilation and air conditioning system, installation of carbon dioxide sensors and additional maintenance, repairs, upgrades or replacement. Any such corrective actions shall be performed, where appropriate, by a contractor, who is licensed in accordance with chapter 393. The local or regional Board of Education conducting an inspection and evaluations pursuant to this subsection shall make available for public inspection the results of such inspection and evaluation at a regularly scheduled meeting of such Board and on the Internet website of such Board and on the Internet website, if any, of each individual school. The local or regional Board of Education shall not be required to provide for a uniform inspection and evaluation under this subdivision for any school building that will cease to be used as a school building within the three years from when such inspection and evaluation is to be performed.

### **Indoor Air Quality in New or Renovated Facilities**

In order to secure appropriate indoor air quality in District schools, the Board of Education believes that when new facilities are constructed and when existing facilities are renovated, the following requirements shall be specified to the architect or design professional responsible for the construction project:

1. Adhere to the requirements defining minimum air circulation contained in the State Building Code, which apply only when constructing new space.
2. The building/space meets or exceeds the ASHRAE (American Society of Heating, Ventilating and Air Conditioning Engineers) 62-1999 standard, "Ventilation for Acceptable Indoor Air Quality," which considers chemical, physical and biological contaminants that can effect air quality as referenced by the State Code adopted pursuant to C.G.S. 29-252.
3. Utilizing the ASHRAE 62-1999 standard, achieve a minimum ventilation rate per occupant of 15 cubic feet per minute (cfm) of outdoor air.
4. Design and placement of air handling equipment needs to be done in a manner where it is accessible to inspect and maintain the equipment; therefore mechanical rooms are desirable versus exposed rooftop units or units hung above suspended ceilings.
5. With increased air flow requirements, attention must be given to the potential of air velocity noise within ductwork.

6. Fresh air intakes must be located, whenever possible, away from all types of vents and exhausts on roofs.
7. Air intakes and ventilation windows must be sufficiently distant from bus loops and loading docks.
8. Radon mitigation systems to provide a vapor barrier and protection from under-slab humidity should be a part of new school construction.
9. Attention must be given to the selection of carpeting, carpet adhesives and synthetic materials which may emit odorous and irritating volatile organic vapors degrading indoor air quality.
10. Reduce the potential of moisture intrusion through appropriately designed pitched roofs wherever possible.
11. Consider the economic feasibility of achieving dehumidification through air conditioning.
12. Install temperature control systems, which monitor temperature and other factors helpful in monitoring and diagnosing heating, ventilating and air conditioning (HVAC) systems.
13. When renovating an occupied building provide for the mechanical control of airborne pollutants associated with the construction process.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-231(f) Indoor air quality committees

10-282(19) Definitions

10-283 Applications for grants for school building projects

10-286 (a)(9) Computation of school building project grants

10-291 Approval of plans and site. Expense limit.

10-292 Review of final plans by Commissioner of Education.

10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice

P.A. 03-220 An Act Concerning Indoor Air Quality in Schools.

**Adopted: November 10, 2003**

**Revised: September 25, 2017**

**Revised: September 11, 2023**