

**Somers Board of Education Regular Meeting**

**Monday, July 8, 2024 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 June 24, 2024 BOE Minutes 2  
The Board to review and approve the minutes from the June 24, 2024 Board meeting.
4. **ADMINISTRATIVE REPORTS**
  1. Superintendent Update  
Dr. Galloway will update the Board on events and introduce Dr. Jaime Rechenberg, SHS Principal, to the Board.
5. **OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**
6. **CONSENT AGENDA**
  1. Warrant of June 28, 2024 7  
The Board to review and consent to the warrant of June 28, 2024.
7. **OLD BUSINESS**
8. **NEW BUSINESS**
  1. 1st Posting DBS Code 4112.5 - Fingerprinting 9
  2. 1st Posting DBS Code 4112.52 - Dissemination of Criminal Justice Information 11
  3. 1st Posting DBS Code 9132 - Standing Committees 15
  4. Special BOE Virtual Meeting for Policy Approval  
The Board to set a date to hold a Special BOE Virtual Meeting for policy approval.
9. **COMMITTEE REPORTS**
  1. Curriculum
  2. Policy
  3. Planning/Finance
  4. Salary & Negotiations
10. **CABE/CREC/State Dept. of Ed./SEF**
11. **AUDIENCE TO CITIZENS/STAFF/STUDENTS**
12. **EXECUTIVE SESSION**  
The Board to enter into Executive Session to complete the Superintendent's evaluation.
13. **ADJOURNMENT**

**Somers Board of Education Regular Meeting**  
**Somers Board of Education Chambers**  
**Monday, June 24, 2024**  
**7:00 PM**

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

Present BOE Members: Anne Kirkpatrick, Mike Briggs, Dr. Ed DePeau, JT Galloway, Shane Manning (7:46 p.m.), Jan Martin, Kim Radziewicz, Carl Stebbins, Derek Zelek

Others: Dr. Sam Galloway, Ann Marie Jones, Craig Jones, Stephanie Levin, Tim Mugan, Joseph Stango, Jeffrey Taddeo

**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. AWARDS AND RECOGNITIONS**

**3.1. Retirement of Officer Craig Jones**

**Rationale:** Officer Craig Jones, SRO, retired effective June 11, 2024. He was a School Resource Officer at Somers Public Schools for six years. Dr. Galloway to present an award.

**Discussion:** Superintendent Galloway recognized Officer Craig Jones for his service as the School Resource Officer and expressed his appreciation for Officer Jones' oversight of the Somers campus. Officer Jones worked to ensure the safety and security of the school community for 6 years. Officer Jones shared that his departure from Somers is bittersweet. He expressed his fondness for the students and schools. Superintendent Galloway presented an award to Officer Jones.

**4. APPROVAL OF MINUTES**

**4.1. Approval of the June 10, 2024 BOE Minutes**

**Rationale:** The Board to review and approve the minutes from the June 10, 2024 Board meeting.

**Motion** to approve the minutes of 6/10/24 Board of Education Meeting. This motion, made by Ed DePeau and seconded by Derek Zelek, Carried. **Yea: 6, Nay: 0, Absent: 1 (Shane Manning), Abstain: 2 (Carl Stebbins, Mike Briggs)**

## 5. ADMINISTRATIVE REPORTS

### 5.1. Superintendent Update

Superintendent Galloway shared an update from the 2024 regular session of the CT General Assembly. Beginning in the 2023-2024 fiscal year, local boards of education may create non-lapsing accounts under the following conditions:

- The deposited amount cannot exceed 2% of the prior fiscal year's education budget.
- Expenditures from the account may only be made for educational purposes.
- Expenditures must be authorized by the town's board of education.

Prior to this legislation, boards of education were reliant on the town's fiscal authority to create and deposit into non-lapsing accounts. The budget subcommittee will discuss future action regarding this legislation.

The SES HVAC Building Committee voted to bring forward a pre-construction proposal to the Board of Selectmen to get an accurate cost estimate of the HVAC project. Dr. Galloway and Stephanie Levin presented to the Board of Selectmen at a recent meeting. The proposed cost is \$70,985. The Board of Selectmen voted affirmatively. Gilbane Building Company will complete the work.

Dr. Jaime Rechenberg was selected as the new SHS Principal, effective July 8, 2024. Jaime was the Secondary Director of STEM for the Bristol Public Schools. Dr. Rechenberg is excited to join the Somers school community.

### 5.2 Whitsons Culinary Group Update

**Rationale:** Jeff Taddeo, Whitsons District Manager, and Joe Stango will update the Board regarding the lunch program at SPS.

**Discussion:** Stephanie Levin introduced representatives from Whitsons Culinary Group. Jeff Taddeo, Tim Mугan and Joe Stango presented highlights of the year and plans for the 2024-25 school year. Three new team members have been added to the Food Services Department. SHS piloted a breakfast program in May. Breakfast was available to students from 7:20- 9 a.m. No additional labor or equipment was needed to run the breakfast program. A variety of hot breakfast sandwiches, breakfast bars, assorted bagels, fresh fruit, juice, milk, smoothies and parfaits were available. During the 30-day pilot, 600 breakfasts were sold. The district is looking to expand the program next year.

The lunch program showed success during the 2023-24 school year. Approximately 93,000 meals were sold, which is about 8,000 more meals than last year. This figure does not include extra meals that an individual student may have bought each day. A deli meat station sponsored by Boar's Head was added at SHS in May. Photos of meal options were shared in the presentation.

There are several anticipated budget increases for 2024-25, including a 3-5% increase in wages for town employees, a 5% increase in food costs, and a 4% increase in paper and cleaning supplies. There are plans to expand the Farm to School Program. Twenty percent of all produce used for meals will be purchased from CT farms. Whitsons works with local farms to supply produce and incorporate the produce into meals.

The representatives from Whitsons shared a variety of communication types, including monthly dining reports, marketing through school-branded stations in the cafeteria, direct account balance notifications via Horizon and My School Bucks, and collaboration with the local Hunger Action Team to serve the community.

A new program was rolled out at the end of the school year for the administrative team and will be expanded to all teachers during the 2024-25 school year. An online ordering system will be available for staff to order certain food items. These lunch items will be delivered to each staff member's school cafeteria.

The cafeteria is self-sustaining. The income earned from parent deposits covers the operation expenses. However, the cost per meal will need to be reevaluated and will likely increase by about 5%. At this time, there is no plan to expand the breakfast program to MBA and SES. Different schedules and dynamics pose obstacles to this offering.

Chair Kirkpatrick shared that partnering with Whitsons has been one of the best decisions the Board has ever made. The continuous improvement of the company was highlighted.

Choice tuition money helps to offset costs for students eligible for free and reduced lunch. Eligible students are not limited in their food choices.

Questions regarding waste management were addressed. Mr. Stango shared that the kitchen runs efficiently, and careful planning helps to reduce waste. When available, "extras" can be rescued and delivered to local shelters. Since shelters are food service certified, there is no liability to the district. Potential solutions for some scheduling challenges that have occurred were discussed.

Surveys are offered to students to gather feedback about the appearance, taste and quality of the food. Parent surveys are also available. Internal audits of the program are conducted annually by a third party. Whitsons does not accept a score below 80%. Schools under the leadership of Mr. Stango are usually in the 90-100% range on the audit. Mr. Mugan will help to ensure the tools provided by Whitsons are working properly and support Mr. Stango in the district.

**6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

**7. CONSENT AGENDA**

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

**7.1. Warrant of June 24, 2024**

**Rationale:** The Board to review and consent to the warrant of June 24, 2024.

**7.2. Leave of Absence**

**Rationale:** Madison Provencher, PreK Teacher at SES, will take a leave of absence approximately November 15, 2024 through February 19, 2025.

**7.3. Resignations**

**Rationale:**

- Kim Moran-Becker, Certified Occupational Therapy Assistant, is resigning effective 6/12/24 after 3 1/2 years of service at SPS.
- Bethany Haller, SES Math Tutor, is resigning effective July 1, 2024. Ms. Haller was hired in March 2024.

**7.4. 2nd Posting DBS Code 5125 - Student Records; Confidentiality**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. COMMITTEE REPORTS**

**10.1. Curriculum**

The next meeting will be held on 9/9/24 at 5:30 p.m.

**10.2. Policy**

The next meeting will be held on 8/19/24 at 6 p.m.

**10.3. Planning/Finance**

There is no future meeting scheduled at this time.

**10.4. Salary & Negotiations**

A meeting will be scheduled in the coming weeks.

**11. CABE/CREC/State Dept. of Ed./SEF**

**11.1. CABE Virtual Presentation in August**

**Rationale:** CABE and the School and State Finance Project present: School Funding Changes from the 2024 Legislative Session (registration required)

**Discussion:** A CABE webinar regarding school funding changes will take place on 8/13/24 at 12 p.m.

A plaque celebrating the 10th anniversary of SEF will be displayed in the district with the more recent 20th anniversary plaque. The plaque was presented at the 10 year mark of SEF's inception and the tremendous fundraising efforts by the foundation were noted. The SEF annual meeting will be held in early August. The Board is usually invited to this meeting.

The next CREC meeting will take place in August.

**12. AUDIENCE TO CITIZENS/STAFF/STUDENTS**

**13. EXECUTIVE SESSION**

**Rationale:** The Board to enter into Executive Session and invite the Superintendent into Executive Session to discuss the Superintendent evaluation.

**Motion** for the Board to go into Executive Session at 7:46 p.m. and invite the Superintendent to discuss his evaluation. This motion, made by Kim Radziewicz and seconded by Jan Martin, Carried. **Yea: 9, Nay: 0**

The Board exited Executive Session at 9:14 p.m.

**Motion** to extend Dr. Galloway's contract for one year to 2027. This motion, made by Kim Radziewicz and seconded by Jan Martin, Carried. **Yea: 9, Nay: 0**

**Motion** to grant a 3% salary increase for Superintendent of Schools for the 2024-25 school year. This motion, made by Kim Radziewicz and seconded by Carl Stebbins, Carried. **Yea: 9, Nay: 0**

**14. ADJOURNMENT**

**Motion** to adjourn the meeting at 9:16 p.m. This motion, made by Jan Martin and seconded by Derek Zelek, Carried. **Yea: 9, Nay: 0**

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Jan Martin, BOE Secretary                      Date  
Jenna McDermott, BOE Recording Secretary

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# SOMERS BOARD OF EDUCATION VOUCHER

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Voucher No: 1306

Voucher Date: 06/28/2024

Prepared By:

  
Printed: 06/27/2024 08:41:43 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 \$158,912.04 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 Director of Business Services

SOMERS BOARD OF EDUCATION

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Fund		Amount
10	GENERAL FUND	\$158,912.04
		<b>\$158,912.04</b>

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**Somers Board of Education**

**Check Listing**

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE AP CASH 1918032563

From Date: 6/28/2024  
 From Check: 24940  
 From Voucher: 1306

To Date: 6/28/2024  
 To Check: 24960  
 To Voucher: 1306

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
24940	06/28/2024	A&D Portable Rentals	\$340.00	1306	Printed	Expense	<input type="checkbox"/>		
24941	06/28/2024	Amazon Capital Services	\$198.78	1306	Printed	Expense	<input type="checkbox"/>		
24942	06/28/2024	Dime Oil Company LLC	\$8,427.00	1306	Printed	Expense	<input type="checkbox"/>		
24943	06/28/2024	Elan Financial Services	\$1,383.74	1306	Printed	Expense	<input type="checkbox"/>		
24944	06/28/2024	Eversource Energy	\$23,349.83	1306	Printed	Expense	<input type="checkbox"/>		
24945	06/28/2024	First Student, Inc	\$112,412.93	1306	Printed	Expense	<input type="checkbox"/>		
24946	06/28/2024	Graduate Pest Solutions, Inc.	\$430.00	1306	Printed	Expense	<input type="checkbox"/>		
24947	06/28/2024	Grainger	\$60.63	1306	Printed	Expense	<input type="checkbox"/>		
24948	06/28/2024	Group Dynamic	\$66.60	1306	Printed	Expense	<input type="checkbox"/>		
24949	06/28/2024	James MacFeat	\$294.00	1306	Printed	Expense	<input type="checkbox"/>		
24950	06/28/2024	Jim Shanahan	\$150.00	1306	Printed	Expense	<input type="checkbox"/>		
24951	06/28/2024	Kelly Refrigeration & Freezer	\$575.00	1306	Printed	Expense	<input type="checkbox"/>		
24952	06/28/2024	MagnaKleen Services	\$108.61	1306	Printed	Expense	<input type="checkbox"/>		
24953	06/28/2024	Nuisance Wildlife Pro's, LLC	\$600.00	1306	Printed	Expense	<input type="checkbox"/>		
24954	06/28/2024	Scott Czerwinski	\$562.13	1306	Printed	Expense	<input type="checkbox"/>		
24955	06/28/2024	Somers High School	\$7,441.46	1306	Printed	Expense	<input type="checkbox"/>		
24956	06/28/2024	Stephanie Levin	\$1,059.86	1306	Printed	Expense	<input type="checkbox"/>		
24957	06/28/2024	Steve Weiss Music	\$206.35	1306	Printed	Expense	<input type="checkbox"/>		
24958	06/28/2024	The Growth Company	\$360.00	1306	Printed	Expense	<input type="checkbox"/>		
24959	06/28/2024	The Home Depot Pro	\$525.12	1306	Printed	Expense	<input type="checkbox"/>		
24960	06/28/2024	Town of Somers	\$360.00	1306	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$158,912.04

End of Report

## Personnel -- Certified/Non-Certified

### Security Check/Fingerprinting

To create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Applicants, as required, shall make disclosures containing (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations.

The District, prior to hiring such applicants, will (1) ensure that they complete the above stated three requirements; (2) review applicants' employment history after making a documented, good faith effort to contact previous employers for information; and (3) request any available information about applicants from SDE.

The background/reference checks shall be done in compliance with the statutory guidelines contained in Board policy #4112.51/4212.51, ~~as amended~~ **updated in 2019**.

District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

~~School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.~~

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate are also be required to undergo the same criminal background checks and DCF child abuse and neglect registry check already required for school employees.

A district student, employed by the district or a person employed by the Board as a teacher for a non-credit adult class or adult education activity (as defined in C.G.S. 10-67) who is not required to hold a teaching certificate , pursuant to C.G.S. 10-67 as amended by P.A.18-51 is exempt from fingerprinting requirement.

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, PA 09-1, PA 11-93, PA 16-67, PA 18-51 and PA 19-91)

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

Criminal Justice Information Services (CJIS) Security Policy, Version 5.8, June 2019

**Adopted: January 12, 2009**

**Revised: February 22, 2010**

**February 13, 2012**

**February 13, 2017**

**Personnel -- Certified/Non-Certified**

**Dissemination of Criminal Justice Information**

**Purpose**

The intent of the following policies is to ensure the proper access, use, dissemination and protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until the information is purged or destroyed in accordance with applicable record retention rules.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. The Somers Public Schools may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

**Scope**

The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location from the Somers Public Schools. In addition, this policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

**Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**

CJI is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

**Proper Access, Use, and Dissemination of CHRI**

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

**Personnel Security Screening**

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an employee of the agency who has completed security awareness training and has been granted access to CJI.

**Security Awareness Training**

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

**Physical Security**

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel will have access to physically secure non-public locations. The Somers Public Schools will maintain and keep current a list of authorized personnel. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

**Media Protection**

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

The agency shall securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

**Media Transport**

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. The agency shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

**Media Sanitization and Disposal**

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by Somers Public Schools.

Physical media (printouts and other physical media) shall be disposed of by one of the following methods:

- 1) **shredding** using Somers Public Schools issued shredders.
- 2) **placed** in locked shredding bins for a contractor to be determined to come on-site and shred, witnessed by Somers Public Schools personnel throughout the entire process.
- 3) **incineration** - using a contractor to be determined, incinerators or witnessed by Somers Public Schools personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by Somers Public Schools using one of the following methods:

- 1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are weak and cannot effectively degauss magnetic media.
- 3) **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from Somers Public Schools' control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

### **Account Management**

The agency shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

### **Remote Access**

The Somers Public Schools shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency controlled network (e.g., the Internet).

The Somers Public Schools shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The Somers Public Schools shall control all remote accesses through managed access control points. The Somers Public Schools may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

### **Personally Owned Information Systems**

A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bring your own devices (BYOD) are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy.

### **Reporting Information Security Events**

The agency shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

### **Policy Violation/Misuse Notification**

Violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee, and can result in termination of services with any associated consulting organization or prosecution in the case of criminal activity

## **BYLAWS OF THE BOARD**

### **Standing Committees**

Standing committees shall be appointed annually. The standing committees are as follows:

1. Curriculum Committee
2. Policy Committee
3. Salary and Negotiations Committee
4. Planning/Finance Committee

Duties and responsibilities of each standing committee shall be described under Board Reg. 9132.

When these standing committees have meetings they will be warned by posting in the Central Office and the Town Hall. Committee Chairmen will have the responsibility of informing committee members of meeting dates.

### **BYLAWS OF THE BOARD:**

#### Standing Committees:

#### Functions of all subcommittees:

To assist the Board of Education in performing all of its duties in a more efficient manner in time spent, not only by BOE members, but time by administrators and staff.

#### Subcommittee membership:

Curriculum

Policy

Salary & Negotiations

Planning/Finance (includes CIP, Strategic Plan, Long-Range Plan)

#### Functions and Responsibilities of subcommittees:

### CURRICULUM:

The Curriculum Committee hears and makes recommendations to the Board of Education, for their approval, which consist of the following:

- All changes, additions and deletions of courses, including prerequisite courses.
- All staff additions or reductions in certified staff that necessitates a curriculum change. (The committee does not receive proposals for staff reduction due to decline of student population.)
- ~~All additions or deletions in the athletic program.~~
- All changes in graduation requirements.

- Approval of all books to be used as textbooks in any program or course in the school system. A textbook is defined as any book which is used by the entire class or a selected subgroup of the class and as a mandatory part of the program and from which instruction is drawn. A textbook is also defined as that which is intended to be used for more than one year.
- All series of textbooks for a phase-in program will be approved prior to inception and need not be approved each year. A three-year time limit is placed on any such approval and a plan will be presented at the time of the first adoption. Any deviation from the textbook selected plan will require a new approval. The status of any phase-in program will be reported to the Curriculum Committee annually for information purposes.
- All workbooks which are directly associated with approved textbooks do not require separate approval. Consumable textbooks need not be approved annually. If these textbooks are to be different, the BOE will have to vote approval.
- Approval of instructional materials used as primary resources for any course.

#### The Responsibilities of the Curriculum Committee:

- Establish a calendar, in cooperation with Central Office personnel, each September for curriculum meetings with the staff and administration to hear curriculum proposals.
- Present to the Board the curriculum proposals in January for their approval. The Chairman will include in this report any replacement texts recommended by the administration for adoption by the Board.
- Receive update on all previous curriculum changes and new courses from administration on a systematic basis throughout the year and report back to the total Board.
- Review and approve newly written course curricula as per curriculum management document.

#### POLICY:

1. The policy committee should continually review and update the present policy manual.
2. The committee will write new policies as directed by the Board of Education and/or suggested by the administration.
3. Revisions, updates or new policies will be written by the policy committee in cooperation with administration.
4. All Board members have the responsibility to see that all policies are carried out by the administration.
5. Recognizing there have been changes and additions in the policy manual, the policy committee will systematically review each section in order to keep Board members informed of areas of concern.

#### SALARY AND NEGOTIATIONS:

Function: To negotiate contractual agreements with the following associations or groups:

1. S.A.A. (Somers Administration Association)

2. S.E.A. (Somers Education Association)
3. S.E.S.A. (Somers Education Secretaries Association)
4. Nurses
5. Custodians

Responsibilities:

1. To become familiar with and conform to the Connecticut State Statutes governing the negotiation-mediation-arbitration process.
  - a. To notify Commissioner of Education of day on which contract negotiations will commence. This is 180 days prior to Board's budget submission date.
  - b. If the subcommittee and the bargaining group cannot agree with the terms and conditions, either side can submit the issues to the Commissioner for mediation. This is ordered by the Commissioner if agreement is not reached by the 120th day.
  - c. If mediation does not resolve the contract dispute, the parties proceed to last best offer binding arbitration. The hearing is to be concluded within 20 days of its commencing.
2. Prior to entering negotiations, issues shall be discussed between the full Board and the subcommittee.
3. During negotiations, the Board shall receive an updated report from the subcommittee at each meeting.
4. After finalizing contract, the Board shall receive a complete listing of all terms and conditions for the purpose of voting for acceptance.
5. If mediation or arbitration is necessary with any group, the subcommittee shall consult with the total Board.

FINANCE/PLANNING:

The Finance/Planning Committee provides oversight and is charged with reviewing fiscal and operational matters as may come to the committee from time to time.

The committee will work in collaboration with the administrative team to strengthen budget assumptions, clarify strategy, and identify communication points to advance support for the budget in the community.

The Functions and Responsibilities are:

- Periodically monitor the present operating budget
- [Approve all additions or deletions in the athletic program.](#)
- Review and recommend budget transfers
- Review and recommend actions as they pertain to financial developments
- Research alternative resource opportunities.
- Annually review the capital improvement plan.

- Annually review population projection for future use.
- Maintain an active list of projected programming needs.
- Annually review salary and negotiation projections.
- Annually review Long-Range Facilities Plan with Board of Education.
- Provide representation throughout CIP process
- Review implementation and integration of the Strategic Plan as appropriate to this committee

**Adopted: April 28, 1980**

**July 12, 1982**

**Revised: August 30, 1982**

**February 14, 1983**

**October 15, 1985**

**February 24, 1992**

**January 10, 2000**

**March 7, 2005**

**May 24, 2021**

**Revised: 6/13/22**