Somers Board of Education Regular Meeting
Monday, November 9, 2026 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 October 26, 2026 Meeting Minutes 3
       The Board to review and approve the minutes from the October 26, 2026 Board meeting.
4. **ADMINISTRATIVE REPORTS**
    1. Superintendent Update
    2. Monthly Budget Report 8
       Stephanie Levin, Director of Business Services, will update the Board on the monthly budget report.
5. **OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**
6. **CONSENT AGENDA**
    1. Warrant of November 2, 2026 12
       The Board to review and consent to the warrant of November 2, 2026.
    2. Warrant of November 9, 2026 15
       The Board to review and consent to the warrant of November 9, 2026.
    3. 2nd Posting of CIP Projects 19
       The Board to approve to move projects to CIP.
    4. 2nd Posting 2027 BOE Meeting Schedule 21
    5. Retirement
       Katherine Stutz, MBA Paraeducator, will retire at the end of the 2026-2027 school year after 8 years of service at SPS.
7. **OLD BUSINESS**
8. **NEW BUSINESS**
    1. 1st Posting DBS Code 1140 - Budget/Referendum Materials 22
    2. 1st Posting DBS Code 3100 - Board Budget Procedures and Line-Item Transfers 24
    3. 1st Posting DBS Code 3260 - Disposal of Obsolete or Surplus Equipment Materials 27
    4. 1st Postings of Policies to be Deleted: 28
       DBS Code 3260 - Sale & Disposal of Books, Equipment and Supplies (2009)
       DBS Code 3110 - Budget Planning (2018)
       DBS Code 3111 - Budget Fiscal Year (1998)
       DBS Code 3112 - Budget Calendar (2018)
       DBS Code 3113 - Determination of Budget Priorities
       DBS Code 3160 - Transfer of Funds Between Categories; Amendments
       DBS Code 3170 - Budget Administration (2009)
       DBS Code 3430 - Periodic Financial Reports (2018)
       DBS Code 3430.1 - Periodic Financial Reports/Mandated Reports
       DBS Code 3432 - Budget & Expense Report/Annual Financial Statement (2014)
       DBS Code 3434 - Periodic Audit
9. **COMMITTEE REPORTS**
    1. Curriculum
    2. Policy
    3. Planning/Finance
    4. Salary & Negotiations
    5. Building

10. **CIP/CREC/SEF**
11. **ADVANCE CALENDAR**
12. **AUDIENCE TO CITIZENS/STAFF/STUDENTS**
13. **ADJOURNMENT**

Somers Board of Education Regular Meeting
Somers Board of Education Chambers
Monday, October 26, 2026
7:00 PM

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

Present BOE Members: Mike Briggs, Dr. Ed DePeau, JT Galloway, Dr. Sharon Goulet, Anne Kirkpatrick, Shane Manning, Gina Olearczyk, Kim Radziewicz, Derek Zelek

Others: Dr. Sam Galloway, Stephanie Levin, Dr. Jaime Rechenberg, Georgia Roberts

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

3.1. Approval of the October 13, 2026 Meeting Minutes

Rationale: The Board to review and approve the minutes from the October 13, 2026 Board meeting.

Motion to approve minutes from the October 13, 2026 meeting. This motion, made by Shane Manning and seconded by Kim Radziewicz, Carried. **Yea: 9, Nay: 0**

3.2. Approval of the October 19, 2026 Special BOE Meeting Minutes

Rationale: The Board to review and approve the minutes from the October 19, 2026 special BOE meeting.

Motion to approve minutes from the October 19, 2026 special meeting. This motion, made by Gina Olearczyk and seconded by Derek Zelek, Carried. **Yea: 9, Nay: 0**

4. ADMINISTRATIVE REPORTS

4.1. Superintendent Update

Superintendent Galloway highlighted initiatives at each school that foster student connections and a sense of belonging.

- **SES:** The Spectacular Spartan Award recognizes two students per grade level each month for demonstrating kindness, respect, perseverance, responsibility for their learning, safe behavior, and efforts to improve the school community.
- **MBA:** Student conferences provide an opportunity for staff and administrators to meet individually with every student to discuss academic progress, review grades, i-Ready and SBAC results, review attendance, and

establish goals. This initiative complements the new report card and helps ensure every student feels seen, heard, and supported.

- **SHS:** The SPAR program was developed in response to students expressing a desire for greater connection within the school community. Superintendent Galloway acknowledged the important role student representatives played in bringing the initiative to SHS and the responsiveness of the Board and administrators to student feedback.

4.2. SHS Student Representatives

Rationale: SHS student representatives will update the Board on recent events.

Discussion: Student representatives provided updates on recent activities, athletics, and upcoming events at Somers High School. Highlights included Senior Sunrise, Open House, voter registration, a UConn Clean Air project, Capstone Mentorship Mixer, AP U.S. History trip to Boston, FAFSA Night, PSATs, Fall Paint Night, and the Beta Club/NHS Blood Drive, which had more than 25 donors. A College Information Night was held on 9/17/26 to help parents of juniors and seniors prepare for the college application process. More than 100 colleges and universities attended the College Fair on 10/1/26. Student representatives shared photos of many events.

Students participated in the Four Town Fair Parade, where the SHS band earned Best Overall Band and the senior class won Best Float after working together to repair a damaged float just before the festivities.

MBA students and their families celebrated growth in math and reading on the SBAC assessments during the SBAC Breakfast. MBA students also went on a field trip to Boston.

Athletic updates were shared, including boys' and girls' soccer, field hockey, and cross-country records and upcoming games and matches. Two cross-country runners earned All-Conference recognition. The state meet is scheduled for 10/31/26.

Upcoming events at SHS include Broadway Night, a Veterans Day Ceremony, Pops Concert, Spirit Week, Homecoming dance, and the NHS Induction Ceremony.

Student representatives expressed appreciation for the SPAR program, noting its positive impact on connections between freshmen and upperclassmen and helping students feel more comfortable within the school community.

Board members thanked the student representatives and SPAR leaders for their contributions. Mr. Clement was recognized for his appointment as SHS Assistant Principal following his service as a business teacher and interim administrator. Discussion also included the positive momentum at SHS, improvements in student achievement, and the importance of continued collaboration and budget support to sustain progress.

5. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

Motion to add item 8.5 to hire CABE Executive Search Services to conduct the Superintendent search. This motion, made by Anne Kirkpatrick and seconded by Shane Manning, Carried. **Yea: 9, Nay: 0**

6. CONSENT AGENDA

Motion to approve the consent agenda. This motion, made by JT Galloway and seconded by Kim Radziewicz, Carried. **Yea: 9, Nay: 0**

6.1. Warrant of October 26, 2026

Rationale: The Board to review and consent to the warrant of October 26, 2026.

7. OLD BUSINESS

8. NEW BUSINESS

8.1. Interim Superintendent

Rationale: The Board to hire Dr. Paul Gagliarducci as Interim Superintendent, effective December 7, 2026.

Motion to hire Dr. Paul Gagliarducci as Interim Superintendent effective 12/7/26 pending contract. This motion, made by Ed DePeau and seconded by Sharon Goulet, Carried. **Yea: 9, Nay: 0**

Discussion: This appointment is pending final contract adjustments.

8.2. FY27 Q1 BOE Transfers

Rationale: The Board to approve the FY27 Q1 BOE transfers. Stephanie Levin, Director of Business Services, will be available to answer questions.

Motion to approve FY27 Q1 Transfers. This motion, made by Kim Radziewicz and seconded by Shane Manning, Carried. **Yea: 9, Nay: 0**

Discussion: Ms. Stephanie Levin presented the first-quarter budget transfers for July through September. Savings from a special education hire below the budgeted amount and additional preschool grant funding were transferred to offset higher-than-anticipated costs for a replacement school psychologist.

Funds were transferred to contracted services to reflect the transition from in-house substitute payroll to ESS.

Funds were also transferred from testing and assessment supplies to educational software to cover an $8,000 BrainPOP expense.

8.3. 1st Posting of CIP Projects

Rationale: Stephanie Levin, Director of Business Services, will update the Board on CIP projects.

Discussion: Ms. Stephanie Levin presented the Five-Year Capital Improvement Plan, noting that projects are typically carried forward and adjusted annually. The SES playground replacement was moved to the 2027-2028 fiscal year, with a goal of installation by spring 2028. Originally installed in 1993, the playground has experienced significant rusting and requires ongoing repairs. A vendor has assessed the site and provided preliminary replacement options. The playground is used by both students and the broader community, including Parks and Recreation programs, sporting events, and families outside school hours.

8.4. 1st Posting 2027 BOE Meeting Schedule

Rationale: Dr. Galloway will present the 2027 BOE meeting schedule. This will be approved at the next BOE meeting on 11/9/26.

Discussion: Superintendent Galloway shared the proposed 2027 Board of Education Meeting Schedule. The proposed schedule adheres to the same cadence and format as the previous year. One correction is needed to adjust the calendar to reflect only one August meeting date.

8.5. Superintendent Search

Rationale: The Board to consider hiring CABE Executive Search Services to assist in the search for a new Superintendent of Schools.

Motion to hire CABE Executive Search Services to assist in the search for a new Superintendent of Schools subject to final negotiation of the contract. This motion, made by Anne Kirkpatrick and seconded by JT Galloway, Carried. **Yea: 9, Nay: 0**

9. COMMITTEE REPORTS

9.1. Curriculum

The next meeting will be held on 11/18/26 at 5:30 p.m.

9.2. Policy

This committee met on 10/26/26. Several policies will be shared at the next meeting.

9.3. Planning/Finance

This committee is on hold.

9.4. Salary & Negotiations

This committee met last week to finalize the teachers' contract. This contract will be reviewed and ratified by the Board.

9.5. Building

The last meeting of the Building Committee was canceled.

10. CIP/CREC/SEF

The next CIP meeting will be held on 11/12/26. There are no updates from CREC. SEF grants were due on 10/23/26. The Board will meet on 11/4/26 at 7 p.m. to review all grant applications.

11. ADVANCE CALENDAR

Discussion: Upcoming Event Dates were shared:

- 10/30/26: Broadway Night at SHS, 7:00 p.m.
- November early release days (vary by school)
- 11/10/26: PTO Meeting
- 11/11/26**:** Veterans Day Ceremonies
    - SES: 9:30 a.m., SES Gym
    - MBA/SHS: 10:00 a.m., SHS Gym, with breakfast provided for veterans prior to the ceremony
- 11/20/26-11/21/26: CABE Convention at the Mystic Marriott in Groton
- 11/26/26-11/27/26 Thanksgiving Recess

12. AUDIENCE TO CITIZENS/STAFF/STUDENTS

13. ADJOURNMENT

Motion to adjourn the meeting at 7:34 p.m. This motion, made by Gina Olearczyk and seconded by JT Galloway, Carried. **Yea: 9, Nay: 0**

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Dr. Sharon Goulet, BOE Secretary Date

Jenna McDermott, BOE Recording Secretary

Board of Education
Administrative Report

Title of Report: BOE Monthly Financial Report - October 2026

Board Meeting Date: 11/9/2026

[ ] Action [ ] Report [X] Information [ ] Discussion

Submitted by: Stephanie Levin

Monthly Budget Report:

- Salaries:
  - **Notable Change:**
    - Substitutes are now employed through ESS which is a contracted service (mentioned during the approval to transfer last month). This moves the initial budget of $291,800 out of Salaries and into Administrative Overhead at the bottom of the report).
  - **Other Updates:**
    - Teacher Vacancy - Business Ed. **This will be filled by a Long Term Substitute for the year and a future transfer to the Contracted Services - Substitute LTS will need to be done.**
    - Secretaries/Paraprofessionals - 1 IT Position - currently posted
    - Custodians/Maintainers - In Oct, two positions remained vacant - Groundskeeping & Maintenance. The Groundskeeping position wages will be updated for November to reflect the new hire starting this month. The Maintenance position continues to be reviewed to determine whether this needs to be filled.
    - Other Instructional - We are still currently waiting for our grants to be approved by the state. Both Title I and Choice Sheff have been submitted ($78k in tutor funds).

- Benefits: This account could see a fluctuation if any of the vacant positions are filled. Currently the 1 IT position and 1 Groundskeeping position are eligible positions. The Business Ed Long Term Substitute position will not receive benefits through the school district as they are considered an ESS employee.

- Tuition: There is a possible outplacement mid-year that the department is currently evaluating.

- Equipment: Further discussion happened with the IT Director to assess the need for staff and student computer replacements and purchasing has been approved for ~ $45k in equipment that needs to be updated to meet the requirements of our cybersecurity insurance with Beazley.

2026-2027

Monthly Report

(Through 10/31/2026)

CATEGORY	ITEM	Approved Budget	Budget Adjustment	Revised Budget	Actual Expenditures	Encumbered	Total Projection	Variance	% +/-
Salaries	Teachers	12,845,985	0	12,845,985	2,596,822	10,072,865	12,669,686	176,299	1.37%
	Secretaries/Paraprofessionals	2,365,806	0	2,365,806	620,210	1,693,338	2,313,548	52,258	2.21%
	Administrators	1,935,942	0	1,935,942	648,820	1,313,914	1,962,734	(26,792)	-1.38%
	Custodians/Maintainers	1,085,692	0	1,085,692	348,170	623,281	971,451	114,241	10.52%
	Other Instructional	321,175	0	321,175	98,573	277,896	376,469	(55,294)	-17.22%
	Substitutes	291,800	(291,800)	0	6,612	0	6,612	(6,612)	#DIV/0!
	Nurses	269,400	0	269,400	62,634	203,652	266,286	3,114	1.16%
	Medical Advisor	1,500	0	1,500	1,500	0	1,500	-	0.00%
	SUBTOTAL	**19,117,300**	**(291,800)**	**18,825,500**	**4,383,341**	**14,184,946**	**18,568,286**	**257,214**	**1.37%**
Insurance & Benefits	Health Insurance	4,547,645	0	4,547,645	1,725,934	2,892,967	4,618,901	(71,256)	-1.57%
	Social Security	635,268	0	635,268	166,413	468,855	635,268	-	0.00%
	Pension	176,000	0	176,000	33,235	129,702	162,937	13,063	7.42%
	Worker's Comp	93,500	0	93,500	46,045	46,048	92,094	1,406	1.50%
	Property / Liability	109,025	0	109,025	60,590	52,567	113,157	(4,132)	-3.79%
	Long Term Disability	40,000	0	40,000	11,731	28,269	40,000	-	0.00%
	Life Insurance	20,000	0	20,000	6,464	13,536	20,000	-	0.00%
	School Board Legal	10,000	0	10,000	5,000	5,000	10,000	-	0.00%
	Unemployment	0	0	0	1,305	0	1,305	(1,305)	#DIV/0!
	OPEB	0	0	0	0	0	0	-	#DIV/0!
	Tuition Reimbursement	7,500	0	7,500	0	0	0	7,500	100.00%
	SUBTOTAL	**5,638,938**	**0**	**5,638,938**	**2,056,718**	**3,636,944**	**5,693,661**	**(54,723)**	**-0.97%**
Tuition	Special Education	1,135,600	0	1,135,600	280,587	949,101	1,229,688	(94,088)	-8.29%
	Non-Special Education	110,698	0	110,698	67,022	40,252	107,274	3,424	3.09%
	SUBTOTAL	**1,246,298**	**0**	**1,246,298**	**347,609**	**989,353**	**1,336,962**	**(90,664)**	**-7.27%**
Transportation	Regular Transportation	1,085,650	0	1,085,650	126,442	959,208	1,085,650	-	0.00%
	Special Education Transportation	525,000	0	525,000	90,407	483,516	573,924	(48,924)	-9.32%
	Athletics/Field Trips	50,000	0	50,000	1,984	40,000	41,984	8,016	16.03%
	SUBTOTAL	**1,660,650**	**0**	**1,660,650**	**218,834**	**1,482,724**	**1,701,558**	**(40,908)**	**-2.46%**
Utilities	Electricity	579,000	0	579,000	90,860	488,140	579,000	-	0.00%
	Fuel	144,200	0	144,200	676	137,074	137,750	6,450	4.47%
	Telephones	36,750	0	36,750	4,731	25,159	29,890	6,860	18.67%
	SUBTOTAL	**759,950**	**0**	**759,950**	**96,267**	**650,373**	**746,640**	**13,310**	**1.75%**
Maintenance	General/Dept Maint	841,167	0	841,167	298,915	542,252	841,167	-	0.00%
	Custodial Supplies	61,000	0	61,000	8,991	52,009	61,000	-	0.00%
	SUBTOTAL	**902,167**	**0**	**902,167**	**307,906**	**594,261**	**902,167**	**-**	**0.00%**
Instructional Resources	Books, Textbooks, Workbooks	234,991	(8,000)	226,991	179,219	13,481	192,699	34,292	15.11%
	Technology AV Materials	74,160	8,000	82,160	65,892	9,296	75,187	6,973	8.49%
	General & Dept Supplies	184,170	0	184,170	39,913	7,527	47,440	136,730	74.24%
	SUBTOTAL	**493,321**	**0**	**493,321**	**285,024**	**30,303**	**315,327**	**177,994**	**36.08%**
Extracurricular	Coaches	239,290	0	239,290	58,994	180,296	239,290	-	0.00%
	Activity Advisors	72,390	0	72,390	0	72,390	72,390	-	0.00%
	Athletic/Academic Act	99,900	0	99,900	11,511	88,389	99,900	-	0.00%
	SUBTOTAL	**411,580**	**0**	**411,580**	**70,505**	**341,075**	**411,580**	**-**	**0.00%**
Equipment	New and Replacement	238,369	0	238,369	31,282	99,015	130,297	108,072	45.34%
Admin Overhead	Postage, Dues, Travel, BOE Exp., etc.	235,455	0	235,455	102,925	116,850	219,775	15,680	6.66%
	Contracted Services- Substitutes	0	291,800	291,800	53,998	237,802	291,800	-	0.00%
	SUBTOTAL	**235,455**	**291,800**	**527,255**	**156,923**	**354,652**	**511,575**	**15,680**	**2.97%**
	GRAND TOTAL	**30,704,028.00**	**0.00**	**30,704,028.00**	**7,954,407.65**	**22,363,646.41**	**30,318,054.06**	**385,973.94**	**1.26%**

As of 11/2/2026

SOMERS BOARD OF EDUCATION VOUCHER

Voucher No: 1123 **Voucher Date:** 11/02/2026 Prepared By: LBergamini

Printed: 11/02/2026 07:38:39 AM

SOMERS BOARD OF EDUCATION is hereby authorized to draw warrants against SOMERS BOARD OF EDUCATION funds for the sum of $4,933.33 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (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.

Stephanie Levin Director of Business Services

SOMERS BOARD OF EDUCATION

Fund		Amount
10	GENERAL FUND	$4,933.33
		$4,933.33

Somers Board of Education

Check Listing

Fiscal Year: 2026-2027

Criteria:

Bank Account: BOE AP CASH 1918032563

From Date:	11/2/2026	**To Date:**	11/2/2026
From Check:	28124	**To Check:**	28124
From Voucher:	1123	**To Voucher:**	1123

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
28124	11/02/2026	CABE	$4,933.33	1123	Printed	Expense	☐		
		Total Amount:	$4,933.33						

End of Report

Somers Board of Education

Voucher Detail Listing

Voucher Batch Number: 1123 **11/02/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
CABE	V00121					
Check Group:						
CABE Superintendent Search 2026-2027		1	270555	Paymt 1 of 3 10/29/2026	10.740.2310.330.50.5.00045.134.1.10 Contracted Services - BOE Prof Services	$4,933.33
					Check #: 28124	
					PO/InvoiceTotal:	$4,933.33
					Vendor Total:	$4,933.33
					Grand Total:	$4,933.33

End of Report

SOMERS BOARD OF EDUCATION VOUCHER

Voucher No: 1133 **Voucher Date:** 11/09/2026 Prepared By: L Bergamini

Printed: 11/05/2026 11:08:55 AM

SOMERS BOARD OF EDUCATION is hereby authorized to draw warrants against SOMERS BOARD OF EDUCATION funds for the sum of $555,455.06 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (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.

Stephanie Levin

Stephanie Levin Director of Business Services

SOMERS BOARD OF EDUCATION

Fund		Amount
10	GENERAL FUND	$555,455.06
20	GRANTS	$0.00
		$555,455.06

Somers Board of Education

Check Listing

Fiscal Year: 2026-2027

Criteria:

Bank Account: BOE AP CASH 1918032563

From Date:	11/9/2026	**To Date:**	11/9/2026
From Check:	28125	**To Check:**	28191
From Voucher:	1133	**To Voucher:**	1133

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
28125	11/09/2026	A&D Portable Rentals	$95.00	1133	Printed	Expense	☐		
28126	11/09/2026	Adelbrook Inc	$38,484.00	1133	Printed	Expense	☐		
28127	11/09/2026	Alternative Access Assistive Techology	$4,233.00	1133	Printed	Expense	☐		
28128	11/09/2026	Amazon Capital Services	$623.67	1133	Printed	Expense	☐		
28129	11/09/2026	Anthem Blue Cross and Blue Shield	$327,789.84	1133	Printed	Expense	☐		
28130	11/09/2026	Ashley Guerra	$146.22	1133	Printed	Expense	☐		
28131	11/09/2026	Avery Septic Service	$150.00	1133	Printed	Expense	☐		
28132	11/09/2026	Breakout EDU	$99.00	1133	Printed	Expense	☐		
28133	11/09/2026	Caroline Hargraves	$155.27	1133	Printed	Expense	☐		
28134	11/09/2026	CAS, Inc	$49.00	1133	Printed	Expense	☐		
28135	11/09/2026	Cathy Earnhardt	$112.31	1133	Printed	Expense	☐		
28136	11/09/2026	CEN/UCONN	$50.00	1133	Printed	Expense	☐		
28137	11/09/2026	CHLIC	$12,979.04	1133	Printed	Expense	☐		
28138	11/09/2026	Clear Water Industries	$260.76	1133	Printed	Expense	☐		
28139	11/09/2026	COX Business	$1,057.66	1133	Printed	Expense	☐		
28140	11/09/2026	CT Eastern Builders	$8,097.69	1133	Printed	Expense	☐		
28141	11/09/2026	DBS Financial Services LLC	$2,330.50	1133	Printed	Expense	☐		
28142	11/09/2026	Dime Oil Company LLC	$1,467.79	1133	Printed	Expense	☐		
28143	11/09/2026	Elan Financial Services	$2,841.39	1133	Printed	Expense	☐		
28144	11/09/2026	Ellington Board of Education	$10,600.00	1133	Printed	Expense	☐		
28145	11/09/2026	Encyclopaedia Britannica	$1,500.00	1133	Printed	Expense	☐		
28146	11/09/2026	ESS Northeast, LLC	$28,352.28	1133	Printed	Expense	☐		
28147	11/09/2026	Eversource Energy	$9,437.66	1133	Printed	Expense	☐		

Somers Board of Education

Check Listing

Fiscal Year: 2026-2027

Criteria:

Bank Account: BOE AP CASH 1918032563

From Date:	11/9/2026	**To Date:**	11/9/2026
From Check:	28125	**To Check:**	28191
From Voucher:	1133	**To Voucher:**	1133

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
28148	11/09/2026	First Southern Bank	$6,003.22	1133	Printed	Expense	☐		
28149	11/09/2026	First Student, Inc	$3,551.89	1133	Printed	Expense	☐		
28150	11/09/2026	Follett Content Solutions, LLC	$812.84	1133	Printed	Expense	☐		
28151	11/09/2026	Gateway Enterprise Corporation	$927.00	1133	Printed	Expense	☐		
28152	11/09/2026	Gina Rock	$77.52	1133	Printed	Expense	☐		
28153	11/09/2026	Global Industrial	$1,417.67	1133	Printed	Expense	☐		
28154	11/09/2026	Graduate Pest Solutions, Inc.	$113.73	1133	Printed	Expense	☐		
28155	11/09/2026	Grainger	$111.18	1133	Printed	Expense	☐		
28156	11/09/2026	Great Minds PBC	$3,900.00	1133	Printed	Expense	☐		
28157	11/09/2026	Hartford Sprinkler Co., Inc	$6,065.80	1133	Printed	Expense	☐		
28158	11/09/2026	HD Supply Facilities Maintenance, Ltd	$789.91	1133	Printed	Expense	☐		
28159	11/09/2026	Hillyard-New England	$1,074.23	1133	Printed	Expense	☐		
28160	11/09/2026	Intensive Education Academy, Inc.	$8,694.98	1133	Printed	Expense	☐		
28161	11/09/2026	IVEY Industries	$433.07	1133	Printed	Expense	☐		
28162	11/09/2026	Joe Warren & Sons Co., Inc	$2,285.31	1133	Printed	Expense	☐		
28163	11/09/2026	JP Climate Control LLC	$5,866.00	1133	Printed	Expense	☐		
28164	11/09/2026	Junior Library Guild	$808.00	1133	Printed	Expense	☐		
28165	11/09/2026	K&S Distributors	$705.00	1133	Printed	Expense	☐		
28166	11/09/2026	Lynn Erickson	$136.34	1133	Printed	Expense	☐		
28167	11/09/2026	MagnaKleen Services	$112.95	1133	Printed	Expense	☐		
28168	11/09/2026	Mary Kay Trail	$112.31	1133	Printed	Expense	☐		
28169	11/09/2026	Microbac Laboratories, Inc	$655.25	1133	Printed	Expense	☐		
28170	11/09/2026	MSC Industrial Supply Co.	$174.52	1133	Printed	Expense	☐		
28171	11/09/2026	NAPA AutoParts CON060	$95.06	1133	Printed	Expense	☐		

Somers Board of Education

Check Listing

Fiscal Year: 2026-2027

Criteria:

Bank Account: BOE AP CASH 1918032563

From Date:	11/9/2026	**To Date:**	11/9/2026
From Check:	28125	**To Check:**	28191
From Voucher:	1133	**To Voucher:**	1133

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
28172	11/09/2026	New England Turf Management	$2,333.00	1133	Printed	Expense	☐		
28173	11/09/2026	Nuso, LLC	$118.26	1133	Printed	Expense	☐		
28174	11/09/2026	Options Employment&Educational Services	$16,998.50	1133	Printed	Expense	☐		
28175	11/09/2026	OTIS Elevator Company	$285.11	1133	Printed	Expense	☐		
28176	11/09/2026	Paul Harrington III	$119.98	1133	Printed	Expense	☐		
28177	11/09/2026	Raimondo Electric	$1,592.48	1133	Printed	Expense	☐		
28178	11/09/2026	School Specialty, Llc	$55.11	1133	Printed	Expense	☐		
28179	11/09/2026	SHI International Corp	$8,551.62	1133	Printed	Expense	☐		
28180	11/09/2026	Shipman & Goodwin, LLP	$2,000.00	1133	Printed	Expense	☐		
28181	11/09/2026	Sonitrol New England	$66.92	1133	Printed	Expense	☐		
28182	11/09/2026	Standard Insurance Company	$4,633.61	1133	Printed	Expense	☐		
28183	11/09/2026	Tim Percoski	$111.26	1133	Printed	Expense	☐		
28184	11/09/2026	Town of Somers	$7,128.35	1133	Printed	Expense	☐		
28185	11/09/2026	ULINE	$292.82	1133	Printed	Expense	☐		
28186	11/09/2026	USI	$9,580.00	1133	Printed	Expense	☐		
28187	11/09/2026	Verizon Wireless	$570.01	1133	Printed	Expense	☐		
28188	11/09/2026	Vernier Software & Technology	$118.00	1133	Printed	Expense	☐		
28189	11/09/2026	Williams Scotsman, Inc	$200.00	1133	Printed	Expense	☐		
28190	11/09/2026	Xerox Corporation	$4,396.86	1133	Printed	Expense	☐		
28191	11/09/2026	Zoro Tools Inc	$467.31	1133	Printed	Expense	☐		
		Total Amount:	$555,455.06						

End of Report

Board of Education
Administrative Report

Title of Report: Five-Year Capital Improvement Plan

Board Meeting Date: October 26, 2026

☐ Action ☐ Report ☐ Information ☒ Discussion

Submitted by: Dr. Samuel Galloway

Executive Summary

The Five-Year Capital Improvement Plan is based on district needs as reported from SPS Building Administrators and the Buildings and Facilities Department. Some items could be included in future operational budgets, CIP, leased over multiple years, and/or bonding.

Project	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032
SES Playground Equipment	$462,000				
SES Playscape Resurfacing	$90,000				
MBA Roof Replacement		$1,700,000			
SES Stucco			$932,000		
SES Auditorium Renovation			TBD		
MBA HVAC			$4,138,459		
SHS HVAC				$13,258,899	
SES Roof Replacement					TBD
SHS Track Renovation					TBD
SHS Auditorium Renovation					TBD
Totals	$552,000	$1,700,000	$5,070,459	$13,258,899	TBD

Note: Cost projections are based on vendor quotes and known industry standards. They do not consider cost inflation.
Last updated: October 8, 2026

TOWN OF SOMERS
CAPITAL EQUIPMENT / PROJECT REQUEST
TYPE B. ACQUISITION

GOV'T FUNCTION: Board of Education
Contact Person: Sam Galloway
Phone: (860)749-2270 Ext. 2034
Fax: (860)749-0113

Department: Somers Elementary School
E-mail: sam.galloway@somers.k12.ct.us

Capital Item: Playground

Proposed Acquisition Date: Spring 2028

Proposed Acquisition Cost: $552,000 (Not to Exceed)

1. Description of Capital Item with all accessories, spare parts, and warranties.

The Somers Elementary School playground is in need of replacement as it is believed to be the original playground installed when the school transitioned to being an elementary school. The playground is a community space used by the students during the day for recess and also during non-school hours by families and community members attending outdoor events on campus. The parks and recreation department also has access to it during their programming throughout the year. See attached design being considered as an example.

2. Projected Useful Life.

25-30 years

3. Frequency of Use.

Every day

4. Repair Costs – stated on same basis as Useful Life.

As needed.

5. Price/Quality Analysis.

The district reached out to companies who hold the state contract and received estimates and designs. A few designs are being considered to provide a wide range of accessibility options to meet the needs of the district. One such design is attached.

6. Effect on delivery of service/cost of service if acquisition is delayed.

The elementary school administration sometimes needs to close down parts of the playground due to rusting, broken bolts, or damage. These frequent repairs mean that the students and community cannot safely use the playground until they are resolved. Some students cannot use the playground equipment at all because they cannot physically access it due to a disability.

7. Method of Determining Price.

DAS State Contract #23PSX0149

Approved by _____ _____
Date

Authorization _____ _____
Date

Approved BOF Capital Committee: _____ _____
Chairman Date

Approved BOF: _____ _____
Chairman Date

SOMERS BOARD OF EDUCATION
One Vision Boulevard
Somers, CT 06071
www.somers.k12.ct.us

2027 MEETING SCHEDULE

Monday, January 11, 2027
Monday, January 25, 2027

Monday, February 8, 2027
Monday, February 22, 2027

Monday, March 8, 2027
Monday, March 22, 2027

Monday, April 26, 2027

Monday, May, 10, 2027
Monday, May 24, 2027

Monday, June 14, 2027
Monday, June 28, 2027

Monday, July 12, 2027 (if needed)

Monday, August 23, 2027

Monday, September 13, 2027
Monday, September 27, 2027

Tuesday, October 12, 2027
Monday, October 25, 2027

Monday, November 8, 2027
Monday, November 22, 2027

Monday, December 13, 2027

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

BOE Approved:

Community Relations

Distribution of Materials by Students (Use of Students)

Students may distribute printed materials to parents as a cost-effective means of mass communication. To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or his/her designee may approve such distribution, provided:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.
3. The materials do not promote any political party or candidate.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board-appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

Use of Students

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited either knowingly or unknowingly.

The Superintendent or his/her designee shall interpret this policy strictly. In case of differences regarding the decision, the Superintendent's decision will be final to ensure the best interests of the students are served.

Budget/Referendum Materials

Information concerning a budget or referendum, specifying only the time, date, location, and the neutral text of the question or proposal, may be disseminated through the students or included in regularly published district newsletters.

In accordance with C.G.S. § 9-369b (as amended by P.A. 26-125), the Superintendent of Schools or his/her designee may disseminate a written notice through the schools to inform parents and guardians of enrolled students of an upcoming referendum pertaining to the school district.

No school district funds, electronic mail systems, automated messaging services, or notification platforms (including, but not limited to, parent notification systems, robocalls, or targeted electronic mass mailings) shall be used to send unsolicited electronic communications to a group of residents or parents regarding a pending referendum for the purpose of reminding or encouraging them to vote. Official municipal or regional district notifications sent via an opt-in

town-wide community notification system shall be governed strictly by the provisions of C.G.S. § 9-369b(a)(3).

This information may not contain statements or be written in a manner which may advocate a position on the budget or on a referendum question or otherwise attempt to influence, aid, or defeat the referendum.

Advertising in the Schools

No advertising of materials used for commercial purposes shall be permitted in the school buildings or on the grounds of the District without prior approval of the Superintendent. Advertising in student publications shall be regulated by rules and regulations developed by the Superintendent. Ads concerning drug paraphernalia, tobacco/nicotine products, cannabis, and any controlled substance are prohibited in any school-sponsored publication.

CABE Note: This is the section which would cover the distribution of planners/notebooks/book bags, etc. with advertising on them.

Dissemination of Religious Materials

Materials that have religious content may be made available to students during non-instructional time. The District shall impose content-neutral, time, place, and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not being endorsed or sponsored by the District.

(cf. 3152 – Spending Public Funds for Advocacy)

(cf. 3543.31 – Electronic Communications/Digital Platforms)

Legal Reference: Connecticut General Statutes

9-369 Procedure for holding referendum.

9-369b Local questions and proposals. Preparation, printing and dissemination of explanatory texts and other materials. Use of community notification systems. Expenditure of state and municipal funds to influence vote prohibited; exceptions. Civil penalty. (as amended by P.A. 26-125)

Declaratory Ruling 2009-01 (SEEC) – Dissemination of Neutral Information Regarding Referenda.

In the Matter of a Complaint by William E. Marsh, Windsor Locks (SEEC File No. 2014-037) – Electronic Communications and Website Postings as In-Kind Public Fund Expenditures.

Public Act 13-247 / Public Act 15-173 / Public Act 26-125

Policy adopted:

DBS Code 3100

Business:

Board Budget Procedures and Line-Item Transfers

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the "Board") shall prepare an itemized estimate of its budget each year for submission to the fiscal authority (*i.e.,* Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) (the "Fiscal Authority") for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

Salaries
Employee Benefits
Purchased Services
Tuition, Public In-State
Tuition, All Other
Supplies
Property
Utilities
Grounds Maintenance
Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the "Itemized Estimate."

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or the Superintendent's designee in the development, administration and monitoring of the budget.

The Superintendent and/or the Superintendent's designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A ~~quarterly~~ monthly budget report shall be prepared in the

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same format as the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board at the ~~[*OPTIONAL, if two meetings are held each month:* **second**]~~ first regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

~~**Period Covered**~~	~~**Submitted**~~
~~July, August, September~~	~~October~~
~~October, November, December~~	~~January~~
~~January, February~~	~~March~~
~~March, April~~	~~May~~

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers between the broad budgetary categories in the Itemized Estimate made in such instances shall be announced at the next regularly scheduled meeting of the Board. ~~and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.~~

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources, including any unexpended funds that have been set aside in a nonlapsing account as authorized by law and described below, for educational purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Unexpended Funds

Notwithstanding any provision of the general statutes, municipal charter, home rule ordinance, or other ordinance, the Board may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation, in an

amount not to exceed two per cent of the total budgeted appropriation for such prior fiscal year. Each expenditure from the account must be authorized by the Board and shall be made only for educational purposes, in accordance with state law.

Each fiscal year, the Board shall compile and submit to the Connecticut State Department of Education a report regarding the nonlapsing account, including, but not limited to, the total balance of the account, the amount deposited into such account in a fiscal year, and an accounting of the expenditures made from such account.

Legal Reference:

Conn. Gen. Stat. § 10-221
§ 10-222
§ 10-248a

Public Act 25-175, "An Act Revising the Effective Dates of Provisions Regarding Certain Municipal Referenda and Equity Joint Ventures and Concerning Contracts with the Department of Developmental Services, the Commissioner of Education's Network of Schools, the Reporting of Certain School District Financial Information, the Failure to File for Certain Grand List Exemptions and the Deferrals of Certain Towns' Real Property Revaluations."

Adopted:

Business:

Disposal of Obsolete or Surplus Equipment/Materials

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal or director. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation ~~or conducting a public sale~~ or discarding, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or his/her designee shall notify the ~~[Town manager or First Selectman] of the~~ Town of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated, ~~or~~ sold to the general public, or recycled in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

Adopted:

DBS CODE: 3260

Policy to be deleted

BUSINESS:

INCOME:

Sale & Disposal of Books, Equipment and Supplies:

Used school books, equipment and supplies which have outlived their value to the school program may be disposed of at the discretion of the Superintendent of Schools in accordance with the following order of priority:

1. The property may be given to a school sponsored organization.
2. The property may be given to another Town Department
3. The property may be given to civic or charitable non-profit organizations
4. The property may be sold without advertisement to private agencies or town citizens, with the proceeds going into the general fund of the Town of Somers

Items may be destroyed after reasonable effort has been made to dispose of them as suggested above.

Legal Reference: Connecticut General Statute

10-220 Duties of boards of education

10-240 Control of schools

10-241 Powers of school districts

Adopted: November 26, 1979

Revised: June 8, 1998

July 9, 2009

DBS CODE: 3110

BUSINESS **To be deleted**

Budget Planning:

The school budget shall be developed annually for the next fiscal year. Adjustments shall be made as it moves upward through the administration.

1. The Board reviews and approves the proposed budget procedure and calendar.

2. Superintendent's budget proposal will be given to the Board. The Budget Committee sets dates for review.

3. The proposed budget document is presented to the entire Board for discussion.

4. The Board of Education votes to approve a proposed budget figure. They set a public hearing for input regarding the budget.

5. An informational flyer is prepared for use at the public hearing. The budget is prepared for submission to the Board of Education.

6. A public hearing is held. The budget is adjusted as necessary and submitted to the Board of Education for study.

7. At the next meeting of the Board the budget will be submitted for approval.

8. The budget, as approved by the Board of Education, is submitted to the Board of Finance for study.

9. The Budget Committee meets with the Board of Finance to discuss the budget.

10. The budget, as approved by the Board of Finance, is returned to the Board of Education for adjustment, if necessary. Material for Town budget hearing is prepared and submitted to the Board of Finance.

(See Adm. Reg. 3112)

Adopted: October 22, 1979

Revised: May 28, 1985

April 10, 2000

October 15, 2018

DBS CODE: 3111

Policy to be deleted

BUSINESS:

Budget Fiscal Year

The fiscal year of the Somers Board of Education shall be the same as that of the Town of Somers.

Adopted: October 22, 1979

Reviewed: May 4, 1998

Policy to be deleted

DBS CODE: 3112

BUSINESS

Budget Planning:

Budget Calendar

January (first meeting): Superintendent's budget submitted to the Board.

January (second meeting): Board of Education continues review and discussion of budget. Superintendent answer questions and/or provides additional information.

February (first meeting): The Board approves a budget for presentation at the public hearing (first BOE meeting in March). The Superintendent will prepare an informational flyer for use at the public hearing.

March (first meeting): A public hearing is held prior to the regularly scheduled Board of Education Meeting. The Board holds its regularly scheduled meeting after the public hearing to review public comments and make adjustments to the budget, if necessary. A final budget is adopted for presentation to the Board of Finance. Final budget adopted by the Board of Education will be printed by Central Office and delivered to the Board of Finance.

March (third week): The Board of Education approved school budget is presented to the Board of Finance by the Superintendent at a date set by the Board of Finance. When their review is completed and if the total budget amount set is different than originally presented, the budget will go back to the Superintendent for recommendation to the Board for possible areas where adjustments may be made.

Any adjustments will be voted upon by the Board of Education and will be available at the Town hearing.

May: The Board of Education budget for the schools will be finalized after the Town budget is approved at the Town referendum, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the Town for the operation of the schools.

May - June: The Administration will report back to their staff the final status of their budgets.

The Administration will review any budget changes with the staff both to keep staff informed and to acquire staff input.

Revised: May 28, 1985

June 12, 2000

October 15, 2018

DBS CODE: 3113

Policy to be deleted

BUSINESS:

Determination of Budget Priorities:

The Board of Education realizes it is difficult to meet an infinite array of educational needs and desires with finite resources. Therefore, the Superintendent is directed to formulate the annual budget with that statement in mind.

The following criteria should be taken into consideration:

1. At all times, all available resources shall be utilized to produce the most positive effect on the student's opportunity to gain a sound basic education in this school district.

2. The budget shall be in accord with statutory and regulatory mandates promulgated by the Federal Government, the State Legislature, the State Board of Education and the Somers Board of Education.

3. The budget shall be consistent with contracts between the Board and its employee groups and other contractual obligations.

Legal Reference: Connecticut General Statute

10-222 Appropriations and budget

Adopted: October 22, 1979

Revised: June 8, 1998

July 9, 2009

Policy to be deleted

DBS CODE: 3160

BUSINESS:

Budget/Budgeting System:

Transfer of Funds Between Categories; Amendments:

It shall be the policy of the Board that when an administrator anticipates any changes in costs that would result in overspending a budget reference line, he will either modify his spending in the line or seek approval to overspend it. That approval should come from the Superintendent if the negative variance is less than $5,000. The Superintendent will inform the Board of Education at the next regularly scheduled meeting. If the amount is greater than $5,000, it must go to the full Board of Education for approval. The request to overexpend will be accompanied by an explanation of the reasons and the reference lines from which the funds to cover the variance will be taken. If the request is approved, the administrator and Central Office will record the amount of the funds encumbered on the reference lines.

No item which costs $5,000 or less cut from the budget prior to its approval, or not included in the budget, may be purchased without prior Superintendent approval. Any item over $5,000 must have prior Board approval.

Emergency situations may arise which would create a negative variance. These emergency expenditures may be approved by the Superintendent and reported to the Board at the next opportunity.

The Superintendent or Director of Business Services will present a proposed list of budget transfers to the Board of Education for approval at the close of the fiscal year. Transfers are required for any budget line with a projected negative balance of $5,000 or more with the exception of salary, insurance, energy/utility and tuition budget lines where the projected negative balance must be $10,000 or more.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget (as amended by PA 98-141)

Financial Accounting for Local and State School Systems 1990

Adopted: November 26, 1979

Revised: February 23, 1987

January 24, 2000

October 14, 2008

July 9, 2009

Policy to be deleted

DBS CODE: 3430.1

BUSINESS:

Accounts:

Periodic Financial Reports:

Mandated Reports:

The increasing complexity of both the law and the processes of governing a school district require the Somers Board of Education to assure itself that the financial operations of the district are recorded and reported in strict accordance with Connecticut and Federal Law.

Therefore, the Superintendent shall present to the Budget Committee at the beginning of each school year a comprehensive list of legally mandated school district (financial records) reports. The list shall identify the requesting agency and the date due. Subsequent notification of compliance shall be presented as part of the Superintendent's report at the appropriate meetings of the Board.

The Superintendent shall formulate rules, regulations and procedures, in cooperation with those responsible, to implement the gathering, recording, disseminating, storing and ultimately the destroying of all business records in accordance with applicable Law.

Adopted: June 8, 1981

Revised: November 27, 2000

Policy to be Deleted

DBS CODE: 3170

BUSINESS:

Budget Administration:

The school budget is the plan for spending the funds appropriated by the Town of Somers for the proper operation of the Somers Public Schools for a particular budgetary period. The School Administration and staff will make every effort to stay within the spending limits established by the budget. Regular reports will be made by the Administration to the Board of Education in which budgetary progress will be set forth. The Board of Education will subject the entire budgetary process to constant and rigorous scrutiny.

Legal Reference: Connecticut General Statute

10-222 Appropriations and budget (as amended by PA 98-141)

Adopted: March 24, 1980

Revised: September 11, 2000

July 9, 2009

Policy to be Deleted

DBS CODE: 3432

3433

Business/Non-Instructional Operations

Budget & Expense Report/Annual Financial Statement

The Superintendent of Schools shall submit to the Board of Education a monthly report of disbursements and budget balances at the regular meeting each month, and shall submit an annual report covering the preceding school year.

For the fiscal year ending June 30, 2014, and each fiscal year thereafter, the Board of Education shall annually make available on its Internet web site the aggregate spending on salaries, employee benefits, instructional supplies, educational media supplies, instructional equipment, regular education tuition, special education tuition, purchased services and all other expenditure items, excluding debt service, for each school under the jurisdiction of the Board of Education.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget.

P.A.13-247: An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2015 Concerning General Government, Section 192.

Adopted: March 10, 2014

Policy to be deleted

DBS CODE: 3434

BUSINESS:

Periodic Audit:

An audit of all accounts of the school district shall be made annually by an independent public accountant in accordance with State Law.

The audit shall include all funds of the district including the activity funds, cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut and (2) a summary of audit exceptions and management recommendations.

The annual audit shall be placed on the agenda of the Board of Education at a regularly scheduled meeting. An independent public accountant may be asked to attend the meeting, but his/her attendance is not mandatory.

This audit does not serve the requirements of C.G.S.10-260a regarding the obligation of the auditors of public accounts in auditing of State grants for public education.

Legal Reference: Connecticut General Statutes

7-391 et seq. Municipal Auditing Acting (including

school districts as "audited agencies")

10-260a Auditing of State grants for public education

Adopted: November 24, 1980

Revised: May 28, 1985

November 27, 2000

Policy to be Deleted

DBS CODE: 3430

BUSINESS

Periodic Financial Reports:

The Superintendent of Schools shall be responsible for accounting for all monies expended from within the school budget, shall keep files of all invoices and payroll authorizations, and shall keep a record for the information of the Board of the expenditures broken down into the same categories and numbered accounts as the budget and the approved accounting system.

The Superintendent shall submit to the Board of Education quarterly reports on the status of the budget, showing appropriations and expenditures for the fiscal year to date.

The Superintendent, as agent for the Board of Education, shall be responsible for making annual reports to the Town, the State Board of Education, the Teacher's Retirement Board, and other such agencies required by law.

Adopted: November 24, 1980

Revised: November 27, 2000

October 15, 2018