

**Somers Board of Education Regular Meeting  
Somers Board of Education Chambers  
Monday, October 27, 2008  
7:00 PM**

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

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

Absent BOE Members:

Others:

**1. CALL TO ORDER**

**Rationale:**

**Discussion:**

**2. PLEDGE OF ALLEGIANCE**

**Rationale:**

**Discussion:**

**3. APPROVAL OF MINUTES**

**Rationale:**

**Discussion:**

**3.1. October 14, 2008**

**Rationale:**

**Discussion:**

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

**Rationale:**

**Discussion:**

**5. CORRESPONDENCE**

**Rationale:**

**Discussion:**

**5.1. CABE Award of Excellence for Educational Communications**

**Rationale:**

**Discussion:**

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

**Rationale:**

**Discussion:**

**7. CONSENT AGENDA**

**Rationale:**

**Discussion:**

**7.1. Approval of Bills**

**Rationale:**

**Discussion:**

**7.1.1. BOE Resignation (D. Rudolf)**

**Rationale:**

**Discussion:**

**8. NEW BUSINESS**

**Rationale:**

**Discussion:**

**8.1. Second Warning/Adoption of DBS Code 1212: School Volunteers**

**Rationale:** Agenda items 8-1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

**Discussion:**

**8.2. Second Warning/Adoption of DBS Code 3310: Expenditures/Expending Authority**

**Rationale:** Agenda items 8-1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

**Discussion:**

**8.3. Second Warning/Adoption of DBS Code 3323: Soliciting Prices**

**Rationale:** Agenda items 8-1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

**Discussion:**

**8.4. Second Warning/Adoption of DBS Code 3435: Fraud Prevention & Investigation**

**Rationale:** Agenda items 8-1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

**Discussion:**

**8.5. Second Warning/Adoption of DBS Code 3516.4: Verification of Sex Offender Status**

**Rationale:** Agenda items 8-1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

**Discussion:**

**8.6. Second Warning/Adoption of DBS Code 4112.51/4212/51: Reference Checks**

**Rationale:** Agenda items 8-1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

**Discussion:**

**8.7. Second Warning/Adoption of DBS Code 4112.61/4212/61: Use and Disclosure of Employee**

**Rationale:** Agenda items 8-1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

**Discussion:**

**8.8. Second Warning/Adoption of DBS Code 4118.4/4218.4: Electronic Mail**

**Rationale:** Agenda items 8-1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

**Discussion:**

**8.9. Second Warning/Adoption of DBS Code 3453: School Activity Funds**

**Rationale:** Agenda items 8-1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

**Discussion:**

**8.10. First Warning of DBS Code 5131.11 - Bullying**

**Rationale:**

The Policy Committee has reviewed the current bullying policy and has made the necessary changes to it in accordance with the new state regulations. Once

the board has adopted the new policy we will begin to implement the timeline for reporting to the CSDE as required. No action is required at this meeting.

**Discussion:**

**8.11. Approval of Long-Range Plan Requests**

**Rationale:**

The board received a presentation from all administrators at the prior board meeting in October outlining long-range plan requests. The Planning Committee has met to review all of the requests and is submitting to the board the adjusted plan based upon priorities established by the Planning Committee.

**Discussion:**

**8.12. Approval of Drama Club Field Trip**

**Rationale:**

Mrs. Kathy Welch requests approval for an overnight field trip to the New England Theatre Conference in Warwick, Rhode Island. She intends to take five students and will ensure for two chaperones.

**Discussion:**

**8.13. Approval of Strategic Plan 2008-2012**

**Rationale:**

The Strategic Plan 2008-2012 has been developed since July's BOE retreat with administrative and staff input. The plan specifically has monthly established benchmarks with goals that ensure for a district-wide plan. All building and program goals are directly linked to the new Strategic Plan.

**Discussion:**

**8.14. Athletic Department Donation from the U.S. Army**

**Rationale:**

The U.S. Army has expressed an interest in making a financial donation to the Somers High School athletic department of \$600.00.

**Discussion:**

**9. OLD BUSINESS**

**Rationale:**

**Discussion:**

**10. ADMINISTRATIVE REPORTS**

**Rationale:**

**Discussion:**

**10.1. Building/Department Goals Presentation**

**Rationale:**

Each building principal and director will present to the board their building/program goal(s) for the 2008-2009 school year. Each goal is directly linked with the new Strategic Plan and will ensure for continuity of services and district needs.

**Discussion:**

**11. COMMITTEE REPORTS**

**Rationale:**

**Discussion:**

**11.1. Budget**

**Rationale:**

**Discussion:**

**11.2. Curriculum**

**Rationale:**

**Discussion:**

**11.3. Policy**

**Rationale:**

**Discussion:**

**11.4. Salary & Negotiations**

**Rationale:**

**Discussion:**

**11.5. Planning**

**Rationale:**

**Discussion:**

**11.6. Other Committees**

**Rationale:**

**Discussion:**

**12. OTHER**

**Rationale:**

**Discussion:**

**13. ADJOURNMENT**

**Rationale:**

**Discussion:**

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Krista Cherry, BOE Secretary      Date  
Jenna McDermott, BOE Recording Secretary

## SOMERS BOARD OF EDUCATION

Ninth District Road

Somers, CT 06071

[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

### MINUTES OF THE MEETING – September 22, 2008

<b>Members Present:</b>	T.Henderson, D.Atkinson, T.Potrikus (Mr. Potrikus attended the Board of Finance and arrived at 7:11 p.m. and left at 8:30 p.m.), J.Formeister (left at 7:43 p.m.), R.Lees, A.Kirkpatrick, M.Marquardt, D.Rudolf (arrived at 7:43 p.m.)
<b>Members Absent:</b>	D.Palmer
<b>Administrators Present:</b>	M.Suffredini, J.Houle, P.Collin, B.Boutwell, J.Oliver, R.Riola, S. Muirhead, J.Morrow, G.Cotzin, R.Kapner
<b>Staff Present:</b>	None in attendance
<b>Citizens Present:</b>	None in attendance
<b>Students Present:</b>	None in attendance
<b>Student Representatives:</b>	None in attendance
<b>Others:</b>	

#### 1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order by Chairman Henderson at 7:04 p.m. in the Mabelle B. Avery Middle School-BOE Board Room.

#### 2.0 PLEDGE OF ALLEGIANCE

#### 3.0 APPROVAL OF MINUTES

3.1 September 8, 2008 – It was MOVED (J.Formeister) SECONDED (A.Kirkpatrick) to approve the September 8, 2008 Board of Education regular meeting minutes as presented. PASSED 6-0

#### 4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

#### 5.0 CORRESPONDENCE

Chairman Henderson reported receipt of a letter from Ralph Riola, Co-Principal of Somers Elementary School, notifying the Board of a grant that Pat Clark, Somers Elementary School Media Center Specialist, applied for which resulted in Somers Elementary School receiving the Picturing America Award. Thirty-six artist reproductions that depict individual or historic scenes will be on display at the school. These reproductions will be viewed in the media center, classroom, and incorporated into lessons. Somers Elementary School will retain these reproductions permanently and will share them with both the middle and high schools.

#### 6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

#### 7.0 CONSENT AGENDA

7.1 Approval of 9/22/08 Bills – \$592, 981.74

It was MOVED (R.Lees) SECONDED (M.Marquardt) to approve the 9/22/08 bills in the amount of \$592,981.74. PASSED 6-0

## **8.0 NEW BUSINESS**

### **8.1 Long-Range Plan Requests**

Dr. Suffredini prefaced the presentation of the Long-Range Plan requests by the district administrators stating that he and Bill Boutwell met with each administrator and reviewed their requests prior to submission.

Each administrator individually presented their long-range plan requests and the justification for their identified needs to the Board. The requests that were submitted cover a five-year funding cycle and are in the areas of staffing, programs, equipment and technology, textbooks and instructional resources, facilities and capital planning.

The Long-Range Plan Committee will meet on October 2<sup>nd</sup> at 9:00 a.m. to review and prioritize all the requests presented. The committee will put together a proposal and submit their recommendations to the full Board for review and approval.

### **8.2 CAFE Online Services**

It was MOVED (A.Kirkpatrick) SECONDED (D.Rudolf) to approve the CAFE online services for agenda and meeting reporting as presented at the September 8, 2008 Board of Education Meeting. PASSED 6-0

Training on the use of this service will be scheduled and should be in use in a few months.

### **8.3 Final Budget Approval**

B.Boutwell presented a brief overview of the revisions that were made to the 2008 – 2009 Budget that was approved by the Board in April 2008. Mr. Boutwell explained the changes in specific line items that were adjusted based on current information regarding actual costs.

It was MOVED (D.Rudolf) SECONDED (A.Kirkpatrick) to approve the final 2008-2009 Budget as presented. PASSED 6-0.

### **8.4 First Warning of DBS Code 3160: Transfer of Funds Between Categories: Amendments**

Policy Committee Chairman, D.Atkinson, explained that this policy has not been updated since 2000 and the dollar threshold for transfer of funds was not changed at that time. The change in threshold amounts provides for more flexibility and efficiency in managing the budget. The policy was also revised to line up the presentation of all transfers with the budget cycle.

Second Warning/Adoption will be scheduled for the October 14<sup>th</sup> BOE meeting. Questions should be directed to either D.Atkinson or Dr. Suffredini.

## **9.0 OLD BUSINESS - None**

## **10.0 ADMINISTRATIVE REPORTS**

### **10.1 High School Exit Survey Results**

Somers High School Principal, Gary Cotzin, explained that the 2008 Exit Survey was developed by staff members. The survey was done electronically using the Naviance program. Due to some technical difficulties only 100 of the eligible 129 graduating students were able to complete the online form. Mr. Cotzin stated that the survey will be fine-tuned this year and that they are considering asking the seniors to take the survey earlier in the school year. Mr. Cotzin stated that they are considering giving a modified version of this survey to underclassman.

Mr. Cotzin stated that the data received was very helpful and the areas of concern will be researched to see what changes can be made.

**11.0 COMMITTEE REPORTS**

**11.1 Budget**

B.Boutwell reported that he and T.Potrikus attended this evening's Board of Finance meeting. The district's transfer list was submitted and Mr. Boutwell and Mr. Potrikus responded to questions.

**11.2 Curriculum – No Report**

**11.3 Policy**

Policy Committee Chairman, D.Atkinson, reported that a meeting is scheduled for September 29<sup>th</sup>. Several policies will be reviewed and presented to the full Board at the October 14<sup>th</sup> meeting.

**11.3 Salary & Negotiations – No Report**

**11.5 Planning – No Report**

**11.6 Other Committees**

**12.0 OTHER**

Chairman Henderson commented on the new picture of the campus that is now hanging in the Board Meeting Room. The Board's Strategic Goals and more artwork will be put up also.

**13.0 ADJOURNMENT**

It was MOVED (D.Rudolf) and SECONDED (R.Lees) to adjourn the regular meeting of the Somers Board of Education at 9:06 p.m. PASSED 6-0

Respectfully submitted,

Debra Atkinson, Secretary  
Joan Jaquith, Recording Secretary

These minutes are not official until approved at a subsequent meeting.



# CABE

Connecticut Association of Boards of Education, Inc.

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452 • www.cabe.org

October 17, 2008

J. Callender Heminway  
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Granby

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Donald Blevins  
Vice President  
for Government Relations  
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Senior Staff Associate  
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Senior Staff Associate  
for Field Services

Sheila McKay  
Senior Staff Associate  
for Government Relations

Kelly Balsler Moyher  
Senior Staff Attorney

Vincent A. Mustaro  
Senior Staff Associate  
for Policy Service

Lisa M. Steimer  
Senior Staff Associate  
for Program and Convention

Teresa Costa  
Coordinator of Finance  
and Administration

Dr. Maynard Suffredini  
Superintendent of Schools  
Somers Public Schools  
47 Ninth District Road  
Somers, CT 06071-9606

Dear Dr. Suffredini:

We are delighted to inform you that your school district has won the **CABE Award of Excellence for Educational Communications**. A list of the winners is attached (please check the list to see which one of your entries won the award.)

Again, this year we will make the presentations in the winning school districts. A member of our Board of Directors will come to your school district and make the presentation at a meeting of your board of education.

One of CABE's continuing goals is to bring recognition to the talented staff members who created these outstanding winning entries, as well as to your entire district. Therefore, we believe that by making the presentation at your board meeting you will have the opportunity to invite the local media, and members of the staff and the community who otherwise would be unable to attend the awards presentation ceremony at the convention. You will be contacted after the convention to set up a date and time to make the presentation.

Winning districts will be showcased at the 2008 CABE/CAPSS Convention in November. Please send approximately 30 copies of your winning entry, **PRINT MATERIAL ONLY**, (videos, computer generated projects and website excluded). Send your material for display to CABE, 81 Wolcott Hill Road, Wethersfield, CT 06109 **BEFORE NOVEMBER 10, 2008** or bring them to the registration area before 7:30 a.m. on Friday, November 14, 2008.

If you have any questions or comments about this process, please feel free to call me at CABE.

Sincerely,

Bonnie B. Carney  
Senior Staff Associate for Publications

Enclosure

cc: Board Chair

## Under 2000 ADM Category

### **Newsletter**

#### *Award Winner*

Easton Public Schools  
The Keller Teller

#### *Honorable Mention*

EASTCONN  
Connections

Region 18 Public Schools  
The Center School Gazette

Region 18 Public Schools  
Focus on Education

### **Annual Report**

#### *Award Winner*

Education Connection  
2006-2007 Annual Report

#### *Honorable Mention*

EASTCONN  
Annual Report 2006-2007

Hebron Public Schools  
Annual Report of the Superintendent

Jumoke Academy  
Thelma Ellis Dickerson's Jumoke Academy Annual Report

### **District Budget**

#### *Award Winner*

Region 18 Public Schools  
District Budget

#### *Honorable Mention*

Salem Public Schools  
Salem School District Budget

### **Parent Student Handbook**

#### *Award Winner*

Somers Public Schools  
Somers High School Student Handbook

#### *Honorable Mention*

Region #9 Joel Barlow High School  
Just the Basics: High School Survival

Jumoke Academy  
Jumoke Academy Student – Family Handbook

Region #9 Joel Barlow High School  
Student/Parent/Guardian Handbook 2008-2009

**Course Selection Guide**

*Award Winner*

EASTCONN

Professional Development Opportunities Ready for the Picking

*Honorable Mention*

Region #9 - Joel Barlow High Schools

Program of Studies

EASTCONN

Capitol Theater Arts Academy Course Catalog

EASTCONN

A Directory of EASTCONN Programs & Services

**Calendar**

*Award Winner*

Redding Public Schools

Redding Elementary School Calendar

*Honorable Mention*

Region 18 Public Schools

2008-2009 Calendar

✓ Somers Public Schools

School Calendar

Education Connection

Member Districts Calendar

**Special Project**

*Award Winner*

EASTCONN

“I Have A Student”

*Honorable Mention*

Redding Public Schools

Raccoon Pilot

Easton Public Schools  
Meteor Mania

Jumoke Academy  
Eighth Grade Graduates Memories

**Special Project (AV)**

*Award Winner*

Salem Public Schools  
Salem School District – Curriculum Update Presentation

*Honorable Mention*

Redding Public Schools  
Exceptionality

Region 18 Public Schools  
PowerPoint on 2008-2009 Budget

**Computer Generated Project**

*Award Winner*

Easton Public Schools  
Take A Walk In My Shoes

**Websites**

*Award Winner*

Plymouth Public Schools  
Plymouth Public Schools District Website

*Honorable Mention*

Salem Public Schools  
Salem School District Website

**2000-5000 ADM Category**

Newsletter

*Award Winner*

Plainville Public Schools  
Plainville Board of Education – Community Newsletter

*Honorable Mention*

East Haven Public Schools  
Ferrara News

East Haven Public Schools

Deer Run Elementary School Newsletter

Colchester Public Schools  
Education Connection

**Annual Report**

***Award Winner***

Guilford Public Schools  
The State of Schools

***Honorable Mention***

North Branford Public Schools  
The Annual Report of the Superintendent

Amity Region #5 Public Schools  
2008 Facilities Report

**District Budget**

***Award Winner***

Colchester Public Schools  
Colchester Public Schools Adopted Budget 2008-02009

***Honorable Mention***

Coventry Public Schools  
Coventry 2008-2009 Budget

Clinton Public Schools  
FY 2009 Budget

Clinton Public Schools  
FY 2009 Budget PowerPoint

**Parent/Student Handbook**

***Award Winner***

Simsbury Public Schools  
Elementary Parent Curriculum Handbook

***Honorable Mention***

Cheshire Public Schools  
Highland Elementary School Family Handbook/Folder

Plainville Public Schools  
Linden Street Elementary School Parent-Student Handbook/Calendar

**Course Selection Guide**

***Award Winner***

Granby Public Schools  
2008-2009 Program of Studies

***Honorable Mention***

Bethel Public Schools  
Bethel High School Program of Studies

New Fairfield Public Schools  
New Fairfield High School Program of Studies

Plainville Public Schools  
Plainville Adult and Continuing Education Fall 2007 Course Selection Guide

**Calendar**

***Award Winner***

Amity Region 5 Public Schools  
2008-2009 Amity District Calendar

***Honorable Mention***

North Branford Public Schools  
North Branford Public Schools Pocket Calendar

Branford Public Schools  
"Catch the Reading Bug"

Clinton Public Schools  
2008-2009 Calendar

**Special Project**

***Award Winner***

North Branford Public Schools  
Summer Camp Brochure

***Honorable Mention***

Bethel Public Schools  
Digital Student Posters

Bethel Public Schools  
A Survival Guide for New Teachers

Cheshire Public Schools  
Connecticut's Fallen Heroes- The Wall That Heals

**Special Project (AV)**

***Award Winner***

Bethel Public Schools

Primitive Technologies

***Honorable Mention***

Cheshire Public Schools  
The Wall That Heals

Clinton Public Schools  
Abraham Pierson School 75<sup>th</sup> Anniversary

Coventry Public Schools  
It's Time for Kindergarten

**Website**

***Award Winner***

Colchester Public Schools  
Colchesterct.org

***Honorable Mention***

Coventry Public Schools  
CoventryPublicSchools.org

Plainville Public Schools  
PlainvilleSchools.org

**Over 5000 ADM Category**

Newsletter

***Award Winner***

Bridgeport Public Schools  
Great Expectations

***Honorable Mention***

Glastonbury Public Schools  
School Report

Norwalk Public Schools  
Norwalk Public Schools Newsletter

Wallingford Public Schools  
Education Connection

**Annual Report**

***Award Winner***

Middletown Public Schools  
Annual Report

**District Budget**

*Award Winner*

Middletown Public Schools  
Board of Education Approved Budget 2008-2009

*Honorable Mention*

Groton Public Schools  
Groton Public Schools Proposed Budget

Bloomfield Public Schools  
Superintendent's Proposed Budget

West Hartford Public Schools  
Program Budget 08-09

**Parent/Student Handbook**

*Award Winner*

Newington Public Schools  
Student-Parent Handbook

*Honorable Mention*

Norwalk Public Schools  
Parent/Student Handbook

**Course Selection Guide**

*Award Winner*

West Hartford Public Schools  
Program of Studies

*Honorable Mention*

West Hartford Public schools  
Life Learn Winter Spring-2008 Catalog

West Hartford Public Schools  
The Arts/Music Department Brochure

**Calendar**

*Award Winner*

Stamford Public Schools  
Stamford Public school District Calendar

*Honorable Mention*

Glastonbury Public Schools  
Glastonbury Public Schools 2008-2009 Calendar

Wallingford Public Schools  
Annual Calendar

**Special Project**

***Award Winner***

Bridgeport Public Schools  
Convocation-Superintendent's Back to School Message

***Honorable Mention***

Bloomfield Public Schools  
Identity-Preserving Identity Through Lessons of Darfur and the Holocaust

Danbury Public Schools  
Child of Hope – Darfur Dreams of Peace

West Hartford Public Schools  
Where in the World Are They Now?

**Special Project (AV)**

***Award Winner***

Bridgeport Public Schools  
Great Expectations Television Show

***Honorable Mention***

Wallingford Public Schools  
Moran Middle School Student Produced Project

Groton Public Schools  
SBB Field Study

**Computer Generated Project**

***Award Winner***

Groton Public Schools  
New Employees at Teacher Academy

**Websites**

***Award Winner***

West Hartford Public Schools  
Whiting Lane School Website

***Honorable Mention***

Middletown Public schools  
[www.MiddletownSchools.org](http://www.MiddletownSchools.org)

75 Wrights Brook Dr.

Somers, CT 06071

October 20, 2008

Ms. Terri Henderson

Chairman, Somers Board of Education

47 Ninth District Rd

Somers, CT 06071

Dear Terri and Members of the Board of Ed,

It is with regret that I submit my resignation as a member of the Somers Board of Education effective October 31, 2008. My work schedule has changed and it is no longer possible for me to attend the scheduled meetings. It has been my pleasure to work with the Board of Ed, the administration, and the staff during my 9 years on the Board. I admire your hard work and dedication to the students of Somers, always putting the child first. You have taught me so much over the years and I value the friendships I have made. Thank you!

Sincerely,

A handwritten signature in cursive script that reads "Deborah Rudolf". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Deborah Rudolf

Cc: Dr. Maynard Suffredini, Superintendent of Schools

Mr. David Reed, Chairman, Republican Town Committee

STUDENTS:

Conduct:

Bullying

The Board of Education promotes a secure **and happy** school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, ~~or~~ at a school-sponsored activity, or on a school bus, which acts are ~~repeated against the same student over time~~ committed more than once against any student during the school year. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school.

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs, including, but not limited to, ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district-sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials.

A comprehensive program, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom, and individual.

The district's program:

1. Permits anonymous reports of bullying by students and written reports of suspected bullying by parents or guardians;
2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students' reports they receive;
3. Requires school administrators to investigate parents' written reports and review students' anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there and report such number to the Department of Education annually and in such manner as prescribed by the Commissioner of Education;
5. Requires each school to have ana prevention and intervention strategy, as defined by statute, for school staff to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks; and
6. ~~Requires notice to parents or guardians of all students involved in a verified act of bullying. The notice must describe the school's response and any consequences that may result from further acts of bullying.~~ Requires each school to notify parents or guardians of all students involved in a verified act of bullying and invite them to attend at least one meeting. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying.
7. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
8. Requires students to be notified annually of the process by which they may make reports of bullying.
9. Requires the identification of appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint;
10. As required, but not later than February 1, 2009, submit this policy to the Department of Education for its review, analysis, and cooperative assistance; and
11. Inclusion in the District's staff development program for certified staff training pertaining to the prevention of bullying, effective July 1, 2009.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

The District shall implement, as required by C.G.S. 10-221d, as amended, a prevention and intervention strategy which may include, but is not limited to:

### **Prevention and Intervention Strategy**

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. A school survey to determine the prevalence of bullying.
3. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy.
4. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.

5. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
6. Inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school.
7. Individual interventions with the bully, parents, and school staff; and interventions with the bullied child, parents, and the school staff.
8. School wide training related to safe school climate.
9. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. ~~[In designing administrative regulations, the Superintendent should consult with the greater school community, including students.]~~ In addition, the Principal shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks. This policy shall be included in all student and faculty handbooks and shall be disseminated to the public in a manner to be determined by the Superintendent.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate, that is protected by state or federal law.

Cross Reference: DBS Code 5114: Suspension and Expulsion/Due Process  
DBS Code 5131: Conduct  
DBS Code 5131.10: Hazing/Initiation  
DBS Code 5144: Discipline/Punishment  
DBS Code 5145.5: Sexual Harassment  
DBS Code 6121: Affirmative Action

Legal Reference: Connecticut General Statutes  
~~PA 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance~~  
10-115b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.  
10-222d Policy on bullying behavior as amended by PA 08-160.  
PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.  
PA 08-160 An Act Concerning School Learning Environment

Adopted: December 9, 2002

2008-2009 LONG RANGE PLAN SUMMARY

	<u>FY2009-10</u>	<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>
Staffing	\$45,000	\$88,070	\$128,160	\$30,400	\$34,500
Textbooks	\$86,000	\$83,000	\$80,000	\$80,000	\$80,000
Programs	\$103,170	\$4,688	\$9,656	\$9,494	\$13,968
Facilities/Capital Planning	\$65,800	\$41,850	\$75,250	\$84,500	\$60,000
Equipment/Technology	\$94,930	\$113,200	\$124,216	\$126,081	\$72,781
<b>Total</b>	<b>\$394,900</b>	<b>\$330,808</b>	<b>\$417,282</b>	<b>\$330,475</b>	<b>\$261,249</b>

Somers Public Schools  
Long-Range Plan – FY20010-FY2014

**Staffing**

School/Department: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Item/Project</u>	<u>FY2009-10</u>	<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>
SES Nurse (1 hr/day)				4,400	
SES .5 Psychologist			40,000		
SES .5 Secretary (10 month)					12,500
MBA .5 SpEd Paraprofessional	9,000				
MBA Secretary (1 hr/day)				4,000	
SHS .5 SpEd Paraprofessional	9,000				
SHS 1.0 Social Studies Teacher		24,869 (.6)	16,580 (.4)		
SHS 1.0 World Language		24,869 (.6)	16,580 (.4)		
SHS .4 Math Teacher		18,000			
SHS .2 Art Teacher			10,000		
SHS .2 Physical Education Teacher			10,000		
SHS .3 Health Teacher			15,000		
SHS .5 Music Teacher (Instrument)				22,000	
SHS .5 Music Teacher (Voice)					22,000
SHS 1.0 Paraprofessional (Writing Ctr)		18,252	20,000		
SHS .6 Paraprofessional (In-school Susp)		1,040			
SHS SAT Prep Math		1,040			
SHS SAT Prep English					
SW .5 School Social Worker	27,000				
TOTAL	45,000	88,070	128,160	30,400	34,500

Per CT SDE, high school reform will be implemented in 2013-14 with possible staffing implications.

Somers Public Schools  
Long-Range Plan – FY2010-FY2014

**Textbooks**

School/Department: \_\_\_\_\_

Date: \_\_\_\_\_

Item/Project	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14
Mathematics	54,000	42,000	31,000		
English/Language Arts	13,500			60,000	60,000
Science					60,000
TIDE	12,000	12,500	12,500		
World Language	3,000				
Social Studies	25,000				
Physical Education	10,000	10,000			
Art		7,500	7,500		
Music		7,500	7,500		
Business			6,250	6,250	
Food Service			4,000		
Health/Life Skills			3,250	3,250	
Guidance			3,000		
Replacement	5,000	5,000	5,000	5,000	5,000
Curriculum Subcommittee Adjustment	-42,500	-4,500		5,500	-45,000
<b>SUBTOTAL</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
Test Protocols Updates & Purchases	6,000	3,000			
<b>TOTAL</b>	<b>86,000</b>	<b>83,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>



FIELD TRIP REQUEST

This form should be filed with the Principal's office at least THREE WEEKS prior to the proposed trip. Permission slips from parents for students going and not going must be filed with the Principal no less than one week prior to the trip.

School: JHS Date: 10/7/08

Requested by: Kathy Welch Grade/Class: Drama Club Officers

Destination: New England Theatre Conference Date of trip: Nov 20-22, 2008  
Warwick, RI

Departure time: Nov 20 5:00 PM Approximate time of return: Nov 22 9 PM  
Sat

Number of students involved: 5 Number of chaperones: 2

Type of transportation: Private car (please see signoff from Bus. Mgr attached-)

Expense to students: Hotel & food

Expense to school system: \$0 / Drama Club will pay registration fees

Written Objectives/Relationship to curriculum:

Seminars / program geared to secondary school students  
covers a wide array of theatre topics from acting workshops,  
directing, auditioning, vocal coaching, dancing coaching,  
costume design, lighting design, set design, makeup  
design and general theatre topics

Comments: This is an annual convention to which I  
only invite the Club Officers. This year it is  
Paul Lietz, Beth Bardley, Kalli Bonin, Leah  
Estanislau and Lauren Dumas.

My husband, Tim, may accompany us.

Approved by: \_\_\_\_\_

(Signature of Principal)

Date: 10/7/08

cc: Superintendent's Office  
Business Office  
Principal  
Nurse

SOMERS HIGH SCHOOL DRAMA CLUB  
Ninth District Road, Somers, CT 06071



To: Mr. & Mrs. Lietz, Paul Lietz,  
Mr. & Mrs. Bardsley, Beth Bardsley,  
Mr. & Mrs. Bonin, Kalli Bonin,  
Mr. & Mrs. Estanislau, Leah Estanislau,  
Mr. & Mrs. Dumas, Lauren Dumas

From: Kathy Welch (763-1244)  
Date: October 14, 2008

Subject: The New England Theatre Conference (NETC) November 20-22, 2008

I am writing to you to tell you about an event I would like to take your student to. In case you haven't heard of NETC before, this is the write-up they have distributed in the past:

*"The New England Theatre Conference is a non-profit organization dedicated to providing its members with professional services, career development, and recognition awards in the live theater arts. Serving Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont, NETC proudly supports quality theatre and promotes excellence in all divisions of theatre. A recognized voice for practitioners in youth, secondary, university, community and professional theatre, NETC continues to expand its support of New England theatre in addition to nurturing and promoting new theatre activity. Founded in 1952 by the legendary Boston drama critic Elliot Norton who believed that theatre activists had much to offer one another, NETC was established as the place to learn and share that knowledge. From this simple premise NETC has grown into a dynamic force in New England theater."*

I have gone to many of the NETC conventions and have found them to be very enjoyable. They are run by folks like myself, amateur (or sometimes professional) theatre people who are constantly striving to bring the theatre to the community and to enlighten students on the subject. NETC is especially committed to high school students, college students and community theatre participants. They develop this once-a-year event and bring in both professional and semi-professional experts on the various aspects of theatre. There are performances, seminars, workshops and other events all squished into 2.5 days.

For the past several years, I have taken the Club's officers to the event for two days and it was a very enjoyable time for all of us. I was not able to last year because there was a conflict with an academic event that several of the officers were involved in. There are no school conflicts this year so I would like to repeat the offer. It has truly proven to be an excellent team building activity and a way for the students to learn, to work together and to compete with their peers outside of SHS. This year's officers have proven themselves to be mature and trustworthy, and are working very hard, as a team, and I would like to take them to this event. I am only offering to take this small group – not the entire Drama Club. I have asked them if they'd be interested in attending and they've all assured me that they are. All events, with the exception of the theatre outing, are held with the hotel in which we'd be staying.

I have asked permission with the administration (since it is a "field trip") and have received it. Because this is an "over night" event, I must also get permission from the Somers Board of Education. I will be making a presentation to them on Oct 27 which is the first time I could get on their agenda. If, for some reason, they do not approve, I will let everyone know accordingly and we will make plans for a different team building event in the near future.

My preliminary plans are as follows:

Thursday, Nov 20 – We would leave Somers about 4:00 PM and drive to the Crowne Plaza Hotel in Warwick, RI. That evening there is a dinner followed by a night of city-states competitions: a round robin of improvisation, theatre games, costume designing and more.

Friday, Nov 21 – 8:00 A.M. – 5:15 P.M. Five sessions of various workshops, seminars, competitions, etc. (Please see enclosed itinerary) We would split up (or group up) and attend seminars, workshops, performances, etc. all day. We would meet several times during the day to "check in". After the seminars, workshops, etc. are over, we will have dinner together and can attend the theatre performance outlined in this package. We would spend the night at the hotel.

**SOMERS HIGH SCHOOL DRAMA CLUB**  
Ninth District Road, Somers, CT 06071



Saturday, Nov 22 – 8:00 A.M. to 5:15 P.M. Again, we'd attend the sessions/events and do the "check ins".

Saturday, Nov 22 – at 8:00 pm there is an awards banquet. I am willing to stay with the students if they ALL want to attend this – OR - we can leave to come home after the last session of the day, stopping for dinner along the way. I'm OK either way. (it is a 2 hour drive from Somers)

Sunday, Nov 23 – this day is really for the business of the conference – events and meetings that I do not think would interest the students at all. In fact, I don't think the students are even invited.

There are many different events as you can see from the attached material. One event that they offer is discounted rates to go to a show – this year it is A CHRISTMAS CAROL at Trinity Repertory on Friday evening. NETC only gets the block of tickets – they do not have anything to do with the production itself. I am willing to take them to that show with your approval. However, if there are any student(s) who does not want to go or doesn't have permission to go, we will not go – I cannot supervise in 2 places at once! We will find something to do as a group that will please everyone.

In the past, this event was held over the Veteran's Day holiday weekend. This year it has been changed - it is scheduled for November 20-22 which means the kids would miss one day of school. I have checked with the principal, Gary Cotzin, with this list of student names and have obtained permission from him. These 5 students are exemplary students and he was happy to let them be out for one day for such an opportunity. I have also met with Bill Boutwell, Business Manager, and have satisfied the BOE's requirements for insurance through my personal automobile policy. We only need permission from you.

As advisor of the Drama Club, I am offering that the club pay for their admission in exchange for a "report or workshop" from each of the students on what they learned/got out of the event to be shared with the rest of the Club. However, I do not feel that the Club can pay for the food and lodging of the 5 students (or me). The main reason I do not feel this is proper is 1) that the Club is not selecting the attendees – I am. And 2) the opportunity is not being offered to the others. So, as I told your student, they would have to pay for their own food, lodging and show tickets on Friday.

With your permission, I will make the reservations for all of us - therefore, getting rooms close together. There are 2 options:

Room 1: Paul

Room 2: Beth, Kalli, Leah, Lauren

Room 3: Kathy (me)

The prices are indicated in the attached information packet.

I must make the hotel reservations and convention reservations by Oct 20. So, your prompt reply is appreciated. If you'd like to call with any questions, please do not hesitate. OR, if you'd like, we can meet as a group and discuss. Right now, all I need to know is if your student has permission to go to the event itself and to go to the play off-site. I can work with the students for the signup for the individual sessions... But I do need to get the reservations in. I will put everything on my charge card and we can all square up later...

Thanks

# STRATEGIC PLAN

2008 - 2012



*SOMERS PUBLIC SCHOOLS*  
*Somers, Connecticut*

## ***Mission***

*The mission of the Somers Public Schools, a public educational community dedicated to excellence, is to prepare and inspire all students to realize their fullest potential in a challenging learning environment.*

## ***Vision Statement***

*The vision of the Somers Public Schools is that we be challenged to excellence, creative expression and the development of concern for the quality of life for all. The vision embraces a culture and an environment that: promotes lifelong learning; develops self worth; supports uniqueness and diversity; values independence and interdependence; inspires community and parental involvement; and empowers individuals to make choices that lead to lives filled with dignity, respect, happiness, and opportunity.*

## ***Goals***

**Goal #1:** *Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.*

**Goal #2:** *Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21<sup>st</sup> century learning environment.*

**Goal #3:** *Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.*

# TECHNOLOGY EDUCATION

## VISION STATEMENT

“To expand the learning experience for students, increase instructional strategies for staff and provide 21<sup>st</sup> century models of technology for communication and collaboration within the school department and the community.”

## STRATEGIC PLANNING GOAL TIMELINES

**Goal #1:** Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.

August 2008  
September 2008  
October 2008  
November 2008  
December 2008  
January 2009  
February 2009

March 2009  
April 2009  
May 2009  
June 2009  
July 2009  
September 2009

**Goal #2:** Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21<sup>st</sup> century learning environment.

October 2008  
November 2008  
December 2008  
January 2009  
February 2009

March 2009  
May 2009  
June 2009  
July 2009

**Goal #3:** Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.

September 2008  
October 2008  
November 2008  
December 2008

January 2009  
February 2009  
May 2009  
July 2009

## STRATEGIC PLANNING MATRIX – 2008-2009

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
August	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	<p>Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level</p> <p>Life Skills – daily living, finances, interviewing, resume writing, taxes, etc.</p> <p>Assessments – frequency, ongoing, common</p>	<p>All teachers will have copies of CMT/CAPT/SAT/AP &amp; other relevant data for initial review and analysis</p> <p>Staff training on new advisory program dissemination of curriculum to staff</p> <p>Meet with appropriate CSTs regarding Power/Priority Standards and implementation into curriculum</p>	<p>Curriculum Director</p> <p>SHS Admin. &amp; Staff</p> <p>Curriculum Director</p>

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
September	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	<p>Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level</p> <p>Technology – define and implement age appropriate proficiency standards</p> <p>Assessments – frequency, ongoing, common</p> <p>Instructional strategies – parental involvement/professional development</p>	<p>Conduct assessment of current Rtl practices</p> <p>Disseminate state technology standards to all staff</p> <ul style="list-style-type: none"> <li>• Discussion of local assessments: types, frequency, etc. – districtwide</li> <li>• Fall baseline assessments administered at SES</li> <li>• Reading, writing, math preassessments administered at MBA</li> </ul> <p>Convene Title I parent committee for planning of fall and spring workshops, support strategies for parents</p>	<p>Curriculum Director Pupil Services Director</p> <p>Technology Director</p> <ul style="list-style-type: none"> <li>• Building Administration</li> <li>• SES Administration &amp; Staff</li> <li>• MBA Administration &amp; Staff</li> </ul> <p>Bldg. Administration &amp; Curriculum Director</p>
	#3: Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.	Cyclical facilities and grounds equipment system assessment	Meet w/Superintendent and Director of Business Services to assess facilities and grounds report	Supervisor of Buildings & Grounds

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
October	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	<p>Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level</p> <p>Technology – define and implement age appropriate proficiency standards</p> <p>Assessments – frequency, ongoing, common</p> <p>Instructional strategies – parental involvement/professional development</p> <p>Dropout rate, post graduation survey, etc.</p>	<ul style="list-style-type: none"> <li>• Initial analysis complete/set priorities</li> <li>• Rtl Ad-hoc committee established</li> </ul> <p>Draft standards which are aligned with SDE recommendation</p> <p>Power/Priority Standards workshop presented to Language Arts, Science, TIDE curriculum vertical teams</p> <ul style="list-style-type: none"> <li>• PD day focus on Rtl &amp; DI w/staff</li> <li>• Expand communications with parents on support strategies</li> </ul> <ul style="list-style-type: none"> <li>• Begin development of alumni survey</li> <li>• Review of state dropout data</li> </ul>	<p>Administration</p> <p>Technology Director Curriculum Director</p> <p>Curriculum Director &amp; CST's</p> <ul style="list-style-type: none"> <li>• Curriculum Director &amp; SES/SHS Staff</li> <li>• Staff</li> </ul> <ul style="list-style-type: none"> <li>• SHS Administration &amp; Staff</li> <li>• Administration</li> </ul>
	#2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21 <sup>st</sup> century learning environment.	<p>Internal/external</p> <p>Administrative responsibilities</p> <p>Vision</p> <p>Instructional strategies</p>	<p>Assess status of system</p> <p>Assess needs of administration</p> <p>Draft district vision</p> <p>Assess needs of instructional areas to incorporate technology across curricula</p>	<p>Technology Director</p> <p>Administration</p> <p>Technology Director</p> <p>Technology Director Curriculum Director Principals &amp; Staff</p>

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
October (Cont'd.)	#3: Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.	Enrollment data	Assess enrollment to determine impact on schools and programs	Superintendent Administration

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
November	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	<p>Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level</p> <p>Technology – define and implement age appropriate proficiency standards</p> <p>Assessments – frequency, ongoing, common</p> <p>Instructional strategies – parental involvement/professional development</p> <p>Life Skills – daily living, finances, interviewing, resume writing, taxes, etc.</p> <p>Appreciation for fine and performing arts</p> <p>Cultural awareness</p>	<p>Establish instructional strategies to address priorities</p> <p>Conduct assessment with collabs and teams in each building</p> <ul style="list-style-type: none"> <li>• Fall DAR meetings completed at SES: feedback on assessments</li> <li>• Feedback on assessment strategies</li> <li>• Common Formative Assessments 3 day Certification Training &amp; work with Language Arts staff on development of CFAs</li> <li>• Fall Title I parent workshop completed-open to all parents</li> <li>• PD focus on DI &amp; Curriculum Writing Process</li> </ul> <p>Conduct assessment of life skills offerings across the district</p> <p>Formal assessment of fine and performing arts in district balance</p> <p>Formal assessment of cultural awareness experiences of district</p>	<p>Administration &amp; Teachers</p> <p>Technology Director Curriculum Director Administration &amp; CST's</p> <ul style="list-style-type: none"> <li>• SES Staff</li> <li>• Staff</li> <li>• Curriculum Director</li> <li>• Curriculum Director</li> <li>• Curriculum Director Administration &amp; Staff</li> </ul> <p>Administration</p> <p>Administration &amp; Staff</p> <p>Administration &amp; Staff</p>

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
November (Cont'd.)	#2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21 <sup>st</sup> century learning environment.	Web site  Instructional strategies	Review website format for clarity & information  Assess needs of instructional areas to incorporate technology across curricula	Technology Director Curriculum Director  Principals & Staff
	#3: Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.	Long-Range Plan – active involvement of staff  Program needs	Review district/building programs relating to facilities needs	Superintendent, Principals, Supervisor of Buildings & Grounds

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
December	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level	Implementation of instructional strategies	Administration & Staff
	#2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21 <sup>st</sup> century learning environment.	Administrative responsibilities  Instructional strategies	Assess needs of administration  Assess the development, planning and use of technology within the classroom	Administration  Director of Technology Director of Curriculum Staff
	#3: Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.	Program needs	Assess budget implications for needs of Superintendent	Superintendent, Director of Business Services Administration

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
January	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	<p>Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level</p> <p>Technology – define and implement age appropriate proficiency standards</p> <p>Assessments – frequency, ongoing common</p> <p>Instructional strategies – parental involvement/professional development</p>	<p>Implementation of instructional strategies</p> <p>Begin work with CST’s and vertical curriculum teams to infuse technology standards into curriculum: Language Arts, Science, Physical Education, Social Studies, World Language</p> <p>Review of assessment strategies</p> <ul style="list-style-type: none"> <li>• January Building PD focus on instructional strategies</li> <li>• January Curriculum PD focus on curriculum development strategies</li> </ul>	<p>Administration &amp; Staff</p> <p>Director of Curriculum Director of Technology</p> <p>Administration &amp; Staff</p> <ul style="list-style-type: none"> <li>• Director of Curriculum/Bldg. Administration/Staff/CST’s</li> <li>• Director of Curriculum CST’s</li> </ul>

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
January (Cont'd.)	#2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21 <sup>st</sup> century learning environment.	<p>1:1 computer/student ratio</p> <p>Internal/external communications</p> <p>Instructional strategies</p> <p>Timeline for expansion of modules (Naviance, SDS...)</p> <p>Support mechanism for staff-training, staff</p>	<p>Assess status of computer/student ratio</p> <p>Assess status of system</p> <p>Assess needs of instructional areas to incorporate technology across curricula</p> <p>Expand the use of modules available through the New Student Software System</p>	<p>Director of Technology</p> <p>Director of Technology</p> <p>Director of Technology Director of Curriculum Principals &amp; Staff</p> <p>Director of Technology Administration &amp; Staff</p>
	#3: Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.	Cyclical facilities and grounds equipment assessment system		

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
February	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level  Instructional strategies – parental involvement/professional development	<ul style="list-style-type: none"> <li>• Implementation of instructional strategies</li> <li>• Rtl protocols out to staff</li> </ul> Reconvene Title I parent committee – finalize plans for spring parent workshop	<ul style="list-style-type: none"> <li>• Administration &amp; Staff</li> <li>• Curriculum/Pupil Services Directors</li> <li>• Rtl Ad-hoc committee</li> </ul> Curriculum Director
	#2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21 <sup>st</sup> century learning environment.	1:1 computer/student ratio	Status report/needs assessment	Technology Director
	#3: Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.	Program needs assessment	Assess facility needs	Superintendent & Administration

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
March	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	<p>Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level</p> <p>Assessments – frequency, ongoing, common</p> <p>Instructional strategies – parental involvement/professional development</p>	<p>Implementation of instructional strategies</p> <ul style="list-style-type: none"> <li>• Administration of CMT &amp; CAPT</li> <li>• Winter/Spring DAR meetings completed at SES</li> <li>• Review of assessment strategies</li> <li>• Building-level PD continued focus on instructional strategies</li> <li>• Curriculum PD continued focus on curriculum development strategies</li> </ul>	<p>Administration &amp; Staff</p> <ul style="list-style-type: none"> <li>• Administration &amp; Staff</li> <li>• SES Staff</li> <li>• Administration &amp; Staff</li> <li>• Curriculum Director Bldg. Administration &amp; Staff</li> </ul>
	#2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21 <sup>st</sup> century learning environment.	Website review	Assess format & effectiveness of site	Superintendent & Administration

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
April	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	<p>Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level</p> <p>Technology – define and implement age appropriate proficiency standards</p> <p>Life Skills – daily living, finances, interviewing, resume writing, taxes, etc.</p>	<p>Update on progress of implementation of instructional strategies</p> <p>Update on progress of implementation of instructional strategies</p> <p>Review of life skills program and needs of district</p>	<p>Administration</p> <p>Administration</p> <p>Administration</p>

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
May	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	Instructional strategies – parental involvement/professional development	Spring title I parent workshop completed – open to all parents	Curriculum Director
	#2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21 <sup>st</sup> century learning environment.	Administrative responsibilities	Assess needs of administration	Superintendent & Administration
	#3: Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.	Program needs  Cyclical facilities and grounds equipment assessment system	Draft program plan  Formal assessment of facilities & grounds	Superintendent & Administration  Superintendent & Supervisor of Buildings & Grounds

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
June	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	<p>Assessments – frequency, ongoing, common</p> <p>Technology – define and implement age appropriate proficiency standards</p> <p>Dropout rate, post graduation survey, etc.</p>	<ul style="list-style-type: none"> <li>• Final DAR meetings completed at SES</li> <li>• Review of assessment strategies</li> </ul> <p>Update on infusion of standards into Language Arts, Science, World Language, Social Studies &amp; PE</p> <p>Administer &amp; collect graduation survey</p>	<ul style="list-style-type: none"> <li>• SES Staff</li> <li>• Staff</li> </ul> <p>Technology Director Curriculum Director CST's &amp; Administration</p> <p>SHS Administration &amp; Guidance</p>
	#2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21 <sup>st</sup> century learning environment.	1:1 computer/student ratio	Status report and plan	Superintendent Director of Technology

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
July	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	Reading, Math, Writing, Science – 90% students at goal or proficient at every grade level  Technology – define and implement age appropriate proficiency standards	Review of preliminary state data  Review goal for modification	Curriculum Director  Technology Director
	#2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21 <sup>st</sup> century learning environment.	Security	Status report on systems	Technology Director
	#3: Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.	Program needs	Review of building conditions	Supervisor of Buildings & Grounds

MONTH	GOAL	BENCHMARK	ACTIVITY	PERSON(S)
September	#1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.	Dropout rate, post graduation survey, etc.	Presentation of graduation survey data	SHS Administration

DEPARTMENT GOAL  
2008-2009

Curriculum and Pupil Services  
Departments

Houle & Collin  
Administrators

Strategic Plan Goal:

Goal #1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.

Departments' Goal:

Develop and implement an effective response to intervention process that ensures a continuum of support to maximize the learning of all students. This goal will be ongoing.

Rationale:

As a district we need to more efficiently and effectively meet students' academic and behavioral needs while maximizing human and monetary resources.

Assessment:

- Test score data from CMT/CAPT and other state (e.g. LAS Links) and local assessments (DRP, writing portfolios, mid-term & final exams, etc.); and
- Feedback from parent/guardian trainings.

Indicators of Success:

- An increase in overall student achievement as measured by state and local assessments; and
- Decrease the number of inappropriate referrals to special education.

Activities/Strategies:

- Conduct an assessment of current practices as they relate to response to intervention;
- Draft RtI model for Somers to be presented to Administrative Council;
- Monthly meetings with building and district administrators to work on implementation plan;
- Monthly meetings with superintendent to keep him apprised of progress of RtI implementation and discuss department-specific topics;
- Standardize procedures linked to federally-funded programs (e.g. Title I, Title III, IDEA);
- Increase parent engagement through the provision of training opportunities (fall 2008 and spring 2009); and
- Provide professional development to staff regarding scientific, research-based practices to meet the needs of all students during the district release days (e.g. differentiated instruction, common formative assessments).

DEPARTMENT GOAL  
2008-09

Technology and Information Services  
(Department)

James Morrow  
Administrator

Strategic Plan Goal:

Goal #2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21<sup>st</sup> century learning environment.

DEPARTMENT GOAL:

To work with the new Student Information System (SIS) to develop the procedures, processes and reports needed to meet the obligations of the Somers Public Schools to the CT State Department of Education and the Somers Public Schools staff, students and community.

RATIONALE: The SIS holds our student data and allows us to easily and efficiently do tasks such as attendance, scheduling, grade reporting, data warehousing, and reporting. Changing the SIS requires that all the necessary procedures and processes be developed and mastered in order for the school system to accomplish its day to day tasks and reporting obligations.

ASSESSMENT: Assessment will be based on meeting various reporting deadlines throughout the year and being able to develop the necessary skills and procedures to conduct day to day school business such as attendance, scheduling, and grade reporting.

INDICATORS OF SUCCESS: Indicators of success will be meeting our reporting deadlines and our ability to conduct day to day school business with the new SIS.

ACTIVITIES/STRATEGIES: All 3 members of the department will work to become proficient with PowerTeacher and 2 members of the department will work to become proficient with PowerSchool. The department will also work with school administrators to help them develop the skills to effectively use attendance data, grade reporting procedures, and scheduling procedures.

EVALUATION:

## SOMERS ELEMENTARY SCHOOL BUILDING GOAL 2008-2010

### **Strategic Plan Goal**

**Goal #2:** Develop and implement a systematic process that explicitly links curriculum standards, meaningful assessments, and instruction so that all learners acquire the enduring understandings, knowledge, and skills that they need to succeed.

**Building Goal:** To align instruction with the Connecticut Mastery Test's strands and objectives by focusing on writing across all curricular areas in order to improve student achievement.

**Rationale:** The Generation 4 Connecticut Mastery Test scores from March 2008 indicate a need to improve our students' performance in the area of writing. The faculty is confident that a single focus on writing will improve student performance in other academic areas, such as reading, as well.

### **Indicators of Success:**

- ❑ Improved scores over time on formative and summative assessments.
- ❑ Teachers aligning professional goals with building goals addressing student needs related to writing skills and the CMT.
- ❑ Monthly assessment data on writing prompts, question stem responses, and responses to expository and narrative classroom prompts.
- ❑ Collaboration of teachers to address student needs in order to develop strategies to improve student learning and performance.
- ❑ Increased endurance during writing prompt time throughout the year.
- ❑ Triennial Data Analysis Review with grade level teams to examine academic progress of students.

### **Activities/Strategies:**

- ❑ Students will be asked to write short narratives, reflective in nature, concerning issues in technology.
- ❑ Students in grade 5 will be writing expository pieces to narrate podcasts with an informational and reflective purpose.
- ❑ Students will be asked to visualize the events in a chapter, and then write a summary of the chapter using visualization as a means to recall details.
- ❑ Students will create a three-dimensional scarecrow and use it as a visual to help create a character for a prompt. The scarecrow will provide a visual image for the student to help encourage descriptive writing and increase the use of details.
- ❑ Each week students in preschool will provide developmentally appropriate written responses to question prompts. Their responses will be assessed each trimester using a newly developed rubric.
- ❑ In music classes 5<sup>th</sup> graders will be making writing connections through listening activities, music history and biographies of composers.
- ❑ Students will write poems and set them to music.
- ❑ Pre and Post tests will be administered on prefixes and suffixes in order to improve word choice on process and prompt writing pieces.

- Prompt writing will improve through the use of differentiated instruction and a holistic writing rubric targeting specific skill needs.
- Meaningful mini writing lessons will improve narrative writing skills.
- In a kindergarten class all students will create word wall notebooks in order to increase vocabulary usage in daily writing.
- CMT vocabulary will be incorporated on teacher created assessments
- The number of open-ended questions that students need to respond to in writing will be increased.
- Test-taking endurance will be increased by having students write for longer periods of time throughout the year.
- Students will use more specific details to improve the level of elaboration in writing.
- A science inquiry fair will be developed for grade 4. Participants will incorporate expository writing techniques and science inquiry skills that will be tested on the grade 5 CMT.
- Students will write proficient narrative and expository text using the writing process through the use of differentiated teacher conferences.

MABELLE AVERY MIDDLE SCHOOL BUILDING GOALS  
2008- 2009

Strategic Plan Goal:

Goal #2: Develop and implement a systemic process that explicitly links curriculum standards, meaningful assessments, and instruction so that all learners acquire the enduring understandings, knowledge, and skills that they need to succeed.

**MBA BUILDING GOAL:**

To develop and institute classroom instruction through meaningful assessments that will be planned, and purposeful targeting students and or groups of students in reading, writing, and math.

**RATIONALE:**

Each year our staff works collaboratively to assess our current grade level strengths and weaknesses to develop a comprehensive plan specifically designed to build stronger skills over three years. Some years our needs are extremely apparent requiring a direct and specific goal. Other years, however, our data analysis leads us in a broader direction. For example, Mabelle B. Avery's building goal for 2007- 2008 was the improvement of scores in Reading Comprehension, specifically Strand III, Making Reader/Text Connections in all grades. This was a finite goal directed specifically toward one strand of the CMT. As a result, we were able to improve all grade level scores for this targeted goal: Grade 6 improved from 38% to 49%; Grade 7 improved from 36% to 72%; and Grade 8 improved from 59% to 73%. In addition, our 8<sup>th</sup> grade students scored 1st in Math, 2<sup>nd</sup> in Science, 3rd in Reading and 4th in Writing in our District Reference Group.

Upon analysis of this year's scores, the staff discovered a broader, common thread. Each current grade scored low in 8-9 difficult Math strands and Composing and Editing in Writing. Therefore, a broader goal to increase these performances of all of our students was decided upon unanimously. In order to achieve this goal, teachers will give frequent, on-going formative assessments to pace and guide instruction. They will also differentiate for those students that are below the proficient range raising their individual performance. Teachers are also committed to increasing the performance of our above-average level student through differentiated instruction.

**ASSESSMENTS:**

CMT Grade Level Data Analysis  
Grades 5, 6, 7, 8  
CMT Cohort Data Analysis  
Spring 2006, 2007, 2008, 2009  
CMT data review sheet created by the administration

## **INDICATORS OF SUCCESS:**

- Improvement during the school year shown on formative and summative assessments within the classrooms throughout the disciplines and grades.
- Improvement shown on CMT scores overall.
- Significant improvement shown on number of students increasing from lower levels to higher levels of achievement on CMT.

## **ACTIVITIES/STRATEGIES:**

- Faculty Meetings: Analyze test data per grade, individual students, and cohorts (same students over time).
- Individual meetings with L.A. and Math teachers in grade 6 to formulate an action plan.
- Professional Development Day working with Critical Friends Group to analyze formative assessments. Content teachers submitted 3-5 Formative Assessments for review and discussion.  
ASCD Video: The Power of Formative Assessments: Increasing Motivation and Achievement.
- Team input on current needs assessment due by October 17, 2008
- Connect to teacher's professional growth goals across the disciplines.
- Create and analyze assessments and responses of student work through Critical Friends Groups and team meetings.
- Implement Differentiated Instruction practices to address individual student needs and strengths.
- Utilize technology to differentiate instruction and improve student learning.

SOMERS HIGH SCHOOL-BUILDING GOAL I  
2008-2009

Somers High School  
Building

Gary Cotzin and Robert Kapner  
Administrators

Strategic Plan Goal:

Goal #1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.

Building Goal:

To improve student achievement through the use of Differentiated Instruction with in the classroom.

Rationale:

The first step to improving student performance is to determine our areas of need. Data from a variety of sources will allow us to look at student performance over a broad spectrum.

Differentiated Instruction is a process that enables teachers to diversify their instruction in order to meet the needs of all students in the classroom. This is important because not all students in a given class acquire the same knowledge at the same rate in the same way. The combination of these two concepts should provide our students with needed elements to perform better on national, state and local assessments. Once the data is scrutinized sufficiently, teachers will use Differentiated Instruction to address identified needs.

Assessment:

- Test score data from CMT/CAPT
- National and State assessments (SAT/PSAT, AP Exams)
- School assessments: mid-term/final exams
- Student results on Differentiated Instruction units

Indicators of Success:

- An increase in overall student achievement as measured by state and local assessments:
  - CAPT
  - SAT Exams
  - AP Exams
- Teachers will gain an understanding and knowledge of student's varied approaches to learning.
- Teachers will display knowledge of student's skills and knowledge.
- Evidence of student instructional groups that are varied as appropriate to instructional goals.
- Some evidence of lesson unit structure that allows for differentiated pathways.

### Activities/Strategies:

- Professional Development time will be allocated to learn the DI process. (October, November, January and March-all ½ day sessions)
- Guest facilitators will be brought in to work with staff during PD time. (October, November, January and March-all ½ day sessions)
- Departments will utilize collaboration time to reinforce concepts learned on professional development days.
- Departments will use collaboration time to begin the process of developing differentiated instruction units for their classes.
- Some Faculty Meeting time will be used to allow departments to work together to further enhance differentiated instruction concepts.
- CST meeting time (once per month) will be used to discuss department progress in achieving DI goals.
- Year-end analysis of staff growth on differentiated instruction concept.
- Determine future needs based on year-end analysis.

**SOMERS BOARD OF EDUCATION**  
**Ninth District Road**  
**Somers, CT 06071**  
[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

**MINUTES OF THE MEETING – October 27, 2008**

<b>Members Present:</b>	Debra Atkinson, Joan Formeister (left at 7:46 p.m.), Anne Kirkpatrick, Rick Lees, Marybeth Marquardt, David Palmer
<b>Members Absent:</b>	Terri Henderson. Tim Potrikus. Deborah Rudolf
<b>Administrators Present:</b>	M.Suffredini, J.Houle, P.Collin, B.Boutwell, S.Muirhead, N. Barry, R.Riola. J.Morrow
<b>Staff Present:</b>	Kathy Welch
<b>Citizens Present:</b>	
<b>Students Present:</b>	C.Whaley, H.Kinel-Frey, M.Latif, S.Robbins, Z.Bartolf, M.Meisterling, B.Voelkl, R.Fawthrop
<b>Student Representatives:</b>	None in attendance
<b>Others:</b>	C.Yan, <i>Journal Inquirer</i>

**Note: The above list does not reflect all who were in attendance.**

**1.0 CALL TO ORDER**

The regular meeting of the Board of Education was called to order at 7:06 p.m. by Vice Chairman Palmer in the Mabelle B. Avery Middle School-BOE Board Room.

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 APPROVAL OF MINUTES**

**3.1. October 14, 2008**

**Primary Motion Passed:** Approve the minutes of October 14, 2008 as presented. Passed (6-0) with a motion by Anne Kirkpatrick and a second by Rick Lees.

**4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS**

**4.1** Somers Elementary School Co-Principal, Ralph Riola, informed the Board of a donation of instructional materials and equipment from the Arnone family. This item will be added to the agenda for discussion and Board approval.

**5.0 CORRESPONDENCE**

**5.1. CABA Award of Excellence for Educational Communications**

Dr. Suffredini reported receipt of a letter from CABA announcing that Somers was presented with the CABA Award of Excellence for Educational Communications for the Somers High School Student Handbook and the Somers Public Schools Calendar.

A member of the CABA Board of Directors will attend a future Board of Education meeting to officially recognize the staff members who were involved in these winning entries. The media will be invited to attend this meeting.

The winning entries will be showcased at the 2008 CABA/CAPPS Convention in November.

Dr. Suffredini and the Board of Education congratulated all those who were involved in these projects.

- 5.2 A letter from a parent was received by Chairman Henderson. Copies of the letter will be forwarded to Dr. Suffredini and the Board members.

## 6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

- 6.1 **Primary Motion Passed:** Add acceptance of donation from Marc and Julie Arnone & Family as Item 8.15 under New Business. Passed (6-0) with a motion by Marybeth Marquardt and a second by Rick Lees.

## 7.0 CONSENT AGENDA

### 7.1. Approval of Bills

**Primary Motion Passed:** To approve the October 27, 2008 bills in the amount of \$79,316.86 as presented. Passed (6-0) with a motion by Anne Kirkpatrick and a second by Rick Lees.

B.Boutwell reported that the payment for the CABA on-line service is included in the October 27, 2008 bills.

### 7.2 BOE Resignation (D. Rudolf)

**Primary Motion Passed:** Accept, with regret, the resignation of BOE Member Deborah Rudolf effective 10/31/08. Passed (6-0) with a motion by Anne Kirkpatrick and a second by Rick Lees.

A plaque will be presented at a future BOE meeting to recognize and thank Mrs. Rudolf for her nine years of service on the Board of Education.

The Republican Town Committee will send out a Press Release regarding the Board of Education vacancy. Somers residents interested in serving on the Board should contact Somers Town Hall for more information. This is a one-year position to complete Mrs. Rudolf's term of office.

## 8.0 NEW BUSINESS

Agenda items 8.1-8.9 are in their second reading. The Policy Committee has reviewed each of the policies and has submitted them for approval to the board.

### 8.1 Second Warning/Adoption of DBS Code 1212: School Volunteers

**Primary Motion Passed:** To adopt DBS Code 1212: School Volunteers as presented. Passed (6-0) with a motion by Debra Atkinson and a second by Joan Formeister.

### 8.2 Second Warning/Adoption of DBS Code 3310: Expenditures/Expending Authority

**Primary Motion Passed:** To adopt DBS Code 3310: Expenditures/Expending Authority as presented. Passed (6-0) with a motion by Debra Atkinson and a second by Joan Formeister.

### 8.3 Second Warning/Adoption of DBS Code 3323: Soliciting Prices

**Primary Motion Passed** Adopt DBS Code 3323: Soliciting Prices as presented. Passed with a motion (6-0) by Debra Atkinson and a second by Joan Formeister.

- 8.4 Second Warning/Adoption of DBS Code 3435: Fraud Prevention & Investigation**  
**Primary Motion Passed:** Adopt DBS Code 3435: Fraud Prevention & Investigation as presented. Passed (6-0) with a motion by Debra Atkinson and a second by Joan Formeister.
- 8.5 Second Warning/Adoption of DBS Code 3516.4: Verification of Sex Offender Status**  
**Primary Motion Passed:** Adopt DBS Code 3516.4: Verification of Sex Offender Status as presented. Passed (6-0) with a motion by Debra Atkinson and a second by Joan Formeister.
- 8.6 Second Warning/Adoption of DBS Code 4112.51/4212/51: Reference Checks**  
**Primary Motion Passed:** Adopt DBS Code 4112.51/4212/51: Reference Checks as presented. Passed (6-0) with a motion by Debra Atkinson and a second by Joan Formeister.
- 8.7 Second Warning/Adoption of DBS Code 4112.61/4212/61: Use and Disclosure of Employee Medical Information (HIPAA)**  
**Primary Motion Passed:** Adopt DBS Code 4112.61/4212/61: Use and Disclosure of Employee Medical Information (HIPAA) as presented. Passed (6-0) with a motion by Debra Atkinson and a second by Joan Formeister.
- 8.8 Second Warning/Adoption of DBS Code 4118.4/4218.4: Electronic Mail**  
**Primary Motion Passed:** Adopt DBS Code 4118.4/4218.4: Electronic Mail as presented. Passed (6-0) with a motion by Debra Atkinson and a second by Joan Formeister.
- 8.9 Second Warning/Adoption of DBS Code 3453: School Activity Funds**  
**Primary Motion Passed:** Adopt DBS Code 3453: School Activity Funds as presented. Passed (6-0) with a motion by Debra Atkinson and a second by Joan Formeister.
- 8.10 First Warning of DBS Code 5131.11 - Bullying**  
The Policy Committee has reviewed the current bullying policy and has made the necessary changes to it in accordance with the new state regulations. Once the board has adopted the new policy it will be implemented by February 2009 as required by the CSDE. No action is required at this meeting. Second Warning/Adoption will be scheduled for the November 12<sup>th</sup> BOE meeting.
- 8.11 Approval of Long-Range Plan Requests**  
The board received a presentation from all administrators at the prior board meeting in October outlining long-range plan requests. The Planning Committee has met to review all of the requests and is submitting to the board the adjusted plan based upon priorities established by the Planning Committee.
- Mr. Boutwell distributed a corrected copy of the Programs page. The original page printed without the number 11,170 in the FY2009-10 column under Art, Music, Mathematics. This number was added to the corrected copy. The total numbers on the page did not change.
- Primary Motion Passed:** Approve the Long-Range Plan requests as presented. Passed (6-0) with a motion by Rick Lees and a second by Joan Formeister.
- 8.12 Approval of Drama Club Field Trip**  
Mrs. Kathy Welch requested approval for an overnight field trip to the New England

Theatre Conference in Warwick, Rhode Island. She intends to take five students and will ensure for two chaperones.

**Primary Motion Passed:** Approve the Drama Club field trip to New England Theatre Conference in Warwick, Rhode Island from November 20-22, 2008. Passed (6-0) with a motion by Anne Kirkpatrick and a second by Marybeth Marquardt.

Mrs. Welch informed the Board that the Drama Club has been fundraising for the past three years and saving the money to make improvements to the Somers High School auditorium and stage.

Two years ago a Bose Speaker System was purchased and installed in the auditorium at a cost of \$23,000. This past spring new stage curtains were installed at a cost of \$12,000 and this past summer the stage floor was refinished at a cost of \$4,500. A \$1000 donation from the Somers Women's Club reduced the cost of the refinishing to \$3,500. Donations from the Village Players, grants and individuals offset the cost of the other projects.

### **8.13. Approval of Strategic Plan 2008-2012**

The Strategic Plan 2008-2012 originating from the July's BOE retreat, has been refined with administrative and staff input. The plan now has established monthly benchmarks with specific goals that ensure for a district-wide focus. All building and program goals are directly linked to the new Strategic Plan.

**Primary Motion Passed:** Approve the Strategic Plan 2008-2012 as presented. Passed (5-0) with a motion by Debra Atkinson and a second by Rick Lees.

Dr. Suffredini will present a monthly strategic plan update on the progress of specified goals during the Administrative Reports portion of the agenda.

A Technology Education Vision Statement has been drafted. This activity is listed under Goal # 2 for October 2008.

D.Palmer requested that a simplified reporting process be developed that will indicate the progress of the goals being reported on.

Mr. Palmer also suggested that the three Strategic Goals be visible in the school buildings.

Recognition of the individuals who worked on the past Strategic Plan will be scheduled.

### **8.14 Athletic Department Donation from the U.S. Army**

The U.S. Army has expressed an interest in making a \$600 donation to the Somers High School athletic department.

**Primary Motion Passed:** Approve the Athletic Department Donation from the U.S. Army in the amount of \$600.00. Passed (5-0) with a motion by Marybeth Marquardt and a second by Rick Lees.

### **8.15 Donation from the Arnone Family**

Marc and Julie Arnone and their family donated an Earobics software program that will be used by the Somers Elementary School's Speech and Language Pathologists and a mini trampoline that will be utilized by the OT/PT related services.

Mr. Arnone requested that in lieu of traditional birthday gifts, his family give monetary gifts to be donated to the Somers Public Schools to purchase needed instructional materials and equipment.

**Primary Motion Passed:** Accept the donations of an Earobics software program and a mini trampoline from the Arnone family. Passed (6-0) with a motion by Marybeth Marquardt and a second by Joan Formeister. (Mrs. Formeister was in attendance for this vote.)

## **10.0 ADMINISTRATIVE REPORTS**

### **10.1 Building/Department Goals Presentation**

Each building principal and director presented their building/program goal(s) for the 2008-2009 school year. Each goal is directly linked with the approved 2008-2012 Strategic Plan and will ensure for continuity of services and district needs.

Somers Elementary School's Building Goal is to align instruction with the Connecticut Mastery Test's strands and objectives by focusing on writing across all curricular areas in order to improve student achievement. This goal aligns with Strategic Plan Goal # 2.

Mabelle B. Avery Middle School's Building Goal is to develop and institute classroom instruction through meaningful assessments that will be planned and purposeful targeting students and or groups of students in reading, writing, and math. This goal aligns with Strategic Plan Goal #2.

Somers High School will be working on two Building Goals. Building Goal #1 is to improve student achievement through the use of Differentiated Instruction within the classroom and Building Goal #2 is to ensure that all school goals and initiatives are directly linked to the Strategic Plan of the Somers Public Schools. Both Building Goals align with Strategic Goal #1.

The Technology and Information Services Department goal is to work with the new Student Information System (SIS) to develop the procedures, processes and reports needed to meet the obligations of the Somers Public Schools to the CT State Department of Education and the Somers Public Schools staff, students and community. This goal aligns with Strategic Goal #1.

The Curriculum and Pupil Services Departments will develop and implement an effective response to intervention process that ensures a continuum of support to maximize the learning of all students. This goal will be ongoing and aligns with Strategic Plan Goal #1.

## **11.0 COMMITTEE REPORTS**

### **11.1 Budget**

Bill Boutwell attended the Board of Finance meeting this evening and clarified the funding source for the Transition Program for 2009-2010.

### **11.2 Curriculum – No Report**

### **11.3 Policy**

The next Policy Committee Meeting is scheduled for November 5<sup>th</sup>.

**11.4 Salary & Negotiations**

Dr. Suffredini will coordinate dates to meet with the UFCW Union to begin the negotiating process.

**11.5 Planning**

The Long-Range Plan was approved at this meeting.

**11.6 Other Committees**

No report.

**12.0 OTHER**

**13.0 ADJOURNMENT**

**Primary Motion Passed:** To adjourn the regular meeting of the Somers Board of Education at 8:43 p.m. Passed (6-0) with a motion by Anne Kirkpatrick and a second by Marybeth Marquardt.

Respectfully submitted,

Debra Atkinson, Secretary  
Joan Jaquith, Recording Secretary

These minutes are not official until approved at a subsequent meeting.