

**Somers Board of Education Regular Meeting
Somers Board of Education Chambers
Monday, November 23, 2009
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. SHS Yearbook Picture

Rationale:

Discussion:

2. PLEDGE OF ALLEGIANCE

Rationale:

Discussion:

3. CALL TO ORDER (Dr. Suffredini)

Rationale:

Discussion:

4. ELECTION OF OFFICERS

Rationale:

Discussion:

5. APPROVAL OF MINUTES

Rationale:

Discussion:

6. AUDIENCE TO CITIZENS/STAFF/STUDENTS

Rationale:

Discussion:

7. CORRESPONDENCE

Rationale:

Discussion:

8. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

Rationale:

Discussion:

9. CONSENT AGENDA

Rationale:

Discussion:

9.1. Approval of Bills

Rationale:

Discussion:

9.2. Request for Child-Rearing Leave (M. Beirn)

Rationale: SHS English Teacher, Meghan Beirn has requested child-rearing leave approximately May 10, 2010 through the remainder of the 2009-2010 school year. She will return to her position in August, 2010.

Discussion:

10. NEW BUSINESS

Rationale:

Discussion:

10.1. Second Warning/Adoption of DBS Code 3516.11-Pesticides

Rationale: This policy was first warned on the 11/9/09 agenda and is now ready for adoption.

Discussion:

10.2. Second Warning/Adoption of DBS Code 5141.27-Use of AED's

Rationale: This policy was first warned on the 11/9/09 agenda and is now ready for adoption.

Discussion:

10.3. Second Warning/Adoption of DBS Code 6114.1-Fire Emergencies

Rationale: This policy was first warned on the 11/9/09 agenda and is now ready for adoption.

Discussion:

10.4. Second Warning/Adoption of DBS Code 5141.25-Accommodating Students With Special Dietary Needs

Rationale: This policy was first warned on the 11/9/09 agenda and is now ready for adoption.

Discussion:

10.5. Second Warning/Adoption of DBS Code 5141.4-Reporting of Child Abuse

Rationale: This policy was first warned on the 11/9/09 agenda and is now ready for adoption.

Discussion:

10.6. Second Warning/Adoption of DBS Code: 6145.21-Athletic Policy

Rationale: This policy was first warned on the 11/9/09 agenda and is now ready for adoption.

Discussion:

10.7. Second Warning/Adoption of DBS Code: 6141.321-Student Telecommunications Acceptable Use Policy

Rationale: This policy was first warned on the 11/9/09 agenda and is now ready for adoption.

Discussion:

11. OLD BUSINESS

Rationale:

Discussion:

12. ADMINISTRATIVE REPORTS

Rationale:

Discussion:

12.1. Guidance Annual Report

Rationale: An executive summary is provided in the packet. SHS Principal, Gary Cotzin will be available to answer any questions.

Discussion:

12.2. Alternative Ed Program Report

Rationale: SHS Assistant Principal, Rob Kapner has prepared an executive summary regarding the Alternative Ed Program and will be available to answer any questions.

Discussion:

13. COMMITTEE REPORTS

Rationale:

Discussion:

13.1. Budget

Rationale:

Discussion:

13.2. Curriculum

Rationale:

Discussion:

13.3. Policy

Rationale:

Discussion:

13.4. Salary & Negotiations

Rationale:

Discussion:

13.5. Planning

Rationale:

Discussion:

13.6. Other Committees

Rationale:

Discussion:

14. OTHER

Rationale:

Discussion:

15. ADJOURNMENT

Rationale:

Discussion:

16. 11/23/09 Minutes

Rationale:

Discussion:

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

MINUTES OF THE MEETING – November 9, 2009

Members Present: T.Henderson, M.Marquardt, D.Atkinson, A.Kirkpatrick, J.Formeister, E.Boucher, R.Lees, D.Palmer, T.Potrikus

Members Absent:

Administrators Present: M.Suffredini, K.Pezza, B.Boutwell

Staff Present:

Citizens Present: J.Taylor, S.Bollinger, B.Devlin, J.Shlafstein, J.Griger

Students Present: None in attendance

Student Representatives: None in attendance

Others:

1.0 ELECTED BOE MEMBERS SWEARING IN CEREMONY

Ann Marie Logan, Somers Town Clerk, swore in newly elected Board of Education members, David Palmer, Joan Formeister, John Taylor, Sarah Bollinger and Bruce Devlin prior to the start of the meeting. The terms for the newly elected Board of Education members will begin on November 17, 2009.

2.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:01 p.m. by Chairman Henderson in the Mabelle B. Avery Middle School-BOE Board Room.

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF MINUTES

4.1 October 26, 2009 Regular Meeting – It was MOVED (D.Atkinson) SECONDED (E.Boucher) to approve the October 26, 2009 Board of Education regular meeting minutes as presented. PASSED 9-0

5.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

- Janet Shlafstein addressed the Board regarding her observations on the Board of Finance and Board of Education relationship.

6.0 CORRESPONDENCE

- Dr. Suffredini reported receipt of a follow-up email from Rich Gelsomino, President of the Ellington-Somers Football Boosters, inquiring whether or not the Somers BOE has made a decision regarding offering some level of financial support for the 2010 football season.

The Board will discuss this request during next year's budget preparation.

7.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

8.0 CONSENT AGENDA

- 7.1** Approval of 11/9/09 Bills (\$62,511.45)
It was MOVED (R.Lees) SECONDED (T.Potrikus) to approve the 11/9/09 Bills in the amount of \$62,511.45 as presented. PASSED 9-0

9.0 NEW BUSINESS

- 9.1.** Second Warning/Adoption of DBS Code: 3541.21 – Transportation
It was MOVED (E.Boucher) SECONDED (A.Kirkpatrick) to approve DBS Code: 3541.21 – Transportation as presented. PASSED 9-0

- 9.2** First Warning of DBS Code 3516.11 – Pesticides
Public Act 09-56 was passed changing the date that the use of lawn care pesticides on the grounds of schools with students in grade eight or lower is prohibited to July 1, 2010. The policy has been updated to reflect this change. Second warning/adoption will be included on the November 23, 2009 BOE agenda.

- 9.3** First Warning of DBS Code 5141.27 - Use of AED's
Public Act 09-59 was passed requiring an AED at each school effective July 1, 2010 (providing funding is available), personnel trained in AED operation and CPR, and outlining when such AED's must be available. The Act also requires the development of emergency response plans. Changes to the policy were made to reflect this new legislation. Second warning/adoption will be included on the November 23, 2009 BOE agenda.

- 9.4** First Warning of DBS Code 6114.1 - Fire Emergencies
D.Atkinson informed the Board that the hard copy of this policy that was included in the packet is incorrect. In the second paragraph, third sentence, the word “may” was replaced with “shall.” The sentence should read as follows: “A crisis response drill *shall* be substituted for one of the required monthly school fire drills every three months.”

Public Act 09-131 was passed requiring substitution of a crisis response drill for a monthly fire drill once every three months, the conduct of one fire drill no later than 30 days after the first day of each school year and the development of a crisis response drill format in consultation with appropriate law enforcement personnel. Changes to the policy were made to reflect this change in legislation. Second warning/adoption will be included on the November 23, 2009 BOE agenda.

- 9.5** First Warning of DBS 5141.25 - Accommodating Students With Special Dietary Needs
Public Act 0-155 was passed requiring schools to post their plan for managing students with life-threatening food allergies on their website. The policy has been updated to reflect this new requirement. Second warning/adoption will be included on the November 23, 2009 BOE agenda.

- 9.6** First Warning of DBS Code 5141.4 - Reporting of Child Abuse
Public Act 0-242 was passed amending the current Connecticut General Statute 17a-101 to make school superintendents mandated child abuse and neglect reporters. The policy has been updated to reflect this change. Second warning/adoption will be included on the November 23, 2009 BOE agenda.

9.7 First Warning of DBS 6145.21 - Athletic Policy
The Policy Committee is recommending a change to DBS Code 6145.21 to allow validity of physical exams for participation in sports for thirteen months as opposed to the current policy of one calendar year to accommodate the fact that most medical insurance plans only allow for one physical exam per year. The administrative regulation will also be updated to reflect this revision if adopted. Second warning/adoption will be included on the November 23, 2009 BOE agenda.

9.8 First Warning of DBS Code 6141.321 - Student Telecommunications Acceptable Use Policy
The revision made to DBS Code 6141.321 addressing cyberbullying was recommended by CABE during the policy manual audit.

The Board questioned the intent of this revision and indicated it is unclear if this policy change addresses just cyberbullying that occurs using district telecommunication services and equipment only or if the intent is broader in scope to include all cyberbullying regardless of what equipment is used.

The Policy Committee stated that the intent was to address cyberbullying that occurs using district services and equipment. A language revision will be made to the policy to further clarify the intent.

Second warning/adoption will be included on the November 23, 2009 BOE agenda.

9.9 Strategic School Profile 2008-2009
Dr. Suffredini presented the newly released 2008-2009 Strategic School Profile in accordance with CT General Statutes 10-220c that states that the newly released 2008-2009 Strategic School Profile be submitted to the Board of Education at the first regularly scheduled meeting after November 1st.

Dr. Suffredini presented an overview of the data contained in the profile; however, because the profile just came out, a complete analysis of the data has not been done.

Dr. Suffredini did point out some areas of concern that will need to be addressed.

The Administrative Council will review and analyze the information presented in the report at their next meeting.

10.0 OLD BUSINESS

10.1 BOE Room Sound System

It was MOVED (J.Formeister) SECONDED (T.Potrikus) to approve the funding up to \$2,500 for the “wired” microphone sound system for the BOE room as presented.
PASSED 9-0

11.0 ADMINISTRATIVE REPORTS

11.1 H1N1 Update

Dr. Suffredini reported that, although it is still uncertain how much vaccine will be available or when it will arrive, a clinic has been scheduled for November 17th at Somers High School. The plan is to administer the H1N1 vaccine to those who have pre-registered and are in the high priority group. The visiting nurses will manage this operation.

11.2 Enrollment

Dr. Suffredini reported that there has been a net change of four students since October 1st resulting from families moving in and out of the district.

11.3 Transportation Updates

Mr. Boutwell presented an overview of the number and sizes of the buses used to transport children to and from school, both in and out-of-district. Mr. Boutwell reported that ridership varies day-to-day. Ridership will be reviewed for next year to see if routes can be consolidated which could result in a cost saving.

Mr. Boutwell reported that there have been six requests received requesting bus stop changes. Three were approved and three were denied. One request is still pending with the Transportation Committee.

A bus evacuation drill was held at Somers Elementary School with 100% of the students who were in attendance that day participating. Students who were dropped off by their parents or day care providers participated in the drill.

A bus evacuation drill was held at both the middle and high school; however, not all students were able to participate. Another drill will be scheduled.

12.0 COMMITTEE REPORTS

12.1 Budget

No report.

12.2 Curriculum

No report.

12.3 Policy

11.3.1 DBS Codes 4118.14/5141.1/5141.6

DBS Code 4118.14 – Personnel rights, Responsibilities and Duties: Hearing Before Board has been recodified as 4218.14 for noncertified personnel as well.

DBS Code 5141.1 and 5141.22 have been combined into 5141.1 as per CABE recommendation.

DBS Code 5141.6 has been recodified to 5141.22 as per CABE recommendation.

Board action is not required.

Policy Committee Chairman, Deb Atkinson, stated that the above listed policies complete the changes from the policy audit and the audit is now complete. The Policy Manual will now be maintained through quarterly updates from CABE.

Chairman Henderson thanked Deb Atkinson for her work on updating and organizing the Policy Manual.

12.4 Salary & Negotiations

A date will be scheduled to meet with the SESA.

12.5 Planning
CIP will be on the agenda at the next BOF meeting.

12.6 Other Committees

13.0 OTHER

The Board of Education will have a group picture taken for the high school yearbook at the November 23rd BOE meeting. Su Selley will coordinate the date and time with the high school.

Chairman Henderson stated that it has been an honor and privilege to serve on the Board of Education. She added that it has been a very rewarding experience. She commended the members of the board for their commitment and dedication and for “putting kids first.”

Dr. Suffredini presented out-going Board of Education members, Terri Henderson, Deb Atkinson and Eric Boucher with plaques recognizing their service on the Board of Education.

A short reception followed the adjournment of the meeting.

14.0 ADJOURNMENT

It was MOVED (T.Potrikus) and SECONDED (R.Lees) to adjourn the regular meeting of the Somers Board of Education at 8:21 p.m. PASSED 9-0

Respectfully submitted,

Debra Atkinson, Secretary
Joan Jaquith, Recording Secretary

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

Somers Board of Education General Budget Treasury Warrant

Report # 2974

Check Batch: 1077
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Number:
 Check Authorization Code: AP GB
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Approved by:  Date: 11/18/09
 William B. Boutwell, Director of Business Services

1077	511	11/23/2009	V58674	Administrator, Unemployment Compensation	0.00	3,236.19
	512	11/23/2009	V52404	Allstate Fire Equipment	0.00	188.00
	513	11/23/2009	V52670	Amazon	0.00	51.08
	514	11/23/2009	V00023	American Business Machines	0.00	87.00
	515	11/23/2009	V52306	Ameripride	0.00	221.78
	516	11/23/2009	V02141	Apple Inc.	0.00	69.00
	517	11/23/2009	V00555	AT&T	0.00	1,099.61
	518	11/23/2009	V51604	Awards & More	0.00	300.00
	519	11/23/2009	V02406	Billings Sports, Inc.	0.00	157.00
	520	11/23/2009	V01267	Blick Art Materials	0.00	662.78
	521	11/23/2009	V60085	Camphill Special School, Inc.	0.00	8,038.94
	522	11/23/2009	V00185	Conyers Hardware	0.00	229.74
	523	11/23/2009	V00204	CREC	0.00	4,472.00
	524	11/23/2009	E00091	Dewey, Linda	0.00	80.00
	525	11/23/2009	V60089	Dime Oil Company	0.00	138.56
	526	11/23/2009	V00242	Dinn Brothers, Inc.	0.00	50.40
	527	11/23/2009	V52297	E-filliate Incorporated	0.00	94.90
	528	11/23/2009	V21332	Everbind/Marco Book Bindery	0.00	280.49
	529	11/23/2009	V02637	Fire Systems, Inc.	0.00	187.00
	530	11/23/2009	V54168	First Student, Inc	0.00	350,796.73
	531	11/23/2009	V52969	GCC Technologies, Inc.	0.00	726.00

Somers Board of Education General Budget Treasury Warrant

Report # 2974

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	532	11/23/2009	V54184	Geissler's Supermarket	0.00	29.04
	533	11/23/2009	V60035	Google, Inc.	0.00	3.83
	534	11/23/2009	V54081	Graduate Pest Solutions	0.00	550.00
	535	11/23/2009	V60071	Hampden Engineering	0.00	300.76
	536	11/23/2009	V60087	Harbor Freight	0.00	172.95
	537	11/23/2009	V51232	Hartford Hospital	0.00	16,821.00
	538	11/23/2009	V00639	HB Communications Inc.	0.00	69.39
	539	11/23/2009	V51979	Integrated Systems Services, LLC	0.00	1,119.74
	540	11/23/2009	V52848	Intensive Education Academy, Inc.	0.00	8,124.47
	541	11/23/2009	V02093	JCN Services	0.00	164.00
	542	11/23/2009	V02206	John's Lock Shop	0.00	513.00
	543	11/23/2009	V02625	K & S Distributors	0.00	632.25
	544	11/23/2009	E00189	Levesque, Dana	0.00	141.25
	545	11/23/2009	V02898	MAGNAKLEEN	0.00	325.50
	546	11/23/2009	V52107	Major Electric Supply	0.00	1,692.16
	547	11/23/2009	E00214	Martin, Jan	0.00	215.40
	548	11/23/2009	V52127	Matt's Commercial Appliance Repair	0.00	81.10
	549	11/23/2009	V60112	McFarland & Company, Inc.	0.00	50.00
	550	11/23/2009	V60111	Memory Suppliers, Inc.	0.00	95.00
	551	11/23/2009	E00234	Morrow, Jim	0.00	33.00
	552	11/23/2009	V01911	Natchaug Hospital	0.00	11,340.00
	553	11/23/2009	V60097	Paxton/Patterson LLC	0.00	554.70
	554	11/23/2009	V53914	Pitney Bowes, Inc.	0.00	105.00
	555	11/23/2009	V00582	Pitsco	0.00	381.60
	556	11/23/2009	V52686	Plimpton & Hills	0.00	498.46
	557	11/23/2009	V02834	R. PETTEE ELECTRIC	0.00	665.00
	558	11/23/2009	V00978	Resources for Educators	0.00	217.00
	559	11/23/2009	V53811	RJ Mase, LLC	0.00	64.00
	560	11/23/2009	E00288	Roberts, Steven	0.00	41.25
	561	11/23/2009	V60095	Select Physical Therapy	0.00	7,000.00
	562	11/23/2009	V60056	Sexauer	0.00	795.50
	563	11/23/2009	V51324	Sherwin-Williams Co., The	0.00	164.78
	564	11/23/2009	V01150	SHIFFLER EQUIPMENT SALES	0.00	33.22
	565	11/23/2009	V60031	SNE Building Systems	0.00	180.00
	566	11/23/2009	V01485	SOCIAL STUDIES SCHOOL SERVICES	0.00	13.44
	567	11/23/2009	V00886	Somers Lunch Program	0.00	45.19
	568	11/23/2009	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70

Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	569	11/23/2009	V02758	St. Joseph College	0.00	4,700.00
	570	11/23/2009	V02225	Staples Credit Plan	0.00	42.11
	571	11/23/2009	E00320	Stone, Peter	0.00	210.73
	572	11/23/2009	V52968	Tech Depot	0.00	134.45
	573	11/23/2009	V02804	The Library Store, Inc.	0.00	94.78
	574	11/23/2009	V52976	The Republican	0.00	224.00
	575	11/23/2009	E00399	Tomson, Catherine	0.00	40.00
	576	11/23/2009	V01638	Tree House, The	0.00	187.00
	577	11/23/2009	V21164	Unum Life Insurance Company of America	0.00	3,829.57
	578	11/23/2009	V53413	W. B. Mason	0.00	9.19
	579	11/23/2009	E00342	Walker, Alan	0.00	10.40
	580	11/23/2009	A00063	Wesolowski, Mary Ann	0.00	233.79
Totals:					0.00	\$435,305.90

70 Checks Listed.

Somers Board of Education General Journal Register

Report # 2973
Batch: 1071
Transaction: N/A
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
1071	\$435,305.90	Posted	lbergamini	11/16/2009	lbergamini	11/18/2009

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
November, 2010						
Generated Distributions						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			380,183.54	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	380,183.54
Total Generated Distributions					\$380,183.54	\$380,183.54
User-Entered Distributions						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			255.00	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	435,560.90
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			611.34	0.00
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			280.49	0.00
	10-100-2-3-30-242-611-01-5-00210	MA - SOCIAL STUDIES SUPPLIES			0.00	0.00
	10-100-2-3-30-243-611-01-5-01074	MA - SOCIAL STUDIES WORKBOOKS			13.44	0.00
	10-100-2-4-02-242-611-01-5-00165	HS - ART SUPPLIES			662.78	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			1,102.90	0.00
	10-212-2-3-46-242-611-02-5-00224	MA - GUIDANCE INSTRUCT. SUPPLY			217.00	0.00
	10-221-1-3-50-251-580-05-5-00263	MA - TRAVEL/IN-SERVICE			221.25	0.00
	10-221-1-4-50-251-580-05-5-00267	HS - TRAVEL/IN-SERVICE			256.65	0.00
	10-221-2-5-50-214-111-05-5-00659	SW - PROF DEVELOPMENT/CEU			74.12	0.00
	10-222-2-3-52-231-690-03-5-00153	MA - OTHER LIBRARY SUPPLIES			94.78	0.00
	10-222-2-4-52-231-642-03-5-00139	HS - LIBRARY BOOKS			56.00	0.00
	10-231-1-5-74-134-590-10-5-00049	B.O.E. - PRINTING			50.40	0.00
	10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			45.19	0.00
	10-232-1-5-72-134-540-04-5-00025	CO - ADVERTISING			224.00	0.00
	10-232-1-5-72-251-580-05-5-00271	CO - TRAVEL/IN-SERVICE			58.00	0.00
	10-232-1-5-72-258-690-04-5-00042	CO - OFFICE SUPPLIES			42.11	0.00
	10-232-6-5-66-830-440-04-5-00526	CO - POSTAGE METER			105.00	0.00
	10-240-1-2-40-258-690-04-5-00301	K-5 - OFFICE SUPPLIES			9.19	0.00
	10-240-1-4-40-132-530-04-5-00038	HS - POSTAGE			27.77	0.00
	10-260-5-2-62-722-430-08-5-01141	K-5 BUILDING REPAIRS			503.04	0.00
	10-260-5-2-64-642-530-04-5-00363	K-5 - TELEPHONE		Yes	290.32	0.00
	10-260-5-3-12-722-430-01-5-00387	MA - TECHNOLOGY ED MAINTENANCE			172.95	0.00
	10-260-5-3-64-642-530-04-5-00365	MA - TELEPHONE		Yes	125.59	0.00

Somers Board of Education General Journal Register

Report # 2973

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
1071	\$435,305.90	Posted	lbergamini	11/16/2009	lbergamini	11/18/2009
		MA - OFFICE EQUIP. MAINTENANCE			87.00	0.00
		HS - TECHNOLOGY ED MAINTENANCE			554.70	0.00
		HS - QUANTITY FOODS MAINT.			285.78	0.00
		HS - TELEPHONE			359.61	0.00
		CO - TELEPHONE			364.09	0.00
		SW - A. V. MAINTENANCE			252.35	0.00
		SW - CUSTODIAL SUPPLIES			1,121.75	0.00
		SW - COMPUTER MAINTENANCE			203.45	0.00
		MA - BUILDING MAINTENANCE			1,129.70	0.00
		HS - BUILDING MAINTENANCE			1,226.86	0.00
		SW - EQUIPMENT REPAIR			0.00	0.00
		SW - RUBBISH REMOVAL			1,189.70	0.00
		SW - GENERAL REPAIR			33.22	0.00
		SW - GENERAL PAINT			164.78	0.00
		SW - FIRE ALARMS & BELLS			187.00	0.00
		SW - EXTERMINATING		Yes	550.00	0.00
		SW - ELECTRICAL SUPPLIES			1,692.16	0.00
		SW - PLUMBING SUPPLIES		Yes	1,293.96	0.00
		MAINTENANCE - FUEL #2		Yes	138.56	0.00
		SW - MAINTENANCE CONTRACTS			188.00	0.00
		SW - SOFTWARE MAINT CONTRACTS			3.83	0.00
		TRANSPORTATION - ELEMENTARY			115,763.00	0.00
		TRANSPORTATION - SECONDARY			140,319.00	0.00
		SP ED - VANS			94,714.73	0.00
		L.T.D.		Yes	3,829.57	0.00
		UNEMPLOYMENT INSURANCE		Yes	3,236.19	0.00
		MA - OFFICIALS			233.79	0.00
		HS - ATHLETIC TRAINER			7,000.00	0.00
		HS - ATHLETIC SUPPLIES			412.00	0.00
		HS - ATHLETIC SUPPLIES			0.00	255.00
		HS - ATHLETIC AWARDS			310.40	0.00
		TUITION-NON SPECIAL EDUCATION			4,447.00	0.00
		SP ED - GENGRAS			4,700.00	0.00
		SP ED - TUITION			36,285.47	0.00
		SPED-OUT-OF-STATE PLACEMENTS			8,038.94	0.00
Total User-Entered Distributions					\$435,815.90	\$435,815.90
Total for November, 2010					\$815,999.44	\$815,999.44

**Somers Board of Education
General Journal Register**

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
1071	\$435,305.90	Posted	lbergamini	11/16/2009	lbergamini	11/18/2009
Grand Total for Batch # 1071					<u>\$815,999.44</u>	<u>\$815,999.44</u>

190 Transactions Listed.

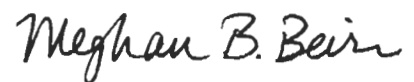
November 10, 2009

Dear Board of Education Members and Dr. Suffredini,

I am writing to request maternity leave during this school year 2009-2010. My projected due date is March 29, 2010. I intend to work through March and start my six (6) weeks of paid maternity leave on March 29, 2010 and ending on May 10, 2010. Additionally, I intend to take unpaid child rearing leave through the end of the 2009-2010 school year. I anticipate returning to the high school for the start of the new school year, August 2010.

Thank you for your consideration and attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Meghan B. Beirn". The signature is written in a cursive, flowing style.

Meghan B. Beirn
English Teacher
Somers High School

BUSINESS:

Hazardous Material in Schools:

Pest Management:

In conformity with all applicable statutes, the intent of this policy is to ensure that staff, students, and parents/guardians receive adequate advance notice of pesticide applications in school buildings or on school grounds. Further, the district will only employ certified pesticide applicators for any non-emergency pesticide use in the school buildings or grounds. However, someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator, and (2) a restricted use pesticide is not used.

A “pesticide” is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide but does not mean a sanitizer, disinfectant, antimicrobial agent or pesticide bait.

“Integrated pest management” is defined as the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides.

A “lawn care pesticide” is defined as a pesticide registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Board is committed to minimizing the use of pesticides. Therefore, the primary practice of pest control shall involve reducing/eliminating the conditions necessary for pest survival. These measures include, but are not limited to, good housekeeping and routine, prompt maintenance of buildings and grounds.

The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 20~~10~~⁰⁹ except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

As required by state statute, the District shall:

- Annually inform parents/guardians and staff of the District’s pest application/management policy and a description of any pesticide applications made during the previous school year.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice.
- Provide notice of planned pesticide application to students, parents/guardians and employees.

- Make pesticide applications only after regular school hours or planned activities.
- Maintain written records for five years of all pesticide applications.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools: Authorized applicators.
Exception ([as amended by P.A. 09-56](#))

10-231c Pesticide applications at schools without an integrated pest management plan

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

22a-58. Records to be kept by distributors and applicators.

23-61b. Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.

[P.A. 09-56 An Act Concerning Pesticide Applications At Child Day Care Centers and Schools](#)

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Adopted: August 28, 2000
Revised: November 14, 2005
Revised: February 9, 2009

STUDENTS:

Illness

Use of Automatic External Defibrillators (AEDs)

The Somers Board of Education strives to provide a safe environment for students, staff, parents, and the community. In achieving a safe environment, automatic external defibrillators (AEDs) are accessible on school grounds at designated locations for use in emergency medical situations. ~~Such AEDs are not intended to and do not replace the assistance of qualified medical professionals.~~ shall be placed at each school within the District. The AED and trained personnel shall be available during (1) the school's normal operational hours, (2) school-sponsored athletic events and practices on school grounds, and (3) school-sponsored events not taking place during normal school operational hours. The AEDs are for use in emergency medical situations and are not intended to and do not replace the assistance of qualified medical professionals.

~~The AEDs shall only be used by individuals specifically trained in the use of an AED.~~ Each school shall also have school staff trained in the use of AEDs and in cardiopulmonary resuscitation (CPR). Training shall be in accordance with the standards set forth by the school district's medical advisor consistent with relevant medical guidelines and state law.

The AEDs on school grounds are Somers Board of Education property. Any employee, student, or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee, or individual who inappropriately accesses and/or uses an AED.

The Superintendent of Schools shall establish administrative guidelines that will outline the specific responsibilities, training, management, maintenance, and procedures for the use and storage of AEDs on school grounds.

Emergency Action Response Plans

Not later than July 1, 2010, each school shall develop an emergency action response plan addressing the appropriate use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds. Also by July 1, 2010, each school with an athletic department or organized athletic program shall develop an emergency action response plan addressing appropriate school personnel response to the same circumstances while attending or participating in an athletic event or practice on school grounds.

Legal Reference: CT General Statutes 10-221 (Board of Education to Prescribe Rules)
CT General Statutes 52-557b Good Samaritan law. (Immunity from liability for emergency medical assistance, first aid or medication by injection) School personnel not required to administer or render (as amended by P.A. 09-59).
P.A. 09-59 An Act Concerning Automatic External Defibrillators
P.A. 09-94 An Act Concerning the Availability of Automatic External Defibrillators in Schools.
Public Act 03-211 (An Act Concerning the Provision of Medical Care for Student Health Care Needs)

Adopted: September 13, 2004
Revised: September 25, 2006

INSTRUCTION:

Fire Emergencies:

If a fire, or indications of a fire such as smoke, unusual heat, smoldering wires, etc., are discovered in any school the fire department shall be called immediately following sounding the alarm signal to evacuate the building.

The principal of each school shall hold at least one fire drill each month in which all students, teachers, and other employees shall be required to leave the school building. The initial fire drill must be held not later than thirty days after the first day of each school year. A crisis response drill ~~may~~ **shall** be substituted for one of the required monthly school fire drills every three months.

The essential element in any emergency is prevention of panic. Principals and teachers provide clarity of direction and supervision to foster appropriate staff and student behavior in emergency circumstances.

Each Building Principal shall prepare a definite fire emergency plan, and furnish to all staff and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills.

Principals shall keep a record of all fire and crisis response drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. They shall furnish such reports to the Superintendent or his designate as may from time to time be required.

Legal Reference: Connecticut General Statutes

10-231 Fire drills (as amended by PA 00-220) and PA 09-131

Adopted: January 25, 1999

Revised: June 8, 2009

STUDENTS

Health

Accommodating Students With Special Dietary Needs

The Board of Education believes all students, through accommodations where required, shall have the opportunity to participate fully in all school programs and activities.

The Board recognizes that students with documented life-threatening food allergies are considered disabled and are covered by The Disabilities Act and Public Law 93-112 and Section 504 of The Rehabilitation Act of 1973. A clearly defined "504 Accommodation Plan" shall be developed and implemented if necessary for all such identified students in which necessary accommodations are made to ensure full participation of identified students in school activities. Such plan shall be signed by the appropriate staff, the parent/guardian of the student and the student's physician, if so required.

Each school is also responsible for developing and implementing guidelines for the care of students with special dietary needs/foods allergies. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Guidelines for a building will be based upon the specific allergies identified within the student population. Guidelines should maintain the health and protect the safety of children who have severe food allergies in ways that are developmentally and age appropriate, promote self advocacy and competence in self-care, and provide appropriate educational opportunities.

The Board recognizes that risks can never be fully eliminated in the school environment. Therefore, the guidelines should be viewed as a plan of action with emphasis on prevention of exposure to food allergens and a response plan to an allergic event should one occur.

In an effort to prevent the exposure to food allergens the following activities are prohibited:

- a. Meal/snack swapping and utensil swapping among students during lunch/snack time and all special events (i.e. room parties, celebrations, PTA food events);
- b. Eating or drinking on school buses unless under restrictions with prior approval;
- c. The use of nut and peanut products in the hot lunch program;
- d. Eating or drinking in non-authorized areas of the school building or grounds.

Building principals are authorized to expand upon the prohibited activities but are not authorized to initiate a school wide ban on a particular food.

The Board directs the building administrator to utilize the following prevention strategies in their building plan as appropriate:

1. Establish a method of ensuring that relevant information is transmitted to all supervising persons of an identified student. Supervising persons includes certified, non-certified, and volunteer staff having interaction with the student;
2. Directly communicate with Food Services on the dietary needs of identified children;
3. Create an allergen free table/section in the cafeteria;
4. Keep classroom and lunch table surfaces clean of allergens;
5. Promote proper hand washing before and after eating;
6. At least annually, and more often if required, monitor the effectiveness of district procedures and individualized health plans with the appropriate staff members, parents, and if applicable, the student;
7. Address custodial services required by groups renting/using school facilities to ensure that areas are clean of allergens following the use of the facilities. Any terms or costs associated with these custodial services should be stated in the rental agreement;
8. The district will not knowingly make use of peanuts, peanut products, tree nuts and tree nut products for instructional purposes.
9. Administrators, teachers and parents are encouraged to incorporate non-food related alternatives to celebrate developmental milestones and student accomplishments, in-school birthdays or other events. When food is provided, they are encouraged to provide commercially prepared foods with printed labels that set forth food ingredients.
10. When classroom activities in grades PK-8 include food, the classroom teacher will contact the parent/guardian of the identified allergic child prior to the activity.
11. School personnel planning a field trip will provide the school nurse with a list of participants in advance of the trip. The school nurse will identify those students with identified food allergies and provide the teacher with a copy of the written food allergy plan for the student(s). This will also be done for other school-sponsored events taking place off school grounds.

The Board believes that parents have responsibility in the prevention plan. Parents of students with special dietary needs/food allergies must provide the school with an individualized action plan developed by the child's physician. Parents of at-risk children should provide their child

with some type of medical alert identification. Parents of at-risk students are strongly encouraged to have their child bring a lunch from home. Parents of all students are expected to reinforce the prevention plan with their child at home.

The district's plan for managing students with life-threatening food allergies shall be posted on the district's website.

Legal References: Connecticut General Statutes 10-15b, 10-154a, 10-207
Americans with Disabilities Act
Public Law 93-112
Section 504 of the Rehabilitation Act of 1973
P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School

Adopted: May 27, 2008

STUDENTS:

Reporting of Child Abuse

The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect or placed in imminent danger of serious harm. Pursuant to Connecticut General Statutes 17a-101, as amended, any certified personnel, including the Superintendent of Schools, paraprofessional, social worker, coach of intramural or interscholastic athletics, and/or school nurse in the school system who suspects child abuse or neglect must first report it to the Department of Children and Families. When any member of the certified staff, paraprofessional, social worker, and/or school nurse suspects child abuse, neglect or that a child has been placed in imminent risk of serious harm, he/she shall within twelve (12) hours make an oral report by telephone or in person to the Commissioner of Children and Families, or a law enforcement agency, followed within 48 hours with a written report. The Building Principal shall be notified immediately after the oral report has been made and the principal in turn will notify the Superintendent of Schools, the Superintendent or his/her designee will notify the child's parents. The written report prepared and submitted by the mandated reporter shall also be submitted to the Principal.

Any school personnel who has reasonable cause to suspect that a district employee is abusing a student shall orally report that suspicion within twelve (12) hours by telephone or in person to the Commissioner of Children and Families followed within 48 hours with a written report. The Superintendent of Schools or supervising agent may be notified immediately after the oral report has been made. The Commissioner of Children and Families or his/her designee, is required to notify the head of a school, except when that person is the alleged perpetrator. The Superintendent or supervising agent must: 1) immediately notify parent(s) of the alleged abuse that a report has been made; and 2) immediately notify the Police Department of the alleged abuse.

In addition, the Superintendent or supervising agent, must submit a written report of suspected child abuse by a school employee who holds a certificate, permit or authorization issued by the State Board of Education, to the Commissioner of Education or his/her representative. The Superintendent shall suspend a certified staff employee when the investigation produces evidence that the employee abused a child. Within seventy-two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education or his/her representative of the reasons for and conditions of the suspension. If the contract of employment of a school employee who possesses a certificate, permit or authorization issued by the State Board of Education is terminated as a result of an investigation which reveals that child abuse has occurred, the Superintendent shall notify the Commissioner of Education within 72 hours of such termination.

STUDENTS:

Reporting of Child Abuse

Legal Reference: Connecticut General Statutes

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA 96-246, PA 00-220, PA 02-106 and PA 03-168 and PA 09-242)

PA 96-246 An Act Concerning the Reporting, Investigation and Prosecution of Child Abuse and the Termination of Parental Rights

10-151 Teacher Tenure Act

Adopted: June 25, 1984
September 24, 1990
April 7, 1997
November 24, 2003

INSTRUCTION:

Curriculum - Extra Class Activities - Interscholastic Competition:

Somers Schools Athletic Policy:

The purpose of school athletics is both educational and recreational. Athletics can play an important role in the learning and growth process of the student and in his/her character development, encouraging the acceptance of responsibility to self, team, and school.

The athletic program should encourage participation by as many boys and girls as possible and should be carried out with the best interests of the participants as the primary consideration. This should be done without unreasonable interference with other school obligations. The program should discourage any pressures which might tend to neglect good sportsmanship, good mental health, and the development of good attitudes.

Each level of sports in the Somers Public Schools has a certain purpose in the development of the athlete and team.

The role of the middle school level is to:

- develop skills and learn the sport;
- enable the student to determine if he/she wants to continue in the sport; and
- provide fair playing time for all on the team.

The role of Junior Varsity sports is to:

- further develop skills;
- increase the intensity of competition;
- prepare athletes for varsity sports and competition; and
- place more emphasis on winning.

The role of Varsity sports is to:

- develop the skills and physical conditioning of the athlete to the fullest potential;
- allow the talented athlete to excel and to reach a higher level of competition;
- be a role model for younger athletes; and
- have more focus on winning, but not at the expense of good sportsmanship, character building, and enjoyment.

Physical Requirement

Athletes are required to show proof of having had a physical prior to participation in a scheduled practice or game. This physical will be valid for thirteen months ~~one calendar year~~ provided the athlete sustains no serious illness or injury during that period of time.

Parents will be required to sign a statement that the athlete has sustained no serious injury or illness during the past sport season and gives permission for participation in the next sport season.

Any student who does sustain a serious injury or illness must present a doctor's statement giving permission for the student to return to participation.

Adopted: January 25, 1999
Revised: April 12, 2006
Revised: August 31, 2009

INSTRUCTION:

Student Telecommunications Acceptable Use Policy:

It is the policy of the Somers Public Schools to maintain an environment that promotes ethical and responsible conduct in all Internet and online network activities. It shall be a violation of this policy for any student to engage in any activity that does not conform to the established purpose and general rules and policies of the Somers Public Schools.

The use of Somers Public Schools computer equipment, Internet accounts and commercial online accounts must be in support of education and research and must be consistent with the educational objectives and goals of the Somers Public Schools. Any material transmitted must meet federal, state, local, and district regulations including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is prohibited. Any viewing or dissemination of objectionable materials from any source into the system is strictly prohibited.

The Board of Education has the right to monitor computer usage by electronic means. Staff and students will be given proper notice of the monitoring. A statement notifying staff and students will be attached or included in the telecommunications form required of all users. Other forms of notification will also be used including but not limited to school handbooks, student handbooks, employment policies, postings at computer labs.

Each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or his/her designee.

Special Responsibilities of Telecommunication Users

1. All students must sign the Somers Public Schools Telecommunications Acceptable Use Policy Agreement for use of the telecommunications services and equipment provided by the Somers Public Schools.
2. All telecommunications services and equipment must be used for academic related purposes.
3. Student use of personal online accounts with school equipment for non-academic purposes is not allowed.

4. Students may not use utilize school equipment or networks to participate in non-academic chat sessions.
5. Students may not use e-mail unless authorized to do so for academic related purposes.
6. Subscriptions to listservs must be reported to the Director of Technology & Information Services. Prior approval for listservs is required for students.
7. Students may not communicate their name, address, telephone number, picture or other personal information while using the Internet or an online service.
8. Students may not violate the rules of common sense or “netiquette”. They are expected to abide by the generally accepted rules of network etiquette: be polite; do not use vulgar or obscene language; do not reveal your address or phone number or those of others; do not disrupt the network or the data of others.
9. The use of district telecommunication services and equipment for cyberbullying will not be tolerated. Any such cases must be reported to the building administration for disciplinary action.

109. DBS Code: 6141.32, Curriculum: Computer Usage, is an integral part of the Student Telecommunications Acceptable Use Policy and is in effect at all times.

Cross Reference: DBS Code: 6141.32 - Curriculum - Computer Usage
DBS Code: 3514.1 - Business - Staff Telecommunication Acceptable Use Policy

Legal Reference: Connecticut General Statutes

53a-182b. Harassment in the first degree: Class D felony. (as amended by PA 95-143)

20 U.S.C. Section 6777, No Child Left Behind Act

20 U.S.C. 254 Children’s Internet Protection Act of 2000

47 U.S.C. Children’s Online Protection Act of 1998

Adopted: October 15, 1996
Revised: March 17, 1997
Revised: October 25, 1999
Revised: September 11, 2000
Revised: October 23, 2006

**Somers High School
Counseling and Career Center
BOE Executive Summary
November 2009**

During the 2008-2009 academic year, the Counseling and Career Center staff worked diligently on aligning our comprehensive school counseling program components to those of the State of Connecticut Board of Education in their publication, A Guide to Comprehensive School Counseling Program Development. We have included the final copy of our work outlining the four program components including school counseling curriculum, individual student planning, responsive services, and collaboration within and outside the school community along with specific activities that address these specific areas. We have also included our curriculum map broken down by month and grade level and a career activity update.

We continue to use Naviance as an essential tool in the delivery of our services. Through this program, we are able implement our curriculum as well as monitor and assess our program through the various student reports. Please feel free to contact us if you have any questions.

Lisa Grenier
Karen Regan
Steve Roberts
Meg Duffy

SOMERS HIGH SCHOOL COMPREHENSIVE SCHOOL COUNSELING PROGRAM*

PROGRAM COMPONENTS

1. The school counseling curriculum (15-25%)- School counselors promote healthy development and growth of **ALL** students. Developmental and sequential lessons and activities in classrooms and/or group settings.

- Grade 9
 - Freshman orientation
 - Freshman Friday
 - Making High School Count
 - Report card reflection & goal setting
 - Learning Style Inventory
 - Individualized planning conferences
 - High School Academic Planner & activity resume
 - Substance use & decision making
 - Course selection workshop
- Grade 10
 - PSAT info
 - Report card reflection & goal setting
 - Individualized planning conferences
 - High School Academic Planner & activity resume
 - Naviance *Do What you Are* personality/career assessment
 - Substance use & decision making
- Grade 11
 - Career survey
 - Report card reflection & goal setting
 - Individualized planning conferences
 - High School Academic Planner & activity resume
 - College search & planning
 - College visits & standardized testing
 - Substance use & decision making
 - College Fair
- Grade 12
 - Post-secondary process & planning seminar
 - Career survey
 - Individualized planning conferences
 - Report card reflection & goal setting
 - Alumni panel
 - Scholarship information
 - Senior graduation survey
 - Substance use & decision making
 - College Fair

2. Individual student planning(25-35%)-Activities that focus on assisting each student to develop, analyze and evaluate his or her education, career and personal goals and plans. Lessons and activities in curriculum support individual student planning by teaching necessary skills for self awareness, goal setting, decision making and career exploration.

- High School Academic Planner
- Individual planning conferences
- AP administration
- Individualized Educational Plans
- 504 plans
- Review of interim progress reports & report cards with academically at-risk students
- Job Shadows & follow-up
- Internships and follow-up
- Other career activity
- Guest speaker forums and follow-up
- Career field trips and follow-up
- Career self-assessments
- Course selections/adjustments
- Summer school options
- College application process & recommendations
- Scholarship applications
- NCAA student athlete support

SOMERS HIGH SCHOOL COMPREHENSIVE SCHOOL COUNSELING PROGRAM*

PROGRAM COMPONENTS

- 3. Responsive services(25-35%)**-Strategies and interventions used to address student problems that prevent student success in academic, career and personal/social development.
- Identify barriers to *academic* success and acknowledge the challenges that students face on a daily basis.
 - Progress report & report card review
 - Teacher, administrator and parent consultation
 - Identify barriers to *personal/social* success and acknowledge the challenges that students face on a daily basis.
 - Student meetings
 - Teacher, administrator and parent consultation
 - Work with students to remove barriers and challenges
 - Individual and group counseling
 - Consultation with teachers, social workers, school administrators, and parents regarding student needs
 - Collaborative and advocacy efforts within the school and community agencies
 - Referrals to support and emergency services
 - Tutoring referrals
- 4. Collaboration within and outside the school community(15-20%)**-Services to students through:
- Follow-up studies
 - CCC Advisory Board
 - Senior exit survey
 - Evening workshop evaluation forms
 - Alumni panel
 - School and community orientation to the comprehensive school counseling program
 - PTSA presentation
 - Somers Board of Education presentation
 - CCC Advisory Board
 - Leadership to school and district based committees on student needs and resources
 - Somers Support Team
 - SHS Advisory program
 - Crisis intervention team
 - Consultation with DCF employees
 - Consultation regarding outplaced students
 - Choice program
 - NCAA
 - Partnership and College Career Pathways programs with Asnuntuck Community College
 - Consulting with teachers, administrators and parents regarding student needs
 - Back to School Night
 - Parent/Teacher Conferences
 - Naviance Information Night
 - Financial Aid Night
 - College Planning Night
 - Awards Night
 - College Application Process Night
 - PSAT information session for parents/students
 - Collaborative efforts within the school and community agencies
 - Scholarship committee
 - Greater Hartford Guidance Directors association
 - Asnuntuck Counselor Roundtable
 - CCC Advisory Board
 - Community partnerships to support career programs (businesses, non-profit organizations, colleges, parents)
 - Lentz & Lentz SAT prep

Somers High School Counseling and Career Center Curriculum Map

	9	10	11	12
Sept.	Freshmen Orientation (A1) Freshmen Friday (A1) Making High School Count (PS8, A1)	PSAT Info. (A2)	Career Survey (C4)	Individual Planning Conferences (A2, PS8, C4) Post Secondary Process & Planning Seminar (A2, PS8) Career Survey (C4)
Oct.	College Fair (A2, C6, PS8) Interim Progress Report (PS8)	PSAT Prep (A2) Interim Progress Reports (PS8)	Interim Progress Reports (PS8)	Career & College Workshop (C5, C6, PS8, A3) Interim Progress Reports (PS8) Individual Planning Conferences (A2, PS8, C4)
Nov.	Report Card Reflection & Goal Setting (A1, A2, PS8) Learning Style Inventory (PS7, A1)	Individualized Planning Conferences (A2, PS8, C4) Naviance <i>Do What You Are</i> Career Assessment (A1, C4, C5, C6, PS7) Individualized Planning Conferences (A2, PS8, C4)		
Dec.				
Jan.	High School Academic Planner			Scholarship Information (C5)
Feb.	Course Selection (A2, PS8) Report Card Reflection & Goal Setting			
March	Individualized Planning Conferences (A2, PS8, C4)		College Search & Planning (A3, C5, C6)	
April	Individualized Planning Conferences (A2, PS8, C4)		College Visits/Standardized Tests (A2, PS8)	

Somers High School Counseling and Career Center Curriculum Map

May			Individualized Planning Conferences (A2, PS8, C4)	
June			Individualized Planning Conferences (A2, PS8, C4)	Senior Graduation Survey

Reviewed the academic, career and personal/social development goals of the *2008 Comprehensive School Counseling Guide* using the *Individual Planning Sessions* template provided by the same guide. Activities have been cross referenced by goals. See below.

Resource:

Standard 2: Goals, *CT Comprehensive School Counseling Program Guide*, 2008, pp. 6-7.

Academic Development

1. Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span.
2. Students will complete school with the academic preparation essentials to choose from a wide range of substantial post secondary options, including college.
3. Students will understand the relationship of academics to the world of work and to life at home and in the community.

Career Development

4. Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.
5. Students will employ strategies to achieve future career success and satisfaction.
6. Students will understand the relationship between personal qualities, education and training, and the world of work.

Personal Social Development

7. Students will acquire the attitudes, knowledge and interpersonal skills to help them understand and respect self and others.
8. Students will make decisions, set goals and take necessary action to achieve goals.
9. Students will understand safety and survival skills.

**Career Activity Update for the BOE
Counseling & Career Center
Nov. 19, 2009**

Career Self Assessment

- It is typical for high school students to not be sure of what career directions to pursue after high school. This is where a career assessment can help. The “Do What You Are” assessment is given to all sophomores. It is part of our Naviance program and is based on the Myers-Briggs personality profile.
- Parents are encouraged to access and review results. This can provide a helpful starting point for family discussions about college choices and majors, and career directions. To log on a parent must use their child's e-mail address and password. The web address is: <http://connection.naviance.com/somershs>.
- We plan to begin administering the program to all sophomores in December.

Job Shadows

- Job shadowing is one of the best ways to learn about a career and many students take advantage of this opportunity each year. Here are some of the careers students have explored since September: pharmacy, elementary education, occupational and physical therapy, the music business, actuarial science, speech pathology, cosmetology, medical billing, computer science and medicine.
- Organizations/businesses that have hosted students this semester include Mercy Hospital, Pediatric Pulmonology of WNE, Town of Enfield IT Department, Travelers Insurance, Brio Academy, Performance Rehab of WNE, Baystate Hospital, the Webster Theatre, MBA, SES and John Zdebski, CPA.
- We are actively recruiting more parents as job shadow hosts. The attached flyer was distributed at the Oct. Open House and with 1st quarter report cards. Additionally, it will appear in the upcoming Principal's Newsletter.
- Unfortunately, we have been recently notified that due to the influenza outbreak area hospitals have suspended all job shadowing activities for students under the age of 18. We are hopeful that we will be able to resume job shadowing at hospitals this Spring.

Internships

- Juniors and seniors with the desire to investigate a profession in more depth can participate in the internship program. They complete 25 hours at the work-place along with a portfolio, and earn ¼ credit. Modified internships are also offered.
- Seven students are completing internships for 1st semester. Two at MBA in social work and English education. Tecton Architects in Hartford is hosting 5 students exploring the architecture, engineering and construction fields.

Guest Speaker Forums/Career Field Trips

- A forum was held for students interested in learning more about the Tecton Architect internship on 10/1/09. Kerry Duffy, a SHS alumni and former Tecton intern presented. Officer Pedemonte of the Enfield Police Department spoke on 11/5/09 to 15 students exploring careers in law enforcement. A nursing guest speaker forum is currently being organized for December.
- Two career trips have been organized. Seventeen students attended the Certified Public Accounting Career Day at Quinnipiac University to learn more about accounting careers on 10/9/09. Another 17 students participated in the CT Children's Medical Center Career Day on 10/15/09. A trip to the Baran Institute for those considering trade occupations is planned for December.

Professional Affiliations

- Meg Duffy was invited to become a member of the ACE (Career Directions for Students in Architecture, Construction and Engineering) Hartford Advisory Board. She will be representing the Somers Public Schools and the education sector at upcoming meetings.

Questions

- Contact Meg Duffy, Career Specialist at 749-2270 x 4207 Monday – Thursday, or you can reach her at meg.duffv@somers.k12.ct.us.

PARENTS: WHO MENTORED YOU? BECOME A JOB SHADOW HOST

When you were growing up was there someone who encouraged you and helped you decide what you might want to do with your life? Here is your opportunity to make a difference in the life of a high school student, and help prepare and inspire our next generation of workers. Become a job shadow host for a Somers High School student.

What is the Job Shadow Program? Job shadowing began in 1997 at Somers High School, and has continued to grow ever since with many parents supporting the program as job shadow hosts. Job shadowing is one of the best ways for students to learn about a job or career field. It provides youth with an inside look at the "world of work" and gives them a feel for the demands, rewards and challenges of a particular career. It also helps them connect what they learn in school to the real world.

How much time is required to be a job shadow host? Job shadows are set up at your work-site, at your convenience. Some job shadows are scheduled for an hour, others last for a morning. We can be flexible with timing given the host's time constraints and work responsibilities.

How should a job shadow be organized? You should be prepared to show the student your work environment, and demonstrate the type of tasks you do on a daily basis. You should also allow time for questions. Students will come with an interview questionnaire and will query you about your career. Some examples: How did you get started? Which high school and college courses do you wish you had paid more attention to because of the work you do today? How do you use writing or math skills in your job? What kind of education or training is required? How much can I expect to earn? What should I be doing now to prepare myself for a job in this field? What is the best piece of advice you can offer me?

How are students prepared for this opportunity? Students are briefed on work-place behaviors and the importance of dressing appropriately, and must conduct some preliminary research on the career they are observing.

Why are parents recruited to be job shadow hosts? We find that parents make the best job shadow hosts. They have children in the school and know many of the students here. Parents are often looking for a ways to volunteer and make a difference and contribute to the lives of our youth. Many, many parents have participated over the years.

I'm interested in helping. How do I get started? Sign up to be a job shadow host with Mrs. Meg Duffy, Career Specialist, in the Counseling & Career Center. If we have a student that can be matched with your career area, we will contact you and set up a time for a student to visit you.

Yes, I would consider being a job shadow host. Please put me on the contact list.

Name _____

Work-Place/Address _____

Job Title/Description _____

Contact Numbers: Work: _____ Cell: _____

Questions? Contact Mrs. Meg Duffy, Career Specialist in the Counseling & Career Center: Meg.Duffy@somers.k12.ct.us ; 860-749-2270 x 4207. Return to Somers High School Main Office or the Counseling & Career Center.

PARAGRAPHS WHO MENTORED YOU BECOME A JOB SHADOW HOST

When you were a student, you were mentored by a professional who had helped you
develop your skills and knowledge. Now it's your turn to help someone else. As a job shadow host,
you will provide a valuable learning experience for a young person who is interested in your
profession or industry.

Job shadowing is a great way for students to explore different careers and gain
hands-on experience in a real-world setting. By providing a job shadowing experience,
you are helping to prepare the next generation of professionals. This is a chance
for you to share your knowledge and expertise with someone who is just starting out.

As a job shadow host, you will be responsible for providing a safe and
educational environment for your guest. You will be responsible for explaining the
tasks and responsibilities of your job, and for answering any questions your guest
may have. This is a chance for you to show your guest the day-to-day work of your
profession.

Job shadowing is a mutually beneficial experience for both the host and the
guest. The host gains valuable experience in mentoring and teaching, while the guest
gains valuable insight into the profession and industry. This is a chance for you
to give back to the community and help someone else achieve their career goals.

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Somers High School
Alternative Education Program Update
BOE Executive Summary
December 2009

The current enrollment is ten students: 2 freshmen (repeating), 3 sophomores, 1 junior, and 4 seniors. Three of the seniors have already indicated their intentions to continue their education after graduation in the fields of culinary arts, automotive technician, and nursing. Two other teachers and the school Social Worker are supporting Ms. Delany who is in her second year running the program. Rae Teed teaches an English class during the first two periods every other day, and Lora Cavallo teaches Physical Science and Biology during two periods on the alternate days. Mr. Mooney conducts a group session on a weekly basis. Students continue to access ALEKS, an online program, to study either Algebra or Geometry. Four students are enrolled in mainstream classes during periods 1 & 2 and then report to the alternative education classroom for the remainder of the day. This option was initiated this year in an effort to expand the curriculum beyond the obvious limitations of being in a self-contained classroom. It was also seen as a way to sow seeds for transitioning students back to the mainstream. A number of students are employed or volunteering, and those who are not remain in school until 2:15 to work on assignments or conduct job searches. Attendance continues to be problematic for some students and measures have been put in place to encourage students to attend school regularly. Although we prefer not to place freshmen in the program, we see a definite need among a few students who are struggling. We will continue to consider the option of moving them over to the alternative education program during the course of the year as opposed to waiting until they have lost credit and essentially having to start over next year.

SOMERS BOARD OF EDUCATION

Ninth District Road

Somers, CT 06071

www.somers.k12.ct.us

MINUTES OF THE MEETING – November 23, 2009

Members Present:	D.Palmer, J.Formeister (left at 7:05 p.m. to attend the BOF meeting, returned at 8:05 p.m.), R.Lees, T.Potrikus (left at 7:05 p.m. to attend the BOF meeting, returned at 8:05 p.m.), M.Marquardt, A.Kirkpatrick, S.Bollinger, B.Devlin, J.Taylor
Members Absent:	
Administrators Present:	M.Suffredini, G.Cotzin, R.Kapner, N.Barry
Staff Present:	
Citizens Present:	E.Beebe, C.Manning
Students Present:	A.Portal, B. Roberts, A.Roberts
Student Representatives:	None in attendance
Others:	

1.0 SHS YEARBOOK PICTURE

A picture was taken of the Board of Education members by a high school student for the high school yearbook prior to the start of the regular meeting.

2.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:00 p.m. by Dr. Suffredini in the Mabelle B. Avery Middle School-BOE Board Room.

3.0 PLEDGE OF ALLEGIANCE

4.0 ELECTION OF OFFICERS

Dr. Suffredini opened the floor for nominations for Chairman of the Board.

- M.Marquardt nominated David Palmer for Chairman of the Board, seconded by B. Devlin. David Palmer was elected Board Chairman by a vote of 9-0.

Chairman Palmer opened the floor for nominations for Vice Chairman of the Board.

- D.Palmer nominated Joan Formeister for Vice Chairman of the Board, seconded by A.Kirkpatrick. Joan Formeister was elected Board Vice Chairman by a vote of 9-0.

Chairman Palmer opened the floor for nominations for Secretary of the Board.

- A.Kirkpatrick nominated Rick Lees as Secretary of the Board, seconded by S.Bollinger. Rick Lees was elected Secretary of the Board by a vote of 9-0.

5.0 APPROVAL OF MINUTES

- 5.1 November 9, 2009 Regular Meeting – It was MOVED (R.Lees) SECONDED (A.Kirkpatrick) to approve the November 9, 2009 Board of Education regular meeting minutes as presented. PASSED 7-0

6.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

7.0 CORRESPONDENCE

Chairman Palmer reported receipt of correspondence from CABA regarding recent settlements in the state. Chairman Palmer stated that he just received this information today and hasn't had a chance to review it. Any Board member interested in receiving a copy of this information should contact Chairman Palmer.

8.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

9.0 CONSENT AGENDA

9.1 Approval of 11/23/09 Bills (\$435,305.90)

It was MOVED (M.Marquardt) SECONDED (R.Lees) to approve the 11/23/09 Bills in the amount of \$435,305.90 as presented. PASSED 7-0

A.Kirkpatrick asked when the new warrant report showing more detail would be available? Dr. Suffredini will follow-up on this with Mr. Boutwell.

9.2 Request for Child-Rearing Leave (M.Beirn)

It was MOVED (M.Marquardt) SECONDED (R.Lees) to approve the child rearing leave requested by M.Beirn from approximately May 10, 2010 through the remainder of the 2009-2010 school year as presented. PASSED 7-0

10.0 NEW BUSINESS

10.1 Second Warning/Adoption of DBS Code 3516.11

10.2 Second Warning/Adoption of DBS Code 5141.27 - Use of AED's

10.3 Second Warning/Adoption of DBS Code 6114.1 - Fire Emergencies

10.4 Second Warning/Adoption of DBS 5141.25 - Accommodating Students With Special Dietary Needs

10.5 Second Warning/Adoption of DBS Code 5141.4 - Reporting of Child Abuse

10.6 Second Warning/Adoption of DBS 6145.21 - Athletic Policy

10.7 Second Warning/Adoption of DBS Code 6141.321 - Student Telecommunications Acceptable Use Policy

A non-tolerance of cyberbullying statement has been added to the Somers Student Telecommunications Acceptable Use Policy. The BOE Policy Committee will create a separate policy that will address cyberbullying in general.

It was MOVED (B.Devlin) SECONDED (A.Kirkpatrick) to adopt the policies listed as 10.1 through 10.7 as presented. PASSED 7-0

Central Office is in the process of finalizing the BOE Policy Manual. Upon completion, the policy manual will be sent to CABA for online access. There will be one bound hard copy kept in Central Office. CABA will send quarterly updates that will be reviewed by the BOE Policy Committee and the superintendent. Policies will be updated as appropriate to insure that the district's policies are always current.

10.0 OLD BUSINESS

11.0 ADMINISTRATIVE REPORTS

11.1 Guidance Annual Report

Somers High School Principal, Gary Cotzin, presented an overview of the high school counseling program. Mr. Cotzin stated that during the 2008-2009 school year, the Counseling and Career Center staff worked on aligning the high school's counseling

program components to those presented in the State of Connecticut Board of Education's publication, *A Guide to Comprehensive School Counseling Program Development*. The four components included in the curriculum are school counseling, individual student planning, responsive services and collaboration within and outside the school. A monthly curriculum map was developed for scheduling procedures, processes and events throughout the year.

Naviance continues to be used as a tool in implementing the curriculum; as well as, monitoring and assessing the guidance program using various student reports. A new district web page will be up and running within the next few weeks that will have multiple guidance links available for parents and students to access information.

A Guidance Advisory Board meets regularly to review and discuss how the guidance program is working. The development of a parent survey using Naviance is being considered.

11.2 Alternative Ed Program Report

Somers High School Principal, Gary Cotzin, and Assistant Principal, Rob Kapner, presented an overview of the Alternative Ed Program.

Mr. Kapner reported that they are in the second year of the program and have been able to add additional staff funded through a grant. The program is designed to meet the needs of students who have not been successful in a traditional classroom setting. Three seniors who were in this program last year were able to complete their required credits and graduate. Currently, there are two freshmen repeating from last year, three sophomores, one junior and four seniors. Additional students are being considered for placement into this program.

Students in this program attend school in the morning and either work or volunteer in the afternoon. Students who do not have a job or volunteer assignments remain in school until 2:15 p.m. to work on school assignments or conduct job searches. Mr. Kapner stated that attendance continues to be a problem for some students and measures have been put in place to encourage students to attend school and participate in their work or volunteer assignments regularly.

The goal of the program is to mainstream students back into the regular classroom. Currently, four students are enrolled in some mainstream classes.

Ms. Delany, the teacher running the program, attends monthly meetings with staff from other towns that have similar programs.

12.0 COMMITTEE REPORTS

12.1 Budget

The district's Long Range Plan has been submitted to the Board of Finance. T.Potrikus and Joan Formeister attended the Board of Finance meeting this evening to respond to questions from the Finance Board members regarding the requests included in the plan.

The 2010 budget process has started. Dr. Suffredini will send the budget calendar to the Board members.

- 12.2 Curriculum
No report.
- 12.3 Policy
No report.
- 12.4 Salary & Negotiations
A date will be scheduled to meet with the SESA.
- 12.5 Planning
- 12.6 Other Committees

13.0 OTHER

- 13.1 Board members who wish to attend the December 10th meeting for new board members should let Dr. Suffredini know. Reservations will be made through Central Office.
- 13.2 Congressman Joe Courtney will be touring Mabelle B. Avery Middle School on Tuesday, November 24th at 10:30 a.m. Dr. Suffredini extended an invitation to all Board members to meet with the congressman prior to the tour.
- 13.3 Dr. Suffredini informed the Board that the BEST program for new teachers has been eliminated and is being replaced by a program called TEAM. Dr. Suffredini stated that information about the new program is now being released and this new process will be discussed at the next Administrative Council meeting. Dr. Suffredini informed the Board that there would be some costs associated with this new program. Dr. Suffredini will keep the Board informed.
- 13.4 Chairman Palmer requested that Board members notify him within the next ten days the two committees they would like to serve on.
- 13.5 Dr. Suffredini has ordered Board of Education manuals for new board members. He will meet with the new board members when the manuals arrives.
- 13.6 The next BOE meeting is scheduled for December 7th. There is only one BOE meeting scheduled in December.
- 13.7 C.Manning notified the Board of Education that the Board of Finance has agreed to change their meeting night after the first of the year so that both boards are not meeting on the same night.

14.0 ADJOURNMENT

It was MOVED (R.Lees) and SECONDED (M.Marquardt) to adjourn the regular meeting of the Somers Board of Education at 8:23 p.m. PASSED 9-0

Respectfully submitted,

Rick Lees, Jr., Secretary
Joan Jaquith, Recording Secretary

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