

Southington Board of Education Meeting

Thursday, February 25, 2016 6:30 PM
Municipal Center Public Assembly Room 200 North Main Street
Southington, CT 06489
200 North Main Street
Southington, CT 06489



BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session to discuss Student Expulsion and Personnel ~ 6:30 p.m.
3. Celebration of Excellence ~ Oratorical Contest Recipients & Connecticut Art Education Association's Award Recipients ~ 7:00 p.m.
4. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
5. Pledge of Allegiance
6. Approval of Minutes ~ January 28, 2016
7. Communications
 - a. Communications from Audience
 - b. Communications from Board Members
 - c. Communications from Administration
 - d. Communications from Student Representatives
8. Report of Superintendent
 - a. Personnel Report
9. Committee Reports
 - a. Policy & Personnel Committee Meeting ~ February 16, 2016
10. Old Business
 - a. Town Government Communications
 - b. Construction Update
11. New Business
 - a. Leonard and Gladys Joll Scholarship Committee Appointment
 - b. Out of State Field Trip Approval
 - c. SHS Atrium Bid Award ~ #2016-BID-22
 - d. Board of Education Policy Updates ~ First Reading
 - e. Job Description ~ Secretary for Special Education (Class 1)
 - f. Student Expulsion 2015-2016-04
 - g. Student Expulsion 2015-2016-06
12. Adjournment

The minutes presented within this document provide a summary of the discussion that took place at the Board of Education meeting. For the complete discussion of the agenda items, please view the video of the Board meeting on our website at www.southingtonschools.org. These minutes are considered a draft until approved at the following regular Board of Education meeting.

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

JANUARY 28, 2016 (Revised 2-25-16)

The regular meeting of the Southington Board of Education was held on Thursday, January 28, 2016 at 7:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut with Executive Session scheduled for 6:30 p.m.

1. CALL TO ORDER

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:33 p.m.

Present from the Board: Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Juanita Champagne Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Terry Lombardi, Mrs. Patricia Queen and Mr. Zaya Oshana.

Present from Administration: Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; and Mrs. Sherri DiNello, Director of Business and Finance.

MOTION: by Mr. Derynoski, seconded by Mr. Oshana:

"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing a Student Expulsion, Paraprofessional Negotiations, Contractual matter, and Personnel, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

2. EXECUTIVE SESSION TO DISCUSS STUDENT EXPULSION, PARAPROFESSIONAL NEGOTIATIONS, CONTRACTUAL MATTER AND PERSONNEL

Mr. Goralski declared Executive Session ended at 7:42 p.m. and the Board returned to public session.

3. RECONVENE MEETING ~ REGULAR SESSION

The regular session was reconvened at 7:51 p.m. by Mr. Goralski, Chairperson. Board members present were: Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Juanita Champagne, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Terry Lombardi, Mr. Zaya Oshana and Mrs. Patricia Queen.

Present from the administration were: Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; Mr. Peter Romano, Director of Operations; and Ms. Margaret Walsh, Director of Pupil Services.

Student Representatives present were Mr. Christopher Iverson and Miss Samantha Martins.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited led by the student representatives.

Mr. Goralski called for a moment of silence in memory of Mrs. Shirley DiBiaso who recently passed away. She retired in 1989 as the secretary at Kelley Elementary School (formerly West Ridge School) after 27 years of service to the Southington Public Schools.

5. APPROVAL OF MINUTES ~ January 14, 2016

MOTION: by Mr. Derynoski, seconded by Mrs. Carmody:

“Move to approve the regular Board of Education minutes of January 14, 2016, as submitted.”

Motion carried unanimously by voice vote.

6. COMMUNICATIONS

a. Communications from Audience

There was no audience communication.

b. Communication from Board Members

The Board members reported on the following:

- Mr. Brown thanked Mr. Connellan for the CEA Teacher Evaluation Plan. He encouraged the Board members to read it. He thought it was the direction that the Board wants to go.
- Mr. Goralski announced that CABE will hold a workshop “A Day on the Hill” on March 2, 2016 at the Bushnell. He had a flyer for any Board member who would like to attend.
- Mr. Goralski read a statement from Mr. Myers, Executive Director of the Southington YMCA, thanking the entire school system for continued support of the Polar Plunge, which raised over \$36,000 for children to attend the YMCA Camp Sloper. Also, on Wednesday, February 3, 2016, the Southington YMCA 37th Annual Meeting will be held at the Aqua Turf Club and some of the award recipients have affiliation to the school system (Terry Lombardi, Social Responsibility; Steve Nyerick, Person of the Year; Brian Durocher, Catherine Myers, and Natiya Washer, Youth Leadership; and the Giving Back Girls, Social Responsibility).

c. Communication from Administration

Mr. Connellan requested a moment of silence in memory of the tragic Challenger disaster 31 years ago on January 28th with a crew that included teacher Christa McAuliffe on board.

Administration reported on the following:

1. Professional Development: Mr. Madancy explained that they were gearing up for professional development on February 16. He updated the Board on the professional development this past month that included:
 - Eight teachers attending the Atomic Math Conference.
 - Training with all the Champions relative to SchoolNet on data analysis and creation of assessments.
 - Training with administrators relative to SchoolNet on how to run reports using multiple data points on school level performance across a grade level.
2. Scientific Research Based Intervention (SRBI): Mr. Madancy explained how administrators can go into the SchoolNet portal to run a report using Scholastic Reading Inventory (SRI), which the Board purchased, and the DRA, which teachers administer, to see students who are at risk or below grade level at reading and need to be seen by the specialists.
3. District Data Team (DDT): There will be a meeting on Friday, January 29 to fully launch the DDT with the goal to finalize the definition of the indicators on how student progress will be monitored.
4. SchoolNet: Mr. Madancy addressed this above.
5. World Language Expansion: Mr. Madancy met with interested parties regarding exploring expanding World Language across the district. More information, including community input, will come before the Board in the future.

d. Communications from Student Representatives

Mr. Iverson reported on the following:

- The Oratorical Contest recently was held at the high school. Two Southington High School students tied for second place and two tied for third place.
- The Board of Education and staff had the most representatives at the Polar Plunge.
- The 3rd Art Showcase will be held at Paul Gregory's Restaurant on February 4, 2016 at 6:00 p.m. He noted that student art is also displayed at other local businesses throughout Southington.
- Advance Placement (AP) Night will be held on February 2 in the high school cafeteria.

Miss Martins reported on the following:

- Mid-term exams have ended.
- The second semester started on Monday, January 25, 2016 with schedules switched around for students.
- Navigating the College Process event will be held on February 11, 2016 for juniors from 6:30 p.m. to 8:30 p.m.

- There will be a Valentine’s Day Dance for freshmen and sophomores.

Mrs. Carmody noted that she, Mr. Connellan, and Mr. Stranieri [Principal of Southington High School] were the judges of the Oratorical Contest and they were very impressed with the students.

7. COMMITTEE REPORTS

a. Curriculum and Instruction Committee Meeting ~ January 19, 2016

Mrs. Carmody reported that the committee discussed a proposed new course named “AP Computer Science Principles” that was presented by Southington High School teachers Mr. Lasbury and Mr. Adams. The course will be taught within the math department. The committee recommends approval of the course. The committee also reviewed the Homework Policy and the amount of homework being assigned. A survey will be sent to parents for feedback. Mrs. Carmody noted that some Board members are visiting schools to interview students regarding homework.

MOTION: by Mrs. Clark, seconded by Mr. Oshana:

“Move to add item 9.c ‘Student Expulsion 2015-2016-05’ to the agenda.”

Motion carried unanimously by voice vote

b. Finance Committee Meeting ~ January 25, 2016

1. Transfer of Funds

MOTION: by Mrs. Clark, seconded by Mr. Derynoski:

“Move to approve the Transfer of Funds, as submitted.”

Motion carried unanimously by voice vote.

2. Bid Award ~ Derynoski Fire Alarm – 2016-BID-21

MOTION: by Mrs. Clark, seconded by Mr. Brown:

“Move to award the Derynoski Fire Alarm bid #2016-BID-21 to Integrated Systems, as recommended by the Finance Committee.”

Mrs. Queen asked how long it would take to install the fire alarm once it is approved. Mr. Romano stated that it would be done the week of April vacation.

Motion carried unanimously by voice vote.

3. Athletic Training Contract

Mrs. Clark reported that the recommendation from administration was to extend the three-year contract with Select Physical Therapy and that the Athletic Director, Greg

Ferry, and the committee acknowledged Select's great work. However, committee members came to a consensus that in order to perform their due diligence a Request for Proposal (RFP) should be done to give other businesses the opportunity to submit a proposal. The committee acknowledged that that it would not be cost alone but about having an open process.

MOTION: by Mr. Derynoski, seconded by Mr. Oshana:

“Move to bring a Request for Proposal (RFP) before the entire Board.”

Mr. Goralski pointed out that, in the past, contracts were extended when it was financially in the best interest of the district. He was very comfortable with the administration's recommendation because he knew that Select Physical Therapy was doing a great job for the school system. Mr. Goralski does not support the recommendation to do a RFP. Mrs. Queen added that Select Physical Therapy has served Southington students extremely well and spoke highly of the quality of their service. Mrs. Lombardi agreed with Mrs. Queen regarding Select's service; however, she stated that the Finance Committee wanted an open process and transparency because it had been five years since it had gone out to bid. She stressed that it was not only cost that decisions are made but quality, service, and experience. Mr. Oshana agreed that Select Physical Therapy provided wonderful service but it did not matter who the vendor was, it was a matter of the process and being transparent. He thought that financially, and economically, it was the right thing to do to look at other vendors and if it comes down to service and quality, then that was what the Board needed to look at. Mrs. Queen believed that if service and quality was already established and the price was reasonable along with an established relationship with a vendor then she did not know why they would go through the RFP process; especially, when they have a history of extending that same courtesy and contract extension with other vendors in different types of industries. Mrs. Carmody agreed with Mrs. Queen and felt that the Board needed to put their trust in administration's recommendation. Mrs. Clark pointed out that they have a good relationship with Select Physical Therapy and she was of the mindset that if something was working well, and the past practice has been to continue relationships with vendors when their service was excellent, then she would like to continue with a vendor who has not had any complaints.

ROLL CALL VOTE: YES – Mr. Derynoski, Mrs. Lombardi, Mrs. Champagne, Mr. Oshana
NO – Mrs. Carmody, Mrs. Clark, Mr. Brown, Mrs. Queen, Mr. Goralski. **Failed Motion with four in favor and five opposed.**

MOTION: by Mrs. Carmody, seconded by Mrs. Clark:

“Move to waive the bid process.”

Mr. Goralski explained that the motion to waive the bid process allows the Board to continue with the current vendor. To waive the bid process requires a two-thirds vote of the Board.

ROLL CALL VOTE: YES – Mrs. Carmody, Mrs. Clark, Mr. Brown, Mrs. Queen, Mr. Goralski. NO – Mr. Derynoski, Mrs. Lombardi, Mrs. Champagne, Mr. Oshana. **Motion failed with five in favor and four opposed.**

MOTION: by Mr. Oshana, seconded by Mrs. Clark:

“Move to table.”

Motion carried unanimously by voice vote.

Mr. Goralski explained that this item needed to go back to the Finance Committee. Mrs. DiNello stated that the Athletic Trainer Contract expires on June 30, 2016.

Mrs. Clark reported that the Finance Committee discussed the Self Insurance Report, Financial update, Southington High School Atrium bid and tentative future Finance Committee meetings.

8. OLD BUSINESS

a. Town Government Communications

Mr. Goralski reminded everyone of the budget calendar dates.

- February 10, 2016, 6:30 p.m. in the Town Council Chambers, Board of Finance meeting with the Board of Education presenting their budget.
- March 7, 2016, Public Hearing by the Board of Finance at DePaolo Middle School at 7:00 p.m.
- March 30, 2016, 7:00 p.m. at Town Hall, Board of Finance Meeting to adopt the budget.
- April 25, 2016, 7:00 p.m. at the Municipal Center, Town Council budget **public hearing**.
- May 9, 2016, 7:00 pm. at the Municipal Center, Town Council approval of all budgets.

9. NEW BUSINESS

a. Review / Adoption of 2016-2017 Board of Education Budget

Mr. Connellan thanked the Board members, administrative leadership team, central office staff and Mrs. DiNello for their input on the Superintendent’s 2016-2017 Budget. Mrs. DiNello provided the Board members with Adjustments to the Superintendent’s Budget 2016-2017 (*Attachment #1*). After Workshop #2, the revised Superintendent’s budget was an increase of 3.65%. Since that workshop, Mrs. DiNello met with energy consultant, Titan, and reductions were made in the electricity and gas accounts, bringing the revised budget amount to \$92,901,729 for a 3.61% increase. Mrs. DiNello also provided the Board with a Summary of Grant Revenues (*Attachment #2*) as requested by Mr. Goralski. She explained the Educational Cost Sharing Grant as well as the grant revenues directed to the town and grant revenues provided to the Board of Education. The revised Grant Revenues Summary will replace page 77 in the Superintendent’s budget once approved by the Board of Education.

Mrs. DiNello reported that the follow-up questions and answers document from Workshop #2 was forwarded to the Board members earlier in the week.

MOTION: by Mrs. Carmody, seconded by Mrs. Queen:

“Move to adopt the Superintendent’s 2016-2017 Operating Budget for \$92, 901,729 which represents a 3.61% increase.”

All the Board members praised the transparent budget presented and thanked the administrative team and staff for all their efforts. Board members noted that this budget represents significant cuts already and that it was not a budget of wants but was a budget of needs and represented incremental improvement.

ROLL CALL VOTE: YES – Mr. Brown, Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Lombardi, Mrs. Champagne, Mr. Oshana, Mrs. Queen, Mr. Goralski. **Motioned carried unanimously.**

b. AP Computer Science ~ Program Approval

MOTION: by Mrs. Carmody, seconded by Mr. Brown:

“Move to approve the proposed AP Computer Science Principles Course, as recommended by the Curriculum and Instruction Committee.”

Mrs. Queen thought that it was wonderful that Southington was on the front edge of this because this year was the first year that the College Board was offering this class. The school district was fortunate to have a staff member who was ready to teach this course and administration that was receptive to this new course. Mrs. Lombardi noted that the Wall Street Journal stated that only 50% of the high school’s across the nation offer this course. Companies are employing people from other countries because the United States is lacking in Computer Science.

Motion carried unanimously by voice vote.

c. Student Expulsion – 2015-2016-05

MOTION: by Mrs. Carmody, seconded by Mr. Derynoski:

“Move to expel Student 2015-2016-05 as stipulated by the Superintendent of Schools.”

Motion carried unanimously by voice vote.

10. ADJOURNMENT

MOTION: by Mr. Oshana, seconded by Mrs. Queen:

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:48 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary

**Adjustments to the Superintendent's Budget
2016-17**

ATTACHMENT #1

<u>Acct #</u>	<u>Description</u>	<u>Amount</u>	
	Superintendent's Budget	\$ 92,782,522	3.47%
	Opening Adjustments:		
20310	Health Insurance-shortfall revenue	\$ 15,564	
20310	Health Insurance- Counseling grant ends	\$ 80,000	
33800	Magnet School Tuitions-add'l invoices	\$ 53,688	
33100	Transportation-administer SAT	\$ 4,325	
	Opening Adjustments subtotal:	<u>\$ 153,577</u>	0.17%
	Revised Superintendent's Budget	<u>\$ 92,936,099</u>	3.65%
	Additional Adjustments		
32120	Electricity	\$ (25,700)	
41650	Gas	\$ (8,670)	
	Additional Adjustments subtotal	<u>\$ (34,370)</u>	-0.04%
	Revised Budget prior to 1/28 BOE meeting	\$ 92,901,729	3.61%

SUMMARY OF GRANT REVENUES

GRANT REVENUES DIRECTED TO TOWN

	2012-2013	2013-2014	2014-2015	Estimated 2015-2016	Estimated 2016-2017
Educational Cost Sharing	\$20,283,476	\$20,299,614	\$20,361,334	\$20,537,047	\$20,568,713
Transportation-Public	\$147,092	\$160,743	\$162,129	\$152,300	\$152,300
Transportation-Non-Public	\$37,649	\$37,665	\$46,615	\$39,169	\$39,088
Health Services Grant	\$55,924	\$60,942	\$60,316	\$56,617	\$56,498

GRANT REVENUES PROVIDED TO BOARD OF EDUCATION

	2012-2013	2013-2014	2014-2015	Estimated 2015-2016	Estimated 2016-2017
Adult Education	\$11,553	\$14,305	\$13,195	\$11,098	\$11,098
Consolidated Grant (ESEA)					
Elementary and Secondary Education Act					
Title I: Improving Basic Programs (Remediation)	\$235,480	\$361,834	\$428,353	\$445,561	\$445,561
Title II Part A: Improving Teacher Quality	\$113,678	\$109,274	\$109,736	\$110,079	\$110,079
Title III: English Language Acquisition	\$17,690	\$17,580	\$17,158	\$15,242	\$15,242
IDEA Entitlement Grant: Part B Section 611	\$1,380,700	\$1,308,254	\$1,357,077	\$1,356,931	\$1,356,931
IDEA Entitlement Grant: Part B Section 619	\$47,911	\$45,480	\$45,460	\$45,460	\$45,460
Special Education Excess Cost Grant	\$2,125,974	\$2,426,614	\$2,198,153	\$1,800,000	\$1,775,263
Perkins	\$45,714	\$43,630	\$46,864	\$49,022	\$49,022
Elementary School Counseling Grant	\$0	\$389,789	\$398,416	\$385,788	\$385,788
Open Choice	\$114,000	\$114,000	\$238,324	\$238,000	\$238,000
Open Choice: Early Beginnings Program	\$27,000	\$27,000	\$22,500	\$38,000	\$38,000
Sheff Settlement: Open Ch. Acad. & Soc. Support	\$25,025	\$27,900	\$42,725	\$55,100	\$55,100
Excess Cost Student Supplement Grant	\$128,809	\$0	\$0	\$0	\$0
High Quality Schools & Common Core Implem.	\$0	\$237,923	\$0	\$0	\$0

**The State Department of Education has not calculated the funding for the 2015-2016 excess cost grant the amounts included are based on our calculations less the anticipated cap from SDE.

Board of Education

Administrative Report

February 25, 2016



- 1. World Language Presentation**
- 2. Hartford Area Superintendents Association Legislative Breakfast**
- 3. University of Connecticut Job Fair**

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date February 25, 2016

Decision Requested X Agenda Code 8. a.

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for 2015 – 2016.

Background: The attached report lists personnel activity from January 1, 2016 through January 31, 2016.

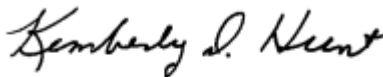
Alternative Strategies: _____

Cost (if applicable): N/A **Funding Source:** Board of Education

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Recommend that the Personnel Report be approved as submitted.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. Personnel Report

Agenda – February 2016

PERSONNEL ACTIVITY REPORT

FOR: February 25, 2016

APPOINTMENTS

Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Foresman, Alicen	World Language Teacher, Latin	SHS	.60	December 29, 2015	MA	Villanova University	\$49,500.00 prorated
Plourde, Jaclyn	Grade 1 Teacher	DES		January 4, 2016	MA	University of Bridgeport	\$48,600.00 prorated
Hughes, Judith	Special Education Teacher	JFK		January 21, 2016	6 th Year	University of MA, Boston	\$89,435.00 prorated
Shurtleff, Christian	Social Studies Teacher	SHS		January 25, 2016	MA	University of CT	\$48,600.00 prorated
Sparks, Katelyn	Social Studies Teacher	SHS	.20	January 27, 2016	BA	Southern CT State University	\$45,100.00 prorated

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Wood, Alicia	Interim Special Ed Paraprofessional	DES	17.75	To be determined	\$10.67
Kennedy, Christopher	Part-Time Special Ed Paraprofessional	JFK	19.50	January 4, 2016	\$15.36
Finley, Larry	Crossing Guard	District	10.00	January 4, 2016	\$16.67
Jackson, Kellen	Part-Time Special Ed Paraprofessional	Plantsville	15.75	January 5, 2016	\$15.36
Rousseau, Cassandra	Full-Time Special Ed Paraprofessional	DES	31.25	January 5, 2016	\$15.36
Zack, Carrie	Grant Funded Math Tutor	JAD / JFK	20.00	January 11, 2016	\$19.53
Griffin, Carla	Full-Time Special Ed Paraprofessional	Hatton	25.00	January 11, 2016	\$15.36
Massaro, Andrew	Evening Custodian	Strong	40.00	January 13, 2016	\$22.48
Milo, Jennifer	Full-Time Special Ed Paraprofessional	SHS	31.25	January 19, 2016	\$15.36
Berry, Denise	Part-Time Nurse	JFK	15.00	January 26, 2016	\$21.66
Butkiewicz, Francis	Assistant Head Custodian	SHS	40.00	January 27, 2016	\$22.56
Sena, Deanna	Clerk	Flanders	10.00	February 1, 2016	\$15.35
Longo, Rachel	Interim Special Ed Paraprofessional	South End	17.25	February 1, 2016	\$10.67

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
No certified resignations in the month of January					

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Rousseau, Cassandra	Part-Time Special Ed Paraprofessional	DES	January 4, 2016	5 months	No
Griffin, Carla	Part-Time Special Ed Paraprofessional	Hatton	January 9, 2016	2 years	No
Thompson, Gary	Assistant Head Custodian	SHS	January 9, 2016	11 years	Yes
Wood Kylene	Part-Time Nurse	JFK	January 23, 2016	3 months	No
Epperson, Lisa	Full-Time Special Ed Paraprofessional	SHS	February 20, 2016	20 years	Yes
Egan, Gretchen	Part-Time Special Ed Paraprofessional	JFK	May 21, 2016	7 months	No
LeBlanc, Nancy	Part-Time ELL Tutor	District	July 1, 2016	5 years	No

TRANSFERS

Certified

Name	From Position	From School	To Position	To School	Effective Date
No certified transfers in the month of January					

Classified

Name	From Position	From School	To Position	To School	Effective Date
No classified transfers in the month of January					

UNPAID LEAVES OF ABSENCE

Name	Position	School	Start Date	End Date	Reason
No unpaid leaves of absence in the month of January					

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
Raccio, Nicole	Department Head, Science	SHS	January 11, 2016	\$3,808.53
Green, Connor	Assistant Coach, Indoor Track	SHS	January 11, 2016	\$4,037.00
Seeger, Kevin	Freshman Coach, Wrestling	SHS	January 13, 2016	\$3,323.00
Przybylski, Bruno	Assistant Coach, Softball	SHS	March 1, 2016	\$3,179.00

Resignations

Name	From Position	School	Effective Date
Przybylski, Bruno	Head Coach, Softball	JAD	January 8, 2016



SOUTHINGTON PUBLIC SCHOOLS

Policy and Personnel Committee Meeting

February 16, 2016

The Board of Education Policy and Personnel Committee meeting was called to order by Mrs. Patricia Queen, Chairperson, at 5:40 p.m.

Committee Members in attendance: Mrs. Colleen Clark, Mr. Brian Goralski (ex-officio member), and Mrs. Patricia Queen.

Administration present: Mr. Steven Madancy, Assistant Superintendent for Curriculum and Instruction.

Transgender Policy

The committee reviewed a sample transgender policy from CABA. The administration presented some policies (4118.11, 5130, and 6121) that recognize protected classes. The committee requested the following from the administration:

- Review all policies.
- Identify those that make reference to anti-discrimination around protected classes.
- Add the terms “gender identity and expression” to these policies to recognize this protected class.
- Revise these policies to reflect alignment and consistency.
- Bring these policies to the full Board at the next meeting for a first reading to reflect the addition of the new language.

Job Description ~ Secretary to Special Education (Class I)

The job description for *Secretary to Special Education* was presented by the administration. The committee agreed to the recommendations presented by the administration and to present the job description to the full Board for approval at the February 25, 2016 Board of Education meeting.

Homework Policy and Regulation ~ Update from Curriculum and Instruction Committee

This agenda item was tabled.

Other

The outcomes of the policy audit were discussed and there was agreement that the administration will update and review the policies as recommended through CABA policy services. The fee is nominal and could be covered by the existing *Dues and Fees* line item in the operating budget.

MOTION: Motion to adjourn by Mrs. Clark, seconded by Mrs. Queen. Motion carried by voice vote.

The meeting was adjourned at 6:50 p.m.

Sincerely,

Steven G. Madancy
Assistant Superintendent for Curriculum and Instruction

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

BOARD OF EDUCATION

BRIAN S. GORALSKI
BOARD CHAIRPERSON

TERRI C. CARMODY
VICE CHAIRPERSON

COLLEEN W. CLARK
SECRETARY

ROBERT S. BROWN

JUANITA CHAMPAGNE

DAVID J. DERYNOSKI

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

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**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date February 25, 2016

Decision Requested _____ Agenda Code 10 a.

AGENDA REPORTING FORM

Agenda Topic: Town Government Communications

Summary of Issue: Communications (when applicable) will be discussed.

Background: N/A

Alternative Strategies: N/A

Cost (if applicable): N/A **Funding Source:** N/A

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ X _____

Board Meeting Date _____ February 25, 2016 _____

Decision Requested _____

Agenda Code _____ 10 b. _____

AGENDA REPORTING FORM

Agenda Topic: _____ Construction Update _____

Summary of Issue: _____ The District's Phase II Construction and Renovation/Expansion of buildings are listed below with their current status. _____

Phase II Construction Projects: _____

South End Elementary School - New Construction: _____

The administration is monitoring a recurring moisture issue when extreme temperature changes occur. This may be caused by winter into spring temperature swings. The district is working with an architect to review the attic ventilation. The project will be closed out when this issue is resolved.

Kennedy & DePaolo Middle School - Renovation/Expansion: _____

Building construction at both schools has been completed. Commissioning of the MEPF systems is close to completion.

Background: At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a permanent agenda report for school construction projects.

Cost (if applicable): \$16,860,000 – South End \$89,725,000 – Middle Schools

Funding Source: State & Local

Beginning Date of Program/Project: Varied **Ending Date of Program or Project:** Varied

Recommendation or Comment: _____



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date February 25, 2016

Decision Requested X

Agenda Code 11 a

AGENDA REPORTING FORM

Agenda Topic: Leonard and Gladys Joll Scholarship Committee Appointment

Summary of Issue: The Leonard and Gladys Joll Scholarship applications will be reviewed prior to the March 24, 2016 Board of Education meeting and a recipient will be selected to be recommended for Board approval.

Background: Annually the chairperson of the Board of Education appoints a committee of the Board to select a recipient for the Leonard and Gladys Joll Scholarship.

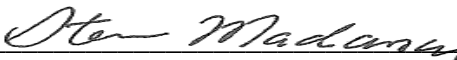
Alternative Strategies: Reject

Cost (if applicable): \$300.00 **Funding Source:** Joll Scholarship Fund

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: The Chairperson of the Board will appoint a committee to select a recipient for the Joll Scholarship.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ **Board Meeting Date** February 25, 2016

Decision Requested X **Agenda Code** 11 b

AGENDA REPORTING FORM

Agenda Topic: Out of State: Out of State Field Trip Approval

Summary of Issue: The Board of Education must give approval to field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented with this packet is a trip for the Southington High School Key Club to Massachusetts for their annual conference.

Background: N/A

Alternative Strategies: N/A

Cost (if applicable): N/A **Funding Source:** _____

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approves the attached out of state/overnight field trip for the Southington High School Key Club to attend the district conference in Massachusetts as presented by the administration.

Titles of Attachments:

1. Field Trip Application


Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

**SHS Key Club
Springfield, MA
April 8-10, 2016**

Southington Public Schools
Southington, Connecticut

Application for Out-of-State/In-State/Overnight Field Trip

Submit to Assistant Superintendent

Date: 1-15-2016

Out of State: Yes No

Overnight: Yes No

Miles Round Trip: 100

Southington High School Key Club April 8-10, 2016
School Class/Group Date of Trip

Name and Address of Destination Springfield Marriott Hotel ~ Boland Way, Springfield, MA

Reasons for Field Trip This is the New England Key Club Convention. Students attend to more fully understand Key Club and its role in the community. SHS Key Club won many awards and we're proud of student accomplishments.

Itinerary (attach if needed) Attached

Departure Date/Time April 8, 2016; 3:00 pm Return Date/Time April 10, 2016; 2:00 pm

of Students 20 max # of Teacher/Chaperones 1 per 10 # of Buses 1

Have definite arrangements been made at the field trip destination? Yes No

Have met with nurse to address student health needs.
Nurse's Signature _____ Date _____

Have NOT met with the nurse. Will meet with the nurse to address student health needs when the student roster is complete. This meeting will take place approximately one-month prior to the scheduled trip.

Destination is handicap accessible: Yes No Lift Van Needed? Yes No

COST AND FINANCING

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	<u>\$3,400</u>	Southington Kiwanis pays for the bus; students pay for their meals/lodging. Kiwanis & SHS Cares have contributed in the past for students in need.
Board of Education Contribution	<u>\$</u>	_____
Other	<u>\$</u>	_____
Fundraising Activity	<u>(\$)</u>	_____
BALANCE	<u>\$3,400</u>	_____
Student Contribution		
Transportation	<u>\$0</u>	<u>20 Students @ \$0</u>
Entrance Fees, Room & Board	<u>\$3,400</u>	<u>20 Students @ \$170</u>
TOTAL Cost of Trip to Each Student	<u>\$170.00</u>	<u>Approximate Cost</u>

SIGNATURES

Teacher Elizabeth Hosmer (signature on original) Date 1/16/16

Dept. Head _____ Date _____

Principal Brian Stranieri (signature on original) Date 1/29/16

Comments _____

Assistant Superintendent *Oster Madansky* Date 2/4/16 Approved Not Approved

Board of Education Approval*** YES NO Date _____

District Educational Conference
April 8-10, 2016 - Springfield, MA

Conference Schedule

FRIDAY, APRIL 8, 2016

3:00 pm Registration at Conference Hotels
4:30 pm Candidates' Meeting
5:15 pm Governor's Reception
6:30 pm Opening Session
8:30 pm State Caucuses
9:30 pm Dance/Game Room
10:00 pm New Advisor Workshop
11:00 pm Sergeant-At-Arms Meeting**
12:00 am Curfew

SATURDAY, APRIL 9, 2016

7:00 am New Lieutenant Governor Session*
8:00 am *House of Delegates I*
9:00 am Advisor Workshop
9:00 am Talent Auditions
9:30 am Workshops
10:45 am Group 1 ~ Lunch; Group 2 ~ Service Fair
11:45 am Group 1 ~ Service Fair; Group 2 ~ Lunch
11:45 am Oratory Contest
1:00 pm Workshops
1:00 pm Nominating Conference**
2:00 pm State Caucuses
6:00 pm General Session: Talent Show and Awards
9:00 pm Dance/Game Room
11:00 pm Sergeant-At-Arms Meeting*/**
12:00 am Curfew

SUNDAY, APRIL 10, 2016

7:45 am Interfaith Service
9:00 am *House of Delegates II*
10:30 am Hotel Check-out
11:30 am General Session: Farewell Luncheon
2:00 pm Dual Board Meeting*

Italics Mandatory for all Delegates

Bold Mandatory for all Key Clubbers

***Required for newly elected 2016-2017 Lieutenant Governors**

****Required for 3 divisional appointees**

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only _____ Board Meeting Date February 25, 2016
Decision Requested X Agenda Code 11.c

AGENDA REPORTING FORM

Agenda Topic: SHS Atrium Skylight Project Bid Award - #2016-BID-22

Summary of Issue: Funds are approved in the Capital Budget to replace the roof over the Southington High School Atrium. The project was bid and the award recommendation is attached.

Background: See attached.


Alternative Strategies: Reject bid.

Cost (if applicable): \$232,387 **Funding Source:** Town Capital Budget

Beginning Date of Program or Project: June 13, 2016

Ending Date of Program or Project: August 5, 2016

Recommendation or Comment: Move to award the SHS Atrium Skylight Project bid #2016-BID-22 to Cherry Hill Glass Co., Inc. for the Glass Roof System and Advanced Welding, LLC for the Structural Steel.


Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

Titles of Attachments:

1. Bid Award Request - #2016-BID-22

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BID COMPILATION

**2016-BID-22
SHS ATRIUM SKYLIGHT PROJECT
BID OPENED 02/10/2016**

	Advanced Performance Glass, Inc.	Cherry Hill Glass Co., Inc.	Kensington Glass & Framing Co., Inc.	Advanced Welding, LLC	Total Proposed Bid Award
	South Windsor, CT	Branford, CT	Berlin, CT	Plainville, CT	
Division 5 Structural Steel	N/A	N/A	N/A	\$ 33,602.29	\$ 33,602.29
Division 8 Glass System	\$ 252,000.00	\$ 198,785.00	\$ 306,000.00	N/A	\$ 198,785.00
					\$ 232,387.29
Contact Name:	Matt Buechele	Kevin O'Neill	Frank Carfora	Duane Howard	

Recommend award to low bidder on Glass System (Cherry Hill Glass Co., Inc.) and to the sole Structural Steel bidder (Advanced Welding).



SOUTHINGTON PUBLIC SCHOOLS

Peter J. Romano, Jr.
Director of Operations

MEMO

To: Jennifer Mellitt, Accounting Manager

Date: February 18, 2016

Re: SHS Subcontractor Bid Award Recommendations

The SHS Atrium project is not being managed as a traditional general contractor bid project through the Southington Public School (SPS) system. We, SPS, will be acting as our own general contractor, more specifically as the construction manager. Therefore the bids received are from individual trade contractors. I am in support of awarding the following subcontractors for the SHS Atrium Roof Replacement project:

Cherry Hill Glass Co., Inc. – Branford, CT – Glass Roof System

This vendor completed the storefront glass system work at both of the Southington middle school construction projects. They came highly recommended by Newfield Construction. I also qualified them through a review with town staff. I met with their project manager and reviewed the scope of work, schedule, manpower requirements, etc. Their paperwork is in order. I am comfortable with this subcontractor being awarded the Glass Roof System work.

Advanced Welding, LLC – Plainville, CT – Structural Steel

Although (3) vendors expressed interest in the project, Advanced Welding is the only vendor that actually submitted a bid. They are more than capable to complete the steel work. They have completed numerous projects in town including the YMCA renovation. They have performed considerable gratis work for civic and booster clubs. They were highly recommended by the project architect / structural engineer. I have reviewed the scope of work, schedule, sequencing and manpower. Their paperwork is in order. I am comfortable with this subcontractor being awarded the Structural System work.

Please let me know if you have any additional questions or concerns.

Thank you.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ **X** _____

Board Meeting Date February 25, 2016

Decision Requested _____

Agenda Code 11 d

AGENDA REPORTING FORM

Agenda Topic: Board of Education Policy Updates ~ First Reading

Summary of Issue: After a review of current policies in the 4000, 5000, and 6000 series, the Policy and Personnel Committee and the administration agreed to update verbiage pertaining to discrimination in each of the policies outlined below. The updates now reflect consistency throughout all Board of Education policies and regulations pertaining to discrimination toward students and staff.

Policies:

#1330 ~ Use of School Facilities, **#4111.1** ~ Affirmative Action, **#4118.11** ~ Civil and Legal Rights ~ Non-discrimination, **#4211** ~ Recruitment and Selection, **#5000** ~ Concepts and Roles in Student Policies, **#6121** ~ Non-discrimination: Instruction Program, **#6180** ~ Evaluation of the Instructional Program

Background: The Board of Education approves all policy adoptions and revisions.

Alternative Strategies: Request additional revisions to the attached, draft policies.

Cost (if applicable): N/A

Funding Source: N/A

Beginning Date of Program or Project: January 2016

Ending Date of Program or Project: N/A

Recommendation or Comment: _____

Titles of Attachments:

1. Draft Policies



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policies Revised

BOE Approval Requested

1000 Series, Community Relations

- 1330 ~ Use of School Facilities

4000 Series, Certified Personnel

- 4111.1 ~ Affirmative Action
- 4118.11 ~ Civil and Legal Rights ~ Non-discrimination
- 4211 ~ Recruitment and Selection

5000 Series, Students

- 5000 ~ Concepts and Roles in Student Policies

6000 Series, Instruction

- 6121 ~ Non-discrimination: Instruction Program
- 6180 ~ Evaluation of the Instructional Program

Series 1000: Community Relations

Use of School Facilities

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies or institutions, as permitted under law.

Types of Activities Which Will Not be Permitted

1. Activities advocating the overthrow of the United States, the State of Connecticut, or of local governmental agencies
2. Any Activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools
3. Any purpose in conflict with school activities
4. Fundraising campaigns except as permitted by Board of Education policy or by special action of the Board of Education
5. Activities which are discriminatory by nature
6. Rental of school equipment off-site is not permitted

The Board of Education will not allow use of school facilities by any group which discriminates on the basis of **race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.** ~~race, color, religion, sexual orientation, gender or handicapping condition.~~

Consistent with this policy, the Superintendent of Schools shall approve and schedule the use of school facilities by an individual or group and shall develop guidelines for community use of the schools.

Legal Reference: Connecticut General Statutes
 10-239 Use of School Facilities for Other Purposes

Policy adopted: October 1988
Policy reviewed: January 2003
Policy revised: March 2016

Series 4000: Personnel**Certified Personnel****Permanent Personnel****Recruitment and Selection****Affirmative Action**

The Board of Education will provide equal employment opportunities for all persons without regard to **race, color, religion, ancestry, national origin, gender, age, pregnancy, marital status, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics** ~~race, color, religious creed, age, marital status, sexual orientation, national origin, gender, or disability~~. The Board of Education directs the administration to set as a goal the recruitment, selection and employment of qualified people among racial and ethnic minority groups.

No advertisement of employment opportunities may by intention or design restrict employment based upon discrimination as defined by law.

Legal Reference:

Connecticut General Statutes

10-153, Discrimination on account of marital status

46a-60, Discriminatory employment practices prohibited

Title VII, Civil Rights Act

Policy adopted: December 1988

Policy revised: April 2003

Policy revised: March 2016

Series 4000: Personnel**Certified – Personnel****Permanent Personnel****Rights, Responsibilities and Duties****Civil and Legal Rights ~ Non-discrimination**

The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to **race, color, religion, ancestry, national origin, gender, age, pregnancy, marital status, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics** ~~race, color, religious creed, age, marital status, sexual orientation, national origin, gender, ancestry, present or past history of mental disorder, mental retardation, pregnancy or physical disability.~~ The Board of Education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The Board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

Legal Reference:

Connecticut General Statutes §46a-60(a)(8)
 42 U.S.C. §2000e (Title VII)
 29 C.F.R. §1604.11 (EEOC Guidelines on Sexual Harassment)
 20 U.S.C. §1681-1688 (Title IX)

Policy adopted: December 1988
 Policy revised: November 1992
 Policy reviewed: April 2003
 Policy revised: March 2005
 Policy reviewed: November 2006
Policy revised: March 2016

Series 4000: Personnel

Classified Personnel

Permanent Personnel

Recruitment and Selection

It is the responsibility of the Superintendent of Schools and of persons designated by the Superintendent to determine the personnel needs of the school district and to locate suitable candidates to recommend for employment to the Board of Education. An estimate of the cost of the recruitment and selection program will be made annually by the Superintendent and presented to the Board of Education for inclusion in the annual budget.

No inquiry with regard to a person's **race, color, religion, ancestry, national origin, gender, age, pregnancy, marital status, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics** ~~race, handicapping condition, age, color, sexual orientation, religious creed, marital status, gender, or national origin~~ shall be made of a person proposed for or seeking employment.

Prior to initial employment, a physician shall certify to the Superintendent of Schools that said employee is in good health and in fit condition for service. In addition, all prospective employees shall be drug tested to document that they are free of the presence of illegal or controlled drugs. No prospective employee is to be hired permanently without satisfactory completion of his/her physical, drug screening, and fingerprinting within 30 days of initial hiring.

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by law and by the Board of Education for the type of position for which nomination is made.

(cf. 4111.1 – Affirmative Action)

Legal Reference:

Connecticut General Statutes

46a-60, Discriminatory Employment Practices Prohibited

Policy adopted: December 1988

Policy revised: May 1994

Policy revised: April 2003

Policy revised: March 2016

Series 5000: Students**Concepts and Roles in Student Policies**

The focus of the school system is on the students. The students' educational development is the central concern of the Board of Education's policies and the administrators' regulations.

Each child shall be given equal opportunity. However, children vary widely in capacities, interests, social and economic backgrounds. Therefore, no two can be treated exactly alike if the fullest development of each is to be achieved.

The Board of Education will attempt to eliminate any limitations of facilities and means that stand in the way of our schools' availability to all who wish to learn.

Discrimination among students attending our schools with respect to **race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.**

~~race, sexual orientation, color, religious creed, age, marital status, national origin, gender or disability~~ is prohibited.

Legal Reference:

Connecticut General Statutes

10-15c Discrimination in public schools prohibited

Title IX of the Education Amendments of 1972 (Section 504, U.S. Rehabilitation Act, 1973)

Policy adopted: February 1989

Policy reviewed: August 2002

Policy revised: March 2016

Series 6000: Instruction**Objectives of the Instructional Program****Non-discrimination: Instructional Program**

The school system pledges to avoid discriminatory actions, and seeks to foster good human and educational relations, which will help to attain:

1. Equal rights and opportunities for students and employees in the school community;
2. Equal opportunity for all students to participate in the total program for the schools;
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences;
4. Training opportunities for improving staff ability and responsiveness to educational and social needs
5. Opportunities in educational programs that are broadly available to students with access not solely based upon race, color, religion age, marital status, national origin, gender, disability, or sexual orientation.

Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination on account of **race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.** ~~race, color, gender religion or national origin, disability or sexual orientation.~~

Legal Reference:

Connecticut General Statutes

10-15: Towns to maintain schools

10-15c: Discrimination in public schools prohibited

10-226a: Pupils of racial minorities

10-18a: Contents of textbooks and other general instructional materials

10-145a(b): Certificates of qualification for teachers

Title IX of the Educational Amendments of 1972

Section 504: U.S. Rehabilitation Act, 1973

Policy adopted: May 1989

Policy revised: October 2002

Policy revised: March 2016

Series 6000: Instruction**Evaluation of the Instructional Program**

The Board of Education is committed to the regular and ongoing assessment of the school system's educational program as a primary vehicle for improving instructional services for students. Appropriate means for continuing evaluation of the entire education program shall be established and maintained. Special attention shall be given to (a) elimination of discrimination as to **race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics** ~~race, color, creed, religious creed, age, marital status, national origin, sex or physical disability,~~ and (b) recognition of the individual child. (cf. 6121 – Non-discrimination in the Instructional Program)

Elements of this evaluation may include the following:

1. Defining each program goal in terms that can be measured/observed:
 - a. Measurable student behavior (tests, surveys, inventories, checklists, etc.)
 - b. Observable student behavior (that which can be assessed subjectively by teachers, peers, or the students themselves).
2. Planning and carrying out experiences for students which are designed to bring about the desired outcomes.
3. Employing pertinent tests, measurements, observations:
 - a. During the learning experiences
 - b. Following the learning experiences
4. Comparing outcomes with objectives
5. Continuing, revising or expanding learning experiences which
 - a. Seem to result in the desired objectives.

Legal Reference: Connecticut General Statutes

- 10-14m Development and submission of educational evaluation and remedial assistance plan
- 10-76d(g) Duties and powers of Board of Educations to provide special education programs and services
- Title IX of the Education Amendments of 1972

Policy adopted: May 1989

Policy reviewed: October 2002

Policy revised: March 2016

Regulations Revised

Informational

6000 Series, Instruction

- R-6145.3 ~ Guidelines for Student Publications
- R-6161 (1) ~ Selection and Provision of Textbooks and Other Instructional Materials and Equipment

Series 6000: Instruction

Publications

Guidelines for Student Publications

Purposes of Official Student Newspaper

1. To exist as an instructional device for the teaching of writing and other journalistic skills;
2. To provide a forum for opinions of students currently enrolled in school
3. To serve the entire school by reporting school activities.

Rights of Student Journalists

1. To print factual articles dealing with topics of interest to the student writers
2. To print, on the editorial page, opinions on any topic, whether school related or not, which students feel are of interest to themselves or to the readers
3. To check facts and verify quotes
4. In the case of editorials on controversial issues, to provide space for rebuttals in the same issue if possible but otherwise no later than the following issue
5. Subject to the specific limitations in these guidelines, to determine the contents of official student newspapers.

Materials Not Permitted in Official School Newspapers

1. Material which is libelous or which violates the rights of privacy
2. Profanity, hereby defined as the language which would not be used in The Hartford Courant or New York Times
3. Material which criticizes or demeans any **race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics**; ~~race, religion, gender, sexual orientation, or ethnic group~~;

Series 6000: Instruction**Equipment, Books and Materials: Provision/Selection****Selection and Provision of Textbooks and Other Instructional Materials and Equipment**

It is the policy of the Board of Education to provide educational materials and equipment that support and enrich the curriculum and further the achievement of the district's instructional goals.

The review and selection of basic textbooks (the book or set of instructional materials that serve as the foundation for more than fifty percent of the course content shall be considered the basic textbook, referred to simply as "textbooks") will be carried on continuously in order to keep up with the great expansion of knowledge and the rapid changes going on in our world today.

Where applicable, all textbooks shall present balanced views concerning the international, national, and local issues and problems of the past, present, and future. Textbooks shall:

1. Support and be consistent with the goals and objectives of the established curriculum for a specific subject area
2. Provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic, and ethical values
3. Provide materials that will help students develop abilities in critical reading and thinking.
4. Provide materials that will develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. Provide for all students an effective basic education that does not discriminate on the basis of **race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.** ~~age, color, religion, national origin, gender, physical disabilities, and sexual orientation.~~
6. Allow sufficient flexibility for meeting the special needs of individual students and groups of students.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date February 25, 2016
Decision Requested X Agenda Code 11 e

AGENDA REPORTING FORM

Agenda Topic: Job Description ~ Secretary for Special Education (Class I)

Summary of Issue: The Policy & Personnel Committee has reviewed the job description and discussed the position of *Secretary for Special Education (Class I)*. Included is the final draft of the job description that was presented at the February 16, 2016 Policy and Personnel Committee meeting.

Background: The Policy and Personnel Committee reviews job descriptions with the administration to ensure they are current and appropriate.

Alternative Strategies: N/A

Cost (if applicable): N/A **Funding Source:** N/A

Beginning Date of Program or Project: Upon Board approval

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve the job description and for the position of *Secretary for Special Education (Class I)* as recommended by the Policy and Personnel Committee.

Titles of Attachments:

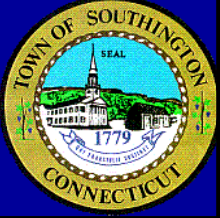
1. DRAFT Job Description, Secretary for Special Ed

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Steve Madonay
Signature of Staff Member Submitting Report

Timothy J. Connellan
Signature of Superintendent of Schools

Job Description
Secretary for Special Education (Class I)
Draft



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: SECRETARY TO SPECIAL EDUCATION (Class I) {Pre-K and Primary Grades}

QUALIFICATIONS:

1. High School diploma with some college or advanced secretarial education desirable.
2. Excellent computer skills including familiarity with Microsoft Office™ and the ability to operate office machinery including, but not limited to, fax machine and copy machine.
3. Knowledge of **PowerSchool, ALIO, IEP Direct, InfoSnap Online Registration** preferred.
4. Excellent interpersonal and communication skills.

REPORTS TO:

Special Education Coordinators

JOB GOAL:

To assure the smooth and efficient operation of the Pupil Personnel Service Office.

PERFORMANCE RESPONSIBILITIES:

1. Perform office routines including, but not limited to, preparation and typing of reports, correspondence, notices and agendas, etc., under the primary direction of the immediate supervisor.
2. Maintain such records as directed by the immediate supervisor.
3. Maintain class lists, application forms, contact information and fee schedule for the Integrated Pre School Program. Set up screenings and establish transportation needs.
4. Maintain all documentation related to bookkeeping and billing of Medicaid.
5. **Registration of incoming students entering Grades PreK through 12.**
6. **Coordinate and maintain all registration requirements for incoming students including: residency verification, requests for school records, maintaining online registration and student databases, and communicating the information to schools.**
7. **Monitor and track class sizes throughout the year.**
8. Process Birth-to-Three Program referral forms and schedule meetings with special education staff and providers. (90-day transition meetings)
9. Organize PPT meetings including, but not limited to, scheduling, invitations, file preparations and IEP preparation.
10. Receive and route incoming calls.
11. Assist Transportation Secretary with issues relating to pre-school transportation.
12. Perform any other job related responsibilities as assigned by the immediate supervisor.
13. **Maintain district psychologist testing materials and schedule for out of district evaluations.**
14. **Schedule PPT for Outplacement Facilitator.**

TERMS OF EMPLOYMENT: Determined by the working agreement between the Southington Board of Education and Local 1303-162 of Council 4 AFSCME.

A twelve-month work year

EVALUATION: Performance of the job will be evaluated annually by the Special Education Coordinators.

Job Description
Secretary for Special Education (Class I)
Current



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

CURRENT

TITLE: SECRETARY TO SPECIAL EDUCATION (Class I)
{Pre-K and Primary Grades}

QUALIFICATIONS:

1. High School diploma with some college or advanced secretarial education desirable.
2. Excellent computer skills including familiarity with Microsoft Office™ and the ability to operate office machinery including, but not limited to, fax machine and copy machine.
3. Knowledge of SASI™ Computer System preferred.
4. Excellent interpersonal and communication skills.

REPORTS TO:

Special Education Coordinators

JOB GOAL:

To assure the smooth and efficient operation of the Pupil Personnel Service Office.

PERFORMANCE RESPONSIBILITIES:

1. Perform office routines including, but not limited to, preparation and typing of reports, correspondence, notices and agendas, etc., under the primary direction of the immediate supervisor.
2. Maintain such records as directed by the immediate supervisor.
3. Maintain class lists, application forms, contact information and fee schedule for the Integrated Pre School Program. Set up screenings and establish transportation needs.
4. Maintain all documentation related to bookkeeping and billing of Medicaid.
5. Process Birth-to-Three Program referral forms and schedule meetings with special education staff and providers. {90 day transition meetings}
6. Schedule meetings and maintain attendance roster for School Readiness Council.
7. Organize PPT meetings including, but not limited to, scheduling, invitations, file preparations and IEP preparation.
8. Receive and route incoming calls.
9. Assist Transportation Secretary with issues relating to pre-school transportation.
10. Perform any other job related responsibilities as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT: Determined by the working agreement between the Southington Board of Education and Local 1303-162 of Council 4 AFSCME.

A twelve-month work year

EVALUATION: Performance of the job will be evaluated annually by the Special Education Coordinators.