

Southington Board of Education Meeting

Thursday, June 9, 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 Personnel, Unaffiliated Employees, Para Negotiations and Student Expulsion ~ 6:30 p.m.
3. Celebration of Excellence ~ 7:00 p.m. * Class of 2016 Valedictorian * Class of 2016 Salutatorian * Class of 2016 Essayist * Veterans Presentation to the Board of Education * Student Board Representatives
4. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
5. Pledge of Allegiance
6. Approval of Minutes of May 26, 2016
7. Communications
 - a. Communications from Audience
 - b. Communications from Board Members
 - c. Communications from Administration
 - d. Communications from Student Representatives
8. Report of the Superintendent
 - a. Personnel Report
9. Committee Reports
 - a. Policy and Personnel Committee Meeting ~ June 6, 2016
 - b. Curriculum and Instruction Committee Meeting ~ June 7, 2016
10. Old Business
 - a. Town Government Communications
11. New Business
 - a. UPSEU (Paraeducators / ABA Therapists) Contract 2016-2019
 - b. Healthy Food Certification
 - c. Compensation for Unaffiliated Employees for 2016-2017
 - d. Draft Policy #3524.1, Pesticide Application ~ First Reading
 - e. Draft Policy #5113, Attendance and Excuses ~ First Reading
 - f. Job Descriptions
 - g. Approval of Middle School Technology Curriculum
 - h. Student Expulsion
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

MAY 26, 2016

The regular meeting of the Southington Board of Education was held on Thursday, May 26, 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.

Board members present: Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Juanita Champagne, Mrs. Colleen Clark, Mr. Zaya Oshana, Mrs. Patricia Queen. Board members absent: Mr. David Derynoski and Mrs. Terry Lombardi.

Administration present: Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; and Mrs. Sherri DiNello, Director of Business and Finance (*left at 6:43 p.m.*).

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

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

Motion carried unanimously by voice vote.

2. EXECUTIVE SESSION TO DISCUSS PERSONNEL, UNAFFILIATED EMPLOYEES, PARAPROFESSIONAL NEGOTIATIONS AND STUDENT EXPULSION

Mr. Goralski declared Executive Session ended at 6:57 p.m.

3. CELEBRATION OF EXCELLENCE

At 7:06 p.m., in Celebration of Excellence, the Board of Education recognized the 2016 Connecticut State Science Fair Winners, 2016 eCybermission Winners and the 2016 Connecticut State Invention Convention Winners who were each presented with a plaque.

- 2016 Connecticut State Science Fair Winners:
Alina Rivera, Anthony Sena, Avery Cowen, Benjamin Nagle, Betul Agirman, Brianna Pearson, Brooke Sobolewski, Daniel Messner, Dylan Sandow, Evan Kimmel, Faith

Kosior, Gavin Michaud, Kailey Keegan, Kathryn Clynes, Lucca Riccio, Matthew Maciejewski, Morgan Perschy, Olivia Benson, Samantha Kania, Sammi Bray, Timothy Nunn.

- 2016 eCybermission Winners:
Samantha Kania, Brooke Sobolewski, Olivia Benson, Benjamin Nagle, Anthony Sena, Gavin Michaud, Sammi Bray, Kathryn Clynes, Alina Rivera
- 2016 Connecticut State Invention Convention Winners:
Evan Kimmel, Daniel Messner, Timothy Nunn, Lucca Riccio

Mr. Goralski called for a recess at 7:28 p.m.

4. RECONVENE MEETING ~ REGULAR SESSION

The regular session was reconvened at 7:46 p.m. by Mr. Goralski, Chairperson.
Board members present: Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Juanita Champagne, Mrs. Colleen Clark, Mr. Zaya Oshana and Mrs. Patricia Queen. Board members absent: Mr. David Derynoski and Mrs. Terry Lombardi.

Administration present: Mr. Timothy Connellan, Superintendent of Schools; Mr. Stephen 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 Representative present was Miss Samantha Martins.

5. PLEDGE OF ALLEGIANCE

Miss Martins led in reciting the Pledge of Allegiance.

6. APPROVAL OF MINUTES ~ May 12, 2016

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

“Move to approve the regular Board of Education minutes of May 12, 2016, as submitted.”

Motion carried unanimously by voice vote.

7. COMMUNICATIONS

a. Communications from Audience

There was no audience communication.

b. Communication from Board Members

The Board members reported on the following:

- Ms. Michelle Zommer was present to discuss Wall of Honor upgrades at the high school (*Attachment #1*) including fundraising ideas and starting an Alumni Association to help fund the upgrades. She pointed out that Mr. Brown created

the Wall of Honor, which recognizes distinguished Southington High School graduates, and has been self-funding it for the past ten years.

- Board members and administrators attended James Brino’s Court of Honor induction as an Eagle Scout.
- The recent Southington High School Art Show showcased amazing student talent.
- In 1999, Southington High School was the first in the state of Connecticut to implement Project-Lead-the-Way and the first high school to be accredited for students to receive college credit from RIT (Rochester Institute of Technology) after taking an exam. Southington has the highest rate of students staying in engineering after high school. Mr. Steve Carpenter, who implemented the Project-Lead-the-Way program in 1999, was retiring the end of this school year.
- Board members thanked the Veterans Committee, administration, and staff for a successful Military Luncheon event and partnership.

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

“Move to add Agenda Item 9.d ‘Student Expulsion 2015-2016-08’ to the agenda.”

Motion carried unanimously by voice vote.

c. Communication from Administration

Administration reported on the following:

1. Military Luncheon: Mr. Connellan noted that West Hartford was modeling their event after Southington’s. He planned on putting together information on what Southington has done in partnership with the Veterans Committee over the last three years to share with other school districts. He thanked Debi Albaitis, Cathy Sheldrick and Jennifer Montone for all their work to make the event special.
2. Elementary Running Clubs: Mr. Connellan reported that the elementary schools initiated running clubs in collaboration with the Benjamin Buckley Memorial Foundation and Southington YMCA. On Saturday, May 28, a mile race for various age groups around Camp Sloper pond will take place.
3. JFK and JAD Author Visits: Mr. Madancy reported that on Monday, May 23 both JFK and JAD were visited by Roland Smith, an author of popular children’s books. Because he was only able to meet with sixth grade students, the middle schools took advantage of the new technology in all the classrooms and live-streamed his presentation in the assembly into all the classrooms at once.
4. Postponement of the Community Engagement Event: Mr. Madancy reported that this event is being postponed to September.
5. End of Year Events:
 - May 31, AP Expo at SHS
 - June 1, UNICO Top 25 at Aqua Turf
 - June 2, Volunteer Luncheon at Hawk’s Landing
 - June 4, Inter-district Science Grant culminating activity at Connecticut Science Center
 - June 8, the Vietnam Mobile Memorial travels through Southington via a portion of Route 10 going past Kennedy Middle School and Derynoski Elementary School, which will be incorporated in part of the school day with students going outside to pay tribute.

- June 9 is the next Board of Education meeting before graduation on June 10th.

d. Communications from Student Representatives

Miss Martins reported on the following:

- James Brino and Christopher Iverson were at the Oakdale Theater celebrating Class Night and could not attend the Board meeting.
- On Scholarship Night there were 114 students who received scholarships with a total of 252 scholarships awarded from 154 organizations and an overall \$300,000 in scholarships.
- The Southington Art Show was held showcasing the talent of students.
- Senior Prom was held on Saturday, May 21.
- Freshmen Orientation was held on Monday, May 23.
- The Military Luncheon was held with an incredible display in the lobby.
- Class Day is Friday, May 27.
- Youth Honor Day is June 1, 2016.
- May 31, is AP Expo at the high school at 6:00 p.m. and she will have a project on display.
- June 2 is the Unified Sports Banquet.
- The Rugby Team will be playing the state championship game on Saturday against Cheshire at 12:00 p.m. at Fairfield Ludlow High School.
- The Math Lab at the high school is an invaluable resource for students.
- The new Board of Education Student Representatives for the next school year are Samantha Steeves and Joey Martin.
- Mrs. DiNello announced that Samantha Martins will be attending Girls State this summer.

8. OLD BUSINESS

a. Town Government Communications

Mr. Goralski reported that he submitted a letter to Town Council Chairman Mike Riccio and Board of Finance Chairman John Leary regarding the Board of Education Budget and the State Legislature finalizing their budget. Mr. Goralski will be submitting a new, detailed letter to the entire Town Council and Board of Finance members on Friday, May 27 regarding taking action so the Board of Education can finalize their budget by June 23. He thanked Mr. Connellan and Mrs. DiNello for the thorough facts and figures included in the letter.

Mr. Goralski discussed the Farm Heritage Committee and the tour they took of the Pleasant Street area that would benefit the Ag-Science Program at the high school.

b. Construction Update

Mr. Romano reported that they are preparing for the Southington High School Atrium project and had a pre-construction meeting onsite with the sub-contractors. They developed a construction schedule that starts on June 13 and completes in early August.

c. Energy Management Policy ~ Second Reading

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

“Move to approve the Energy Management Conservation Policy, as recommended by the Policy and Personnel Committee.”

Motion carried unanimously by voice vote.

9. NEW BUSINESS

a. Appointment SAA Negotiating Committee

Mr. Goralski noted that this committee does not start their work until August and requested volunteers. Mrs. DiNello stated that the SAA (Southington Administrators Association) negotiations have a very condensed timeline with one or two meetings in August, meeting regularly in September and by late October they have mediation, if necessary, and arbitration would have to occur by mid-December. The committee members are Mrs. Queen, Mrs. Clark and Mr. Brown with Mrs. Carmody as the alternate.

b. District Performance Indicators

Mr. Madancy thanked the District Data Team members for their collaborative efforts on putting together a draft of the Performance Indicators with some of the indicators mandated by the state. The Performance Indicators are in the areas of 1) Academic Indicators; 2) Social, Emotional, Physical Indicators; and 3) 21st Century Skills Indicators. He asked that the Board review the draft indicators, provide feedback, and endorse them.

c. Obsolete Textbooks

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

“Move to approve the disposal of the outdated textbooks presented by the school administration, as submitted.”

Motion carried unanimously by voice vote.

d. Student Expulsion 2015-2016-08

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

“Move to expel Student 2015-2016-08 as stipulated by the Superintendent.”

Motion carried unanimously by voice vote.

10. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:20 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

Wall of Honor Upgrades—2016—Board of Education Presentation

1. Part I—Wall of Honor Upgrades (Bob B)
 - a. Wall goes onto several interactive video screens around the building (entrance, café, front of auditorium)—include maps, announcements, events, Wall Honorees
 - b. Mobile Wall(s) to go to town businesses and public places (some for a donation)
 - c. Create a speaker's bureau—talk in schools and community events
 - d. Facebook and social media versions
 - e. Café—banners on walls, and in halls, of honorees
2. SHS Technology Upgrades—done as part of Wall Upgrade (Brian S)
 - a. Interactive video screens around building (see above)
 - b. Banners in parking lot—positive messages, and café polls
 - c. Large SHS signs at entrances to property
 - d. Knight (in some form) at SHS entrance—greet people, maps, schedules, events, Wall honorees
 - e. Bar coded signs around buildings—directions, etc.
3. Fund Raising and Alumni Association (Michele Z)
 - a. Letters to all past honorees to solicit ideas and funds (our plan is to ask for no funds from the Board of Education)
 - b. Solicit funds from town businesses and private donors to project (get moving Wall, get name on some objects)
 - c. Grants
 - d. Two Social Events—a kick-off “cocktail party” to publicize our project, and a huge dinner later to which all past honorees, public officials and members of the public are invited (and the media will be invited!)
 - e. Attach an SHS Alumni Association to Wall and Project—to unify past students, solicit nominations and funds, coordinate events, use social media, perhaps an annual Southington Magazine featuring people on the Wall

Induction ceremony is October 24, 2016 for new inductees.

Board of Education

Administrative Report

June 9, 2016



- 1. American Legion Literacy Auxiliary Grant – Rachel Wache**
- 2. Staff Evaluations**
- 3. Professional Development and Evaluation Committee**

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date June 9, 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 May 1, 2016 through May 31, 2016.

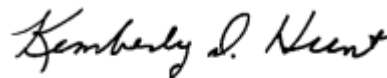
Alternative Strategies: _____

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 – June 2016

PERSONNEL ACTIVITY REPORT

FOR: June 2016

APPOINTMENTS

Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Mannion, Devin	English Teacher	SHS		August 29, 2016	MA	Quinnipiac University	\$48,600.00
Lasky, Colleen	Mathematics Teacher	SHS		August 29, 2016	MA	Quinnipiac University	\$49,500.00
Bagdasarian, Victoria	Science Teacher	SHS		August 29, 2016	6 th Year	Sacred Heart University	\$57,065.00
Armintrout, Kurt	Social Studies	SHS		August 29, 2016	BA	Metropolitan State Univ.	\$45,100.00

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Taylor, Carrie	Interim ABA Therapist	Hatton	35.00	May 19, 2016	\$15.50
Humphrey, Jennifer	Registered Nurse	DES	36.25	August 30, 2016	\$46,515.00

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Gawitt, Benn	Science Teacher	SHS	June 11, 2016	12 years	No
Stino, Amy	Grade 1 Teacher	Thalberg	August 3, 2016	14 years	No

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Montone, Jennifer	Production Secretary, Class II	SPS	May 28, 2016	2 years	No
Mazzone, Marissa	Secretary, Class II	DES	May 28, 2016	1 month	No
Suchinski, Lori Ann	Full-Time Special Education Paraprofessional	SHS	June 4, 2016	18 years	No
Fordiani, Elizabeth	Full-Time Registered Nurse	DES	June 11, 2016	3 years	No
Sabino, Cynthia	Full-Time Special Education Paraprofessional	JAD	June 11, 2016	11 years	No
Long, Linda	Full-Time Special Education Paraprofessional	JAD	June 11, 2016	16 years	Yes
Belanger, Jacqueline	Full-Time Special Education Paraprofessional	JAD	June 11, 2016	22 years	Yes

TRANSFERS

Certified

Name	From Position	From School	To Position	To School	Effective Date
Corbin, Elizabeth	Mathematics Teacher	SHS	Mathematics Teacher, Grade 7	JFK	August 29, 2016
Devona, Kiah	Special Education Teacher	Derynoski	Special Education Teacher	Plantsville	August 29, 2016
Schroder, Amanda	Speech Language Pathologist	Hatton	Speech Language Pathologist	Kelley	August 29, 2016

Classified

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

UNPAID LEAVES OF ABSENCE

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

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
No coaching appointments in the month of May				

Resignations

Name	From Position	School	Effective Date
Wiellette, John	Head Coach, Boys Soccer	JAD	May 6, 2016
Blitz, Deborah	Cheerleading Coach	JFK	June 1, 2016
Richards, Spencer	Drama Club Advisor (1/3 position)	JAD	June 11, 2016



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Policy and Personnel Committee Meeting June 6, 2016

Committee chairperson, Mrs. Patricia Queen, called the Policy and Personnel Committee meeting to order at 5:41 p.m.

Committee Members Present: Mrs. Juanita Champagne, Mrs. Colleen Clark, and Mrs. Patricia Queen. Absent: Mr. Zaya Oshana.

Present from the Administration: Mr. Steven Madancy, Assistant Superintendent for Curriculum and Instruction.

Draft Policy #3245.1, Pesticide Application

The committee reviewed and discussed several sample policies provided by CABE, along with recommendations shared by the Policy Committee Chairperson as gathered through collaboration with the Director of Operations. The committee agreed to move forward with the first sample, which included amended language and edits recommended by the administration. The policy will be presented to the full Board at the June 9, 2016 meeting.

Draft Policy #5113, Attendance and Excuses

The administration explained that the current policy does not align with the state statute and regulations surrounding excused and unexcused absences. In addition, recent legislative mandates require language around chronic truancy and absenteeism to be included in board policies. The sample policies provided by CABE address both of these areas and would put the district in compliance with attendance and truancy. The group agreed to use the first policy sample as the main document to replace the current Southington policy #5113. After reviewing and discussing this policy, the committee made some recommendations to remove language relative to alliance districts, as Southington is not an alliance district. Additional language incorporated into the policy addresses excused absences for children of service members.

It was recommended by the administration that they form a committee to develop regulations that will assist in implementing this policy. Regulations will need to be specific to Grades K-8 and Grades 9-12 as absences at the high school have a direct impact on a student's ability to earn course credit. The new regulations developed will aim to align with the current practice that is being followed at the high school and currently included in the student handbooks. The administration informed committee members that the old attendance policy language was removed from the 2016-2017 handbooks at the middle school and high school levels and was replaced with language indicating that the district attendance policy was under review and further information would be forthcoming upon finalization of an updated policy. The committee agreed to move this policy forward to the full Board at the June 9, 2016 meeting.

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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Draft Job Descriptions

The committee reviewed and discussed five, draft job descriptions as recommended by the administration. The job descriptions included:

- Lead Therapist
- Physical Therapist
- Occupational Therapist
- Occupational Therapist Assistant
- Physical Therapist Assistant

Some minor edits were made and the committee recommended moving the positions forward for formal Board approval at the June 9, 2016 meeting.

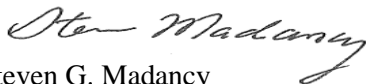
MOTION: By Mrs. Clark, seconded by Mrs. Queen

“Move that the Policy and Personnel Committee meeting be adjourned.”

Motion carried unanimously by voice vote.

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

Respectfully Submitted,



Steven G. Madancy
Assistant Superintendent for Curriculum and Instruction



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Curriculum and Instruction Committee Meeting June 7, 2016

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF
SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

BOARD OF EDUCATION

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TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 10:33 a.m.

Committee Members Present: Mr. Robert Brown, Mrs. Terri Carmody. Absent: Mrs. Patricia Queen.

Administration Present and Faculty Present: Mr. Steven Madancy, Assistant Superintendent; Mr. Todd Prendergast, Technology Education, DePaolo Middle School (left at 10:50 a.m.); Mr. Jason Cristelli, Technology Education, Kennedy Middle School (left at 10:50 a.m.); Ms. Sandy Spinello, Business Department, Southington High School (arrived at 10:50 a.m., left at 11:10 a.m.).

Curriculum Review ~ Technology Education, 6-8

The middle school technology education staff presented the revised middle school technology education curriculum. The revised curriculum reflects improved alignment in Grades 6-8. This was accomplished through extensive collaboration throughout the revision process with the Southington High School Department chair. Additionally, projects and tasks included within the revised curriculum documents reflect the improved facilities and equipment that will be utilized as a result of the renovation project. Board members commented on the documents and noted the strengths of the Communication and Manufacturing units, in particular. There was conversation between committee members and staff regarding efforts to increase exposure of our high school facilities and courses in the area of Technology Education for our middle school students, which would enhance awareness of opportunities and potentially increase enrollment in technology education at the high school.

Perkins Grant

Ms. Spinello discussed the Perkins Grant and the opportunity to improve the school-based enterprise DECA store with the funding from the grant. It was clarified that this funding was in addition to the regularly allotted Perkins grants awarded to the various departments within the high school. The idea would be that the revenue generated through the improvements would sustain the DECA enterprise going forward. Based on the healthy food regulations, revenue from many of the snacks previously sold has decreased. Improvements such as a printing press (for tee shirts) and a smoothie machine offering a healthy food alternative would provide increased revenue sources to the DECA store. The committee supported the business department's application for this Perkins Grant and felt it would have a positive outcome for staff and students in the DECA store.

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Curriculum Renewal Cycle

The administration shared a document highlighting the upcoming work of a newly formed Curriculum Leadership Team. This team would consist of a combination of administrators and teachers from across the district who demonstrates a passion and expertise in the area of curriculum writing. This team will participate in an extensive three-day Institute from June 14-16, 2016 to review current district practices around curriculum writing and will be introduced to online curriculum development software. Additionally, this team will review current policy language around curriculum renewal, revision, and adoption and make recommendations that could be brought to the Personnel and Policy Committee to reflect this new and improved system.

As part of this institute, the team will participate in a comprehensive curriculum unit development process with the support of an associate from Jay McTighe's (one of the original founders of the UbD process) organization. It is the goal of the administration to build leadership and capacity in the area of curriculum development with the intention of utilizing these various team members to lead and facilitate curriculum processes amongst certified staff that will be occurring over our renewal cycle across content areas every year.

Other ~ High School Elective Course Enrollment

The committee reviewed data from an elective course survey and recommended that each department engage in a self-study to review current courses offered and to consider recommendations for improvements and/or enhancements that could be made to address enrollment trends and elective courses going forward. It was agreed that a committee would be established to develop the self-study and would include a Board member from the Curriculum and Instruction Committee.

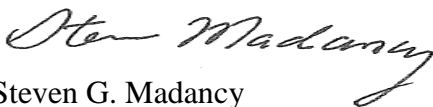
By Mr. Brown, seconded by Mrs. Carmody

“Move that the Curriculum and Instruction Committee meeting be adjourned.”

Motion carried unanimously by voice vote.

The meeting was adjourned at 11:50 a.m.

Respectfully Submitted,



Steven G. Madancy
Assistant Superintendent for Curriculum and Instruction

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date June 9, 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 _____ Board Meeting Date June 9, 2016

Decision Requested X Agenda Code 11.b

AGENDA REPORTING FORM

Agenda Topic Healthy Food Certification 2016-2017

Summary of Issue: Section 10-215f of the Connecticut General Statutes requires that all districts must take action to certify whether all food items sold to students separately from reimbursable meals will or will not meet CSDE's Connecticut Nutrition Standards. All eligible districts must complete CSDE's Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs, ED-099), which requires action by the local Board of Education or governing authority.

Background: The Board of Education has participated in the Healthy Food Certification Program in 2014-2015 and 2015-2016.

Alternative Strategies: To not participate in the program.

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

Beginning Date of Program or Project: July 1, 2016

Ending Date of Program or Project: June 30, 2017

Recommendation or Comment: Move to participate in the Healthy Food Certification program for the 2016-2017 school year.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. Healthy Food Certification Statement
2. _____

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background

Section 10-215e of the Connecticut General Statutes (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

Section 2 – Certification Statement

► ***Must be completed by all Connecticut public school districts that participate in the NSLP.***

On behalf of the Southington Board of Education and
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

will *(must complete Sections 3 and 4 on page 2)*

will not *(sign below and return form)*

comply with the CNS during the period of **July 1, 2016 through June 30, 2017**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____
(Signature of the Authorized Representative)

Brian S. Goralski
(Printed Name of the Authorized Representative)

Chairperson, Southington Board of Education
Title (Superintendent of Schools, President or Chairperson of the Board)

June 9, 2016
Date of Authorization

Section 3 – Exemption Statement

► **To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.**

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

- will** exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
- will not** exclude from certification food items that do not meet the CNS.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► **To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.**

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Southington Board of Education

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the CNS and application for funding related to those standards. This addendum covers the period from **July 1, 2016 through June 30, 2017.**

**Local or Regional Board of Education or
Governing Authority**

Signature: _____ **Brian S. Goralski** _____
(Signature of the Authorized Representative) *(Printed Name of the Authorized Representative)*

Chairperson, Southington Board of Education **June 9, 2016**

Title (Superintendent of Schools, President or Chairperson of the Board) *Date of Authorization*

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____ **Kathy Demsey** _____
(Signature of State Agency Representative) *(Printed Name of State Agency Representative)*

Chief Financial Officer _____
Title *Date*

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

DRAFT

POLICY #3524.1, PESTICIDE APPLICATION

Business/Non-Instructional Operations**Hazardous Material in Schools****Pesticide Application**

The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

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 must be according to an integrated pest management plan (IPM). Such application is prohibited except in emergencies. An emergency application may be made to eliminate a human health threat in any school as determined by the Superintendent of Schools, subject to applicable Connecticut statutory and regulatory provisions.

The District shall:

- Provide notice of planned pesticide application to students, parents/guardians and employees in the manner required by law, utilizing websites, schools or District social media account, electronic mail notification or alert systems.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of the District's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.
- Pesticide applications shall be limited to non-school hours and when activities are not taking place.

Pest control applicators employed by the District shall provide the school contact person (*Supervisor of Maintenance, Head Custodian*) with notice at least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

Business/Non-Instructional Operations

Hazardous Material in Schools

Pesticide Application (continued)

- The brand name, rate of application and any use restrictions required by the label of the herbicide or specific pesticide. (name of the active ingredient of the pesticide being applied)
- The target pest.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school site office oral and, if possible, written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any posting.

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, as defined in C.G.S. 22a-47.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

Definitions

Pesticides are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits.

Microbial pesticide means a pesticide that consists of a micro-organism as the active ingredient.

Biochemical pesticide means a naturally occurring substance that controls pests by non-toxic mechanisms.

Integrated pest management is 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 use of pesticides. Such plan is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under section 22a-66l.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pesticide Application (continued)

Lawn care pesticides are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use. Lawn care pesticide does not include a microbial pesticide or biochemical pesticide registered with the EPA, horticultural soap or oil registered with the EPA and does not contain any synthetic or synergist or a pesticide classified by EPA as an exempt material.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Legal Reference: Connecticut General Statutes

10-231b. Pesticide applications at schools: Authorized applicators. Exception, as amended by PA 09-56

10-231c. Pesticide applications at schools without an integrated pest management plan. (as amended by June 2015 Special Session P.A. 15-5)

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.

23-61a. Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations.

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.

Policy adopted: June 23, 2016

DRAFT

POLICY #5113, ATTENDANCE AND EXCUSES

Note: The current policy is not marked with the edits. The new policy was a sample from CAFE and aligns with state statutes.

Students

Attendance and Excuses

Introduction

Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parents or guardians of the student. The Southington Public Schools shall make every effort to keep the appropriate person informed in this most critical area.

Students in the Southington Public Schools, by Connecticut State Statute, are required to attend school regularly during the hours and days the public school is in session. It is the intent and purpose of the Board of Education to develop and foster the maximum potential in each and every student.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

It is our belief that successful performance in school is closely related to regular attendance. When a student is absent, he/she misses the important interaction that occurs in the classroom. For that reason, the Southington Public Schools establishes the following procedures and regulations which are aimed at the prevention and evaluation of absences for unexcused reasons.

Excused Absences

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.

Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

Students

Attendance and Excuses

Excused Absences (continued)

- A. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family;
 4. Mandated court appearances (documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

When a student is out of school or class because of an excused absence, appropriate provisions will be made by school personnel regarding make up of missed assignments, homework, tests, and other class activities missed.

Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible to obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

Unexcused Absences

A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

Students

Attendance and Excuses

Chronic Absenteeism (continued)

An unexcused absence occurs when a student is out of school for reasons other than those approved as excused absences. When a student is absent for an unexcused reason, the amount and kind of assistance provided shall be at the discretion of the student's teacher(s) after consultation with the building administrator.

Chronic Absenteeism

As used in this section, the following definitions are applicable:

1. **Chronically absent child:** an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.
2. **Absence:** An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.
3. **District chronic absenteeism rate:** The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the board of education for such school year.
4. **School chronic absenteeism rate:** The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a district chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Students

Attendance and Excuses

Chronic Absenteeism (continued)

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

Legal Reference: Connecticut General Statutes
10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)
10-185 Penalty
10-199 through 10-202 Attendance, truancy - in general
10-198a Policies and procedures concerning truants (as amended by PA 11-136)
10-220(c) Duties of boards of education (as amended by PA 15-225)
45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)
PA 15-225 An Act Concerning Chronic Absenteeism
Action taken by State Board of Education on January 2, 2008, to define "attendance."
Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.

Policy Adopted: February 1989
Policy Revised: August 2002
Policy Revised: June 23, 2016

CURRENT

POLICY #5113, ATTENDANCE AND EXCUSES

Series 5000: Students**Attendance and Excuses**

Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. The Board of Education requires that accurate records be kept of the attendance of each child. A student should not be absent from school without the parents' knowledge and consent. Verification of absence should be provided by the parent or guardian.

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences rather than imposition of punitive measures. Only when all local resources are exhausted is referral to legal authorities recommended.

An absence shall be considered "excused or incapacitating" when a child does not attend school due to illness, injury, death in the immediate family, religious holiday, doctor visits, suspension, court appearance, approved school activities, an emergency, or other exceptional circumstances. Written or verbal excuses for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

Request for Release of a Student during School Day

Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Parents requesting dismissal before the normal end of the school day must make a written request, and depending on the age of the student, must come into the school office to pick up the student and sign the student out.

Early dismissal should be requested only in emergency or unusual situations.

Legal Reference:

Connecticut General Statutes

10-184, Duties of parents

10-199, through 10-202d Attendance, truancy in general

10-221(b), Board of Education to prescribe rules *Campbell vs. New Milford*, 193 Conn 93 (1984)

Policy Adopted: February 1989

Policy Revised: August 2002

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date June 6, 2016

Decision Requested X Agenda Code 11 f

AGENDA REPORTING FORM

Agenda Topic: Job Description Approvals

Summary of Issue: The Policy & Personnel Committee has reviewed and discussed five new job descriptions that were reviewed by the Policy and Personnel Committee at the June 6, 2016 meeting. The job descriptions are: (1) *Lead Therapist*, (2) *Physical Therapist*, (3) *Occupational Therapist*, (4) *Certified Occupational Therapist Assistant*, and (5) *Physical Therapist Assistant*.

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 new job descriptions for *Lead Therapist*, *Physical Therapist*, *Occupational Therapist*, *Certified Occupational Therapist Assistant*, and *Physical Therapist Assistant* as recommended by the Policy and Personnel Committee.

Titles of Attachments:

1. DRAFT Job Descriptions

mp\Board\6.6.16, Job Description Approvals



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Job Description

Lead Therapist

Draft



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: **Lead Therapist**

QUALIFICATIONS:

1. Occupational or Physical Therapist licensed to practice in Connecticut
2. Credentialed by the American Occupational or Physical Therapy Association
3. Experience working with children or youth in school or community health programs
4. Supervisory experience preferred but not required

JOB GOAL:

The Lead Therapist is responsible for the direct supervision and evaluation of the OT/PT department staff; managing resources including appropriate assessment materials, as well as ordering and maintaining treatment supplies and equipment. The Lead Therapist is responsible for providing direct occupational therapy services to students referred through the District Planning and Placement Team process as well. Services will be provided to meet specific educational needs of the children referred and will include evaluation, assessment, design of treatment programs, implementation and supervision of treatment programs and educational services.

PERFORMANCE RESPONSIBILITIES:

1. Supervise services and treatment as administered by Occupational and Physical Therapists and Occupational and Physical Therapy assistants.
2. Assist Director in the development of staff assignments and schedules.
3. Observe, evaluate, and assess students referred for occupational or physical therapy as it relates to their educational needs.
4. Develop specific treatment plans and goals for each student relative to the child's educational needs.
5. Implement therapy as defined in the IEP.
6. Adhere to the established practices and procedures of the school district.
7. Participate in the plan of treatment reviews, conferences, and PPT's.
8. Maintain accurate records and documentation in accordance with policies of the Southington Board of Education.
9. Assist in instructing other personnel and family members in certain phases of therapy.
10. Ensure completion of all required documentation of therapy services/activities.
11. Must be familiar with specialized assistive technology devices.
12. Must be able to use a personal computer and job-related equipment
13. Must be able to travel to schools throughout the district.
14. Any other related duties assigned by the Director of Pupil Services.

TERMS OF EMPLOYMENT:

The work year for this position is 200 days.

EVALUATION: **Annually by the Director of Pupil Services**

Job Description

Physical Therapist

Draft



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: Physical Therapist

QUALIFICATIONS:

1. Physical therapist licensed to practice in the State of Connecticut
2. Credentialed by the American Physical Therapy Association
3. Minimum of Bachelor's degree from an accredited physical therapy program

JOB GOAL:

Responsible for providing physical therapy services to students referred through the District Planning and Placement Team process. Services will be provided to meet specific educational needs of the children referred and will include evaluation, design of treatment programs, implementation and supervision of treatment programs, and educational services.

PERFORMANCE RESPONSIBILITIES:

1. Observe, evaluate, and assess students referred for physical therapy as it relates to their educational needs.
2. Develop specific treatment plans and goals for each student relative to the child's educational needs.
3. Implement physical therapy as defined in the IEP.
4. Supervise, as needed, the administration of physical therapy services by the physical therapy assistant.
5. Adhere to the established practices and procedures of the school district.
6. Participate in the plan of treatment reviews, conferences, and PPTs.
7. Maintain accurate records and documentation in accordance with policies of the Southington Board of Education.
8. Assist in instructing other personnel and family members in certain phases of therapy.
9. Ensure completion of all required documentation of therapy services/activities.
10. Must be able to use a personal computer and job-related equipment.
11. Must be able to travel to schools throughout the district.
12. Any other related duties assigned by the District-wide Lead Therapist or the Director of Pupil Services.

TERMS OF EMPLOYMENT: The work year for this position will be 186 days with the possibility of an additional ten days during summer, as needed, payable on a per diem basis.

EVALUATION: Performance of this job will be evaluated annually by the Director of Pupil Services in conjunction with building administration.

Job Description

Occupational Therapist

Draft



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: Occupational Therapist

QUALIFICATIONS:

1. Occupational therapist licensed to practice in Connecticut
2. Credentialed by the American Occupational Therapy Association
3. Experience working with children or youth in school or community health programs

JOB GOAL:

The Occupational therapist is responsible for providing occupational therapy services to students referred through the District Planning and Placement Team process. Services will be provided to meet specific educational needs of the children referred and will include evaluation, design of treatment programs, implementation and supervision of treatment programs and educational services.

PERFORMANCE RESPONSIBILITIES:

1. Observe, evaluate, and assess students referred for occupational therapy as it relates to their educational needs.
2. Develop specific treatment plans and goals for each student relative to the child's educational needs.
3. Implement occupational therapy as defined in the IEP.
4. Supervise, as needed, the administration of occupational therapy services by the occupational therapy assistant.
5. Adhere to the established practices and procedures of the school district.
6. Participate in the plan of treatment reviews, conferences, and PPT's.
7. Maintain accurate records and documentation in accordance with policies of the Southington Board of Education.
8. Assist in instructing other personnel and family members in certain phases of therapy.
9. Ensure completion of all required documentation of therapy services/activities.
10. Must be familiar with specialized assistive technology devices.
11. Must be able to use a personal computer and job-related equipment.
12. Must be able to travel to schools throughout the district.
13. Any other related duties assigned by the District-wide Lead Therapist or the Director of Pupil Services.

TERMS OF EMPLOYMENT: The work year for this position will be 186 days with the possibility of an additional ten days during summer, as needed, payable on a per diem basis.

EVALUATION:

Performance of this job will be evaluated annually by the Director of Pupil Personnel Services in conjunction with building administration.

Job Description

Certified Occupational Therapist Assistant

Draft



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: Certified Occupational Therapist Assistant

QUALIFICATIONS:

1. Associates Degree
2. Current licensure in practicing state and/or nationally certified as an Occupational Therapy Assistant
3. Experience working with children or youth in school or community health programs

JOB GOAL:

The Occupational Therapist Assistant is responsible for providing occupational therapy services to students referred through the District Planning and Placement Team process under the direction of the occupational therapist. Services will be provided to meet specific educational needs of the children referred and will include assistance in the evaluation, design of treatment programs, and implementation of treatment programs and educational services. The interventions are planned with the supervising occupational therapist. The Occupational Therapist Assistant is expected to review outcomes and modify intervention programs in coordination with the supervising occupational therapist.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the process of screening and evaluation, and the development and implementation of services under the supervision of a licensed occupational therapist.
2. Works with students identified with or suspected of having disabilities that interfere with their educational needs.
3. Implement occupational therapy as defined in the IEP.
4. Adhere to the established practices and procedures of the school district.
5. Review outcomes and modify intervention programs in coordination with the supervising occupational therapist.
6. Participate in the plan of treatment reviews, conferences, and PPT's.
7. Maintain accurate records and documentation in accordance with policies of the Southington Board of Education.
8. Assist in instructing other personnel and family members in certain phases of therapy.
9. Ensure completion of all required documentation of therapy services/activities.
10. Must be familiar with specialized assistive technology devices.
11. Must be able to use a personal computer and job-related equipment.
12. Must be able to travel to schools throughout the district.
13. Any other related duties assigned by the District-wide Lead Therapist or the Director of Pupil Services.

TERMS OF EMPLOYMENT: The work year for this position will be 183 days with the possibility of an additional ten days during summer, as needed, payable on a per diem basis.

EVALUATION:

Performance of this job will be evaluated annually by the Lead Therapist in conjunction with the supervising therapist.

Job Description

Physical Therapist Assistant

Draft



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: Physical Therapist Assistant

QUALIFICATIONS:

1. Graduation from an accredited program for physical therapist assistants
2. Physical Therapist Assistant license to practice in the State of Connecticut
3. Experience working with children or youth in school or community health programs

JOB GOAL:

The Physical Therapist Assistant is responsible for providing physical therapy services to students referred through the District Planning and Placement Team process under the direction of the physical therapist. Services will be provided to meet specific educational needs of the children referred and will include assistance in the evaluation, design of treatment programs, and implementation of treatment programs and educational services. The interventions are planned with the supervising physical therapist. The Physical Therapist Assistant is expected to review outcomes and modify intervention programs in coordination with the supervising physical therapist.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the process of screening and evaluation, and the development and implementation of services under the supervision of a licensed physical therapist.
2. Works with students identified with or suspected of having disabilities that interfere with their educational needs.
3. Implement physical therapy as defined in the IEP.
4. Adhere to the established practices and procedures of the school district.
5. Review outcomes and modify intervention programs in coordination with the supervising physical therapist.
6. Participate in the plan of treatment reviews, conferences and PPT's.
7. Maintain accurate records and documentation in accordance with policies of the Southington Board of Education.
8. Assist in instructing other personnel and family members in certain phases of therapy.
9. Ensure completion of all required documentation of therapy services/activities.
10. Must be familiar with specialized assistive technology devices.
11. Must be able to use a personal computer and job-related equipment.
12. Must be able to travel to schools throughout the district.
13. Any other related duties assigned by the District-wide Lead Therapist or the Director of Pupil Services.

TERMS OF EMPLOYMENT: The work year for this position will be 183 days with the possibility of an additional ten days during summer, as needed, payable on a per diem basis.

EVALUATION:

Performance of this job will be evaluated annually by the Lead Therapist in conjunction with the supervising therapist.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date June 9, 2016

Decision Requested X

Agenda Code 11 g

AGENDA REPORTING FORM

Agenda Topic: Approval of Middle School Technology Education Curriculum

Summary of Issue: All curricula are renewed on a 5-year cycle. The Board of Education Curriculum and Instruction Committee reviewed the revised curriculum for the Grades 6-8 Technology Education department. The Curriculum Committee endorses the approval of this curriculum. A copy of the curriculum binder is available for review at central office prior to the meeting.

Background: Curriculum was presented to the Board Curriculum Subcommittee during their June 7, 2016 meeting. Many staff were involved in the writing process and the work was facilitated by an administrator. This curriculum incorporates the latest Common Core State Standards that were approved for the State of Connecticut.

Alternative Strategies: N/A

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

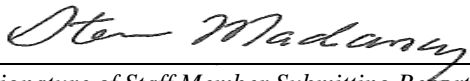
Beginning Date of Program or Project: August 2015


Ending Date of Program or Project: Until next revision cycle (5 years)

Recommendation or Comment: Move that the Board of Education supports the recommendation from the Curriculum and Instruction Committee to approve the revised Technology Education Curriculum for Grades 6-8.

Titles of Attachments:

1. _____


Signature of Staff Member Submitting Report


Signature of Superintendent of Schools