

## Southington Board of Education Meeting

Thursday, September 22, 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 MEETING

1. CALL TO ORDER
2. Executive Session to discuss Update on Negotiations / Personnel, Safety and Security ~ 6:30 p.m.
3. Celebration of Excellence ~ 7:00 p.m. \*2016-2017 Teacher of the Year ~ Christina McKirryher
4. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
5. Pledge of Allegiance
6. Approval of Minutes of September 8, 2016
7. Communications
  - a. Communications from Audience
  - b. Communications from Board Members
  - c. Communications from Administration
  - d. Communications from Student Representatives
8. Committee Reports
  - a. Policy & Personnel Committee Meeting ~ September 12, 2016
9. Old Business
  - a. Town Government Communications
  - b. Construction Update
10. New Business
  - a. Proposed 2016-2017 Superintendent's Goals ~ First Reading
  - b. Budget Assumptions/Priorities 2017-2018
  - c. 2015-2016 School Resource Officer Annual Report
  - d. SAT / AP / College Report
  - e. Draft Policy #4112.5, Personnel ~ Security Check/Fingerprinting ~ First Reading
  - f. Draft Policy #4118.2, Personnel ~ Psychotropic Drug Use ~ First Reading
  - g. Draft Policy #4212.42, Personnel ~ Drug and Alcohol Testing for School Bus Drivers ~ First Reading
  - h. Job Description Approval ~ Head Security Attendant
  - i. Diploma for Veterans
  - j. Out of State Field Trip Approvals
11. 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](http://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**

**SEPTEMBER 8, 2016**

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The regular meeting of the Southington Board of Education was held on Thursday, September 8, 2016 at 7:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

#### **1. CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 7:30 p.m.

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

Administration present: 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: Miss Samantha Martins, Miss Samantha Steeves and Mr. Joseph Martin.

#### **2. PLEDGE OF ALLEGIANCE**

The student representatives led in reciting the Pledge of Allegiance.

#### **3. APPROVAL OF MINUTES ~ August 18, 2016**

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

**“Move to approve the regular Board of Education minutes of August 18, 2016, as submitted.”**

**Motion carried by voice vote with Mr. Oshana and Mr. Derynoski abstaining.**

#### **4. COMMUNICATIONS**

##### **a. Communications from Audience**

There was no communication from the audience.

**b. Communication from Board Members**

The Board members reported on the following:

- The ceremony for the Wall of Honor is October 24, 2016 at 6:00 p.m. in front of the high school auditorium.
- An initiative to study the impact that poverty has on students and learning.
- Superior Court Judge's ruling on inequity between Connecticut Public Schools and reforms needed to fairly educate Connecticut's poorest children.
- The deteriorating school walkway at Hatton School from Berlin Street to the school with overgrowth of thorns, which will be addressed by the Operations Department.
- Strong School PTO unveiled their outside classroom on Tuesday, September 6, 2016.
- Plantsville School PTO held an ice cream social for their families prior to the opening of school that was well attended.
- Some Board members took the annual tour of the schools on opening day.
- Commendation of the Board of Education Transportation Department and New Britain Transportation on the first day of school especially with the congestion on Pleasant Street caused by many parents driving their children to school.
- The positive difference that a 10-week summer makes.

**c. Communication from Administration**

Administration reported on the following:

1. Teacher and Paraeducator Professional Development Summary: Mr. Madancy praised Mrs. Sherri DiNello, Ms. Meg Walsh and Mrs. Kim Hunt for presenting two-days of professional development for Paraeducators. It was the first time in the history of the school district where every Paraeducator in the district was in one location at one time. The Teacher professional development aligned with the initiatives and priorities that were identified as a group and individualized for every content area. Mr. Madancy introduced the Teacher Leaders for this year: Melissa O'Neill, Lindsay Veronneau and Charity Baker.
2. Camp Rise Update: Ms. Walsh reported that Camp Rise was a leisure recreational initiative for special needs students implemented this summer by some parents of special needs students; Mr. Dave Lapreay, Parks and Recreation Director; Mrs. Amy Aresco, Special Education Coordinator, and Ms. Walsh. It was a Parks and Recreation program held at Recreation Park. The program was successful and will be offered again next summer.
3. Stellar Program at Lincoln College Update: Ms. Walsh reported this program is for special needs students 18-21 years old to learn transitional vocational skills, how to be more independent, and daily living skills, which is housed at Lincoln College. There are seven special needs students participating in this program.
4. Recognition to Payroll Staff: Mrs. DiNello recognized and praised Mrs. Susan Euley, Payroll Supervisor, and Mrs. Deborah Markoski, Payroll/Benefits Secretary, for working long hours and on weekends during the summer to make sure that all employees were paid appropriately and accurately for the first pay of this school year. They had a heavy workload this summer inputting data along with the implementation of the Time and Attendance System at all the schools as

well as the change of employee health insurance to the High Deductible / Health Savings Plan, which was an overwhelming task.

**d. Communication from Student Representatives**

Miss Martins reported on the following:

- She attended Girls State for a week in the summer and acted as the chairperson of the Board of Education in “Malloy City” where she gained an appreciation of creating an education budget.
- The first day of school opened smoothly at the high school. There is a large freshmen class of approximately 580 students this year with an increase of over 109 students overall this school year.

Mr. Martin reported on the following:

- The Welcome Back dance scheduled for this month was postponed to mid-October.
- The College Fair will be held on September 14, 2016 with over 100 colleges participating.
- September 15, 2016 is the Open House for parents.

Miss Steeves reported on the following:

- The fall sports teams start their season this coming week. The football team beat Xavier 42 – 7 in a scrimmage.
- The extracurricular activities are currently holding their first meetings with interested students joining.
- On September 13, 2016, Pizza Night will be held at Southington High School for the first time with the Key Club helping.
- She thanked the Board for a warm welcome to the student representatives tonight.

**5. SUPERINTENDENT’S REPORT**

**a. Personnel Report**

**MOTION:** by Mr. Derynoski, seconded by Mr. Brown:

**“Move to approve the Personnel Report, as submitted.”**

Mr. Connellan reported that the OT/PT positions were fully staffed.

**Motion carried unanimously by voice vote with Mrs. Lombardi abstaining.**

A Board member questioned the transition of the OT/PT personnel with the students. Ms. Walsh responded that the OT/PT Department is now located at Strong Elementary School in room 20, with a full complement of staff. There have been several meetings to go over scheduling and assignment of services. The contract with the Hartford Healthcare Network has been extended and there has been a “Meet and Greet” with parents before school started with the new therapists. Ms. Walsh spoke at length on this transition and how it was running smoothly. She was confident that moving forward it was a great opportunity for the Board to have the OT/PT staff as Southington Public School employees.

**6. OLD BUSINESS****a. Town Government Communications**

Mr. Goralski reported that the Farm Heritage Committee met over the summer. He noted that the Farm Heritage Committee made a recommendation to the Town Council for the removal of the less than desirable buildings on the Pleasant Street property and the structural integrity of buildings on the Bellevue Street property, where LEAF operates, which is town-owned land. Mr. Goralski noted that in the future these could create opportunities to our students through curriculum.

**7. NEW BUSINESS****a. Policy #5113, Attendance, Excused Absences and Truancy ~ Second Reading**

**MOTION:** by Mrs. Queen, seconded by Mr. Derynoski:

**“Move to approve Policy #5113, Attendance, Excused Absences and Truancy as recommended by the Policy and Personnel Committee.**

There were no changes since the first reading.

**Motion carried unanimously by voice vote.**

**b. School Opening 2016-2017**

Mr. Connellan reported that the condition of the buildings and grounds for opening day were amazing and thanked the custodians and maintenance department. He invited the Board members to see the completed atrium project at the high school. He noted that some teachers he spoke with were so impressed with the positive changes in their students and readiness to learn after the long summer. Mr. Connellan commented that it was a smooth opening of schools.

**c. Summer School 2016**

Mr. David DeStefano, Summer School Director, gave a PowerPoint presentation on the Summer Enrichment Programs and Camp Invention that included:

**Summer School Enrichment**

- Period of time the programs are held.
- Summer School Program Highlights and course offerings.
- Updated program webpage design on the district website.
- History of Summer School student enrollment over the years of elementary, middle school and high school students.
- 100% of high school students were able to recover credits.
- Number of out of district students and charging the same rate as Southington students.

Per the suggestion of a Board member, Mr. DeStefano will look into a College Essay Writing enrichment class next summer for high school students.

Camp Invention

- High enrollment of 121 participants with a wait list and 50% of students returning from last year.
- Southington was the first district in Connecticut to meet the maximum enrollment.
- Amber Smith was hired as an Assistant Director because of high enrollment.
- Parents directed to website for information.
- Courses that were offered.
- There were 10 CIT (Counselors in training) students.
- Highlights of 2016 Camp Invention held at Strong Elementary School in August and suggestions for 2017.
- Invent Now awarded a \$1,200 stipend bonus to district; some of which went to cover the cost of a Registered Nurse.
- Financial assistance with an offer of help from Mrs. Lombardi.

**d. Enrollment Study**

Mr. Connellan stated that a very detailed elementary enrollment study is needed before they do the next phase of school renovations. He was looking for a consensus from the Board to do this study. The Board members spoke to this at length and would want to know from where the vendors who do the RFP (Request for Proposals) enrollment study acquires their information and statistics. For the record, Mr. Connellan pointed out that the enrollment numbers at opening day of school was 6640, which was higher than when school was closed last year. The Board consensus was to move forward as long as the study stays within the budget and meets the criteria of the State Board of Education Facilities Unit.

**8. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

*Linda Blanchard*

Recording Secretary

**Board of Education**

**Administrative Report**

**September 22, 2016**



- 1. Southington Early Childhood Collaborative**
- 2. Staffing update**
- 3. Stellar Program Open House at Lincoln College**





# SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut  
Policy and Personnel Committee Meeting  
September 16, 2016

Committee chairperson, Mrs. Patricia Queen, called the Policy and Personnel Committee meeting to order at 4:10 p.m.

Committee Members Present: Mrs. Juanita Champagne and Mrs. Patricia Queen.

Absent: Mrs. Colleen Clark and Mr. Zaya Oshana. Other Board Members Present: Mr. Robert Brown

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

## Draft Job Description ~ Head Security Guard

The administration presented the job description for Head Security Guard at Southington High School. The job goals and responsibilities were discussed and revised. It is the recommendation of the committee to bring this position forward to the full Board for approval at the next regularly scheduled meeting.

## Draft Policies ~ 4112.5-Security Check/Fingerprinting, 4118.2 Psychotropic Drug Use, 4212.42 Drug and Alcohol Testing for School Bus Drivers

The listed policies were reviewed and discussed by the committee. The district currently follows all the practices and requirements embedded within each if these draft policies; however, as part of our ongoing work to update our policy manual, these formal policies are being brought to the full Board for approval at the next regularly scheduled meeting.

## Other

The administration shared that the committee will be seeing a proposed job description for a World Language Coordinator that is similar to the position presented a couple years ago for a music coordinator.

The administration provided a status update on the RFP and search process recommended for the Enrollment Study. Once bids are opened and firms are selected, the administration recommends bringing the finalists to a Personnel and Policy Committee meeting with the task of formally presenting their process, product, and outcomes. This opportunity will also allow committee members and interested Board members to attend and ask questions prior to Board selection of the firm that will conduct this study.

**MOTION:** By Mrs. Champagne, 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 4:45 p.m.

Respectfully Submitted,

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

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200 NORTH MAIN STREET  
SOUTHINGTON, CT  
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE  
(860) 628-3202

FAX  
(860) 628-3205

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date September 22, 2016

Decision Requested \_\_\_\_\_ Agenda Code 9 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 \_\_\_\_\_ September 22, 2016 \_\_\_\_\_

Decision Requested \_\_\_\_\_

Agenda Code \_\_\_\_\_ 9 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 reoccurring 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. \_\_\_\_\_

**Other Construction Projects:** \_\_\_\_\_

**Southington High School – Atrium Roof Replacement:** \_\_\_\_\_

The construction has been completed. The certificate of occupancy has been received from the building department. The area is occupied by staff, students and guests. \_\_\_\_\_

**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 September 22, 2016

Decision Requested \_\_\_\_\_ Agenda Code 10 a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Superintendent's Proposed Goals for 2016-2017 ~ First Reading

**Summary of Issue:** Goals are submitted to the Board of Education every year for the board's review.

**Background:** The Superintendent's Goals are presented for a first reading and will be brought back to the board at the October 6, 2016 Board meeting for approval.

**Alternative Strategies:** The Superintendent's goals to be modified.

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

**Beginning Date of Program or Project:** 2016-2017 School Year

**Ending Date of Program or Project:** June 2017

**Recommendation or Comment:** \_\_\_\_\_

**Title of Attachment(s)**

1. Proposed Superintendent's Goals 2016-2017

*Timothy J. Connellan*

\_\_\_\_\_  
Signature of Superintendent of Schools



# SOUTHINGTON PUBLIC SCHOOLS

*Mr. Timothy F. Connellan  
Superintendent of Schools*

## **MEMO**

To: Board of Education Members  
Date: September 20, 2016  
Re: Draft Superintendent's Goals 2016-2017

Attached you will find for your review, a draft copy of my goals for the current school year. The focus is on five areas: Teaching and Learning, Facilities, Technology, School Safety and Security, and Budget Development. I have broken Facilities and Technology into their own categories this year as I believe they deserve and require separate treatment.

### **Teaching and Learning**

As our work in Education for 21<sup>st</sup> Century Skills evolved over the course of the last two years we have learned a great deal about how to understand and view these concepts. What started out as an attempt to understand Mastery Based Learning (MBL) and its application grew into a broader exploration of Personalized Learning of which MBL is a component. As our understanding and knowledge grew, it became clear that the overarching view is really about all of the components of 21<sup>st</sup> Century Skills. I drafted the first goal in this area as an "Education for 21<sup>st</sup> Century Skills" goal. I have continued to include the language of the components on which we began our exploration, e.g. Personalized Learning, Mastery Based Learning, Anywhere – Anytime Learning, to maintain and emphasize the common thread that has linked our work for the past two years. All of these areas are interconnected and in many ways dependent upon one another. I think we were wise to slow the process down as we have done and to take time to reflect and to learn from our own experiences and from our efforts to build our internal capacity. This year we hope to continue to build the capacity of our Board, our Administrative Leadership Team and of our faculty and staff. We will engage members of our community in an attempt to build understanding and to generate discussion and eventual consensus on a community "Vision of the Southington Public Schools Graduate". That articulated vision will help guide future discussions and decisions regarding educational priorities.

The enhanced district-wide implementation of Schoolnet, the implementation and expansion of the District Data Team (DDT) and the development and implementation of school based Scientific Research Based Intervention (SRBI) Teams are all key elements in moving the district in the direction of continuous, incremental improvement. As a tool, the use of Schoolnet will become more important in supporting the analysis of student performance data and the creation of appropriate assessments. Active Schoolnet

training will continue and both elementary and secondary teachers will be able to use the tool to analyze data on their own students and to create valid assessments. The ability to view, analyze and interpret district-wide data will of course support the efforts of the District Data Team and enhance the ability to make decisions based on data. The DDT will move into the first steps of implementation this year, while additional training on this model will continue. The DDT process will expand one level to include School-wide Data Teams.

While the ability to create valid assessments and to analyze the data created at a variety of levels is important, the real key to insuring that all students succeed will be the work of the SRBI teams. It is at that level that data analysis is put into practice to create interventions that will help to improve the performance of our students who struggle with literacy or numeracy. The SRBI teams will be a key link to improved performance in all areas for those students.

### **Facilities**

As we continue to work on a longer range view of our facilities, we will work closely with Town officials on the Capital Improvement Plan as we have in the past. When the results of the comprehensive school enrollment study become available, we will of course work in conjunction with Town officials to arrive at consensus on the implications for the community. We will complete the work on the needs assessment regarding the athletic fields and facilities at Southington High School. In a related area, the high school was involved in a review by the State Department of Education that began as a review of facilities as they related to Technical and Career Education. Although it appears that the State review may have over-reached its parameters we will convene a multi-level committee or study group to analyze the issues brought out in the State review and to develop a plan to address those issues as appropriate.

### **Technology**

The District Wide Technology Committee was reconstituted last year. After a slow start the committee began the process of identifying issues related to technology use in the district. That work will continue in the 2016-2017 school year. This committee is broad based, involving teachers and administrators with liaison to the Board. The committee has a number of objectives identified under this goal, but they will not be the only objectives of the committee. The focus of this goal for technology is to build a sense of “where we are” as a district first and to then begin to move forward with professional development and planning. We did take some time to develop a firm grasp on the Technology Department staffing needs and I believe that was the correct approach. I expect that the Coordinator of Instructional Technology will play a key role in helping to develop those aspects of the District plan that will apply to the instructional components.

### **School Safety and Security**

This topic is broken once again into two very specific areas. As you know, the security camera system at the high school is not well integrated. There are multiple separate systems in place, based on when expansion occurred. Last year the objective was to create a plan to upgrade and integrate the system so that it would cover all areas of the school, be easily accessed by administrators or security personnel, and be coordinated with the Southington Police Department. Clearly the intent is still to create the safest environment possible for the students and staff who occupy that building daily and for all visitors. The cost of the plan was included in the District Capital Improvement Plan but was not funded by the Town. This is an important safety project. The plan that was developed will be reviewed and updated as appropriate. The plan will be included in either the Capital Improvement Plan or the District Operating Budget.

The second area is one that has become part of our annual reviewing and updating of our School Safety and Security Plans. The District Safety Committee met last year and provided building administrators with the information necessary to update the plans according to the specifications provided by the State. The submission date was changed to November 1 and therefore the final review and/or revisions will be accomplished within the next month in preparation for review by the Board and submission to the State.

### **Budget – Fiscal**

As I indicated last year, this is always a key area for us and central to our efforts in supporting teaching and learning. We have an excellent process and we will again make some minor adjustments in the process this year to improve and enhance our ability to communicate the needs of the district.

**SUPERINTENDENT’S GOALS SCHOOL YEAR 2016 – 2017**  
**DRAFT Proposed September 22, 2016**

***SOUTHINGTON PUBLIC  
SCHOOL DISTRICT***

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**Office of the Superintendent**

**I. Teaching and Learning**

**A. Education for 21<sup>st</sup> Century Skills / Personalized Learning**

1. Continue to building the capacity of administrators, teachers and staff to facilitate the introduction and implementation of 21<sup>st</sup> Century Skills in the classroom, including personalized learning and mastery-based learning.

- a) Continue to engage the Administrative Leadership Team, faculty and staff in didactic and reflective professional development regarding 21<sup>st</sup> Century Skills, including personalized student learning, anywhere, anytime learning and mastery based learning.
- b) Engage the Board of Education and the Curriculum and Instruction Committee of the Board in active discussions regarding 21<sup>st</sup> Century Skills and Southington’s Vision of the Graduate.
  - 1) Update the Board Curriculum and Instruction Committee regarding the SHS Mastery Based Learning pilot (October 4, 2016)
- c) Extend the discussions regarding 21<sup>st</sup> Century Skills and Southington’s Vision of the Graduate to the community at large. (All dates TBD)
  - 1) PTO Executive Council
  - 2) Community agency leaders
  - 3) Community elected officials
  - 4) Community business and philanthropic organization leaders
  - 5) Student organizations and student leaders
  - 6) Culminating stakeholder activity (Winter 2017)

**B. Continue the implementation of SchoolNet**

1. By October 1, 2016 implement continued professional development in the expanded use of SchoolNet by faculty and administration.

- a) Elementary and secondary – data analysis and assessment

2. By December 2016, present a summary and demonstration of the work completed on the SchoolNet implementation to the Board of Education.

**C. Continue the implementation of the District Data Team (DDT).**

1. Reconvene the District Data Team by November 1, 2016

2. By January 1, 2017, create and implement a plan to facilitate the work of School-wide Data Teams.

3. By June 8, 2017 submit a report to the Board of Education on the development and implementation of the District Data Team.

**SUPERINTENDENT’S GOALS SCHOOL YEAR 2016 – 2017**  
**DRAFT Proposed September 22, 2016**

- D. Continue the implementation of School-wide SRBI Teams (Scientific Research Based Intervention).
  - 1. By October 1, 2016 implement professional development for school-wide SRBI teams regarding the purpose of and process for SRBI teams.
    - a) Initial focus on literacy with a transition mid-year to include numeracy
  - 2. By October 17, 2016 ensure that all school-wide SRBI teams are in place and engaged in the work.
  - 3. By February 23, 2017 provide an update to the Curriculum and Instruction Committee of the Board regarding the implementation of the SRBI Teams.

**II. Facilities**

- A. Continue to partner with Town officials on the further development of the Town of Southington Capital Improvement Plan.
- B. Working with members of the high school administration and central office team, complete the preliminary draft of the needs related to the athletic fields and facilities at Southington High School.
  - 1. By December 8, 2016 provide an update to the Board of Education.
- C. Form a multi-level committee to address the issues raised by the State Department of Education relative to the Title IX of Southington High School.
- D. Commission a detailed and comprehensive school enrollment study

**III. Technology**

- A. Facilitate the work of the District-wide Technology Committee.
  - 1. By October 17, 2016 establish a schedule of meeting dates.
  - 2. Define the sub-committees, e.g. elementary, middle, high school.
  - 3. Complete an assessment of the existing infrastructure within the district.
  - 4. Complete an assessment of faculty and staff skills and abilities with regard to the use of technology in their roles.
  - 5. Complete a needs assessment that can be used to guide future professional development.
    - a) Provide professional development in the current school year on the use and impact of technology
      - 1) November 8, 2016
      - 2) February 21, 2017
  - 6. Begin to design a plan and vision for the use of technology in the district, e.g. consideration of implementing 1:1 student devices and the infrastructure necessary to support that effort.
  - 7. By November 10, 2016 and June 8, 2017 provide an update to the Board regarding the status of the work of the Technology Committee.

**SUPERINTENDENT'S GOALS SCHOOL YEAR 2016 – 2017**  
**DRAFT Proposed September 22, 2016**

**IV. School Safety and Security**

- A. Southington High School Security Camera System
  1. Update the analysis as appropriate of the school security camera system at Southington High School that was completed in October 2015.
  2. Resubmit a plan for an upgrade of the system to the Board of Education in the Capital Improvement Plan by December 18, 2016 or in the Operating Budget by January 12, 2017 depending on cost parameters.
- B. School Safety and Security Plan
  1. By October 17, 2016, reconvene the District School Safety Committee to review adjustments, if any to the School Safety and Security Plans.
  2. Review and discuss necessary adjustments with appropriate Town partners.
  3. Report on adjustments to Board of Education by October 20, 2016.
  4. Submit required components of the plan to the State by November 1, 2016.

**V. Budget – Fiscal**

- A. In collaboration with the Administrative Leadership Team develop a budget proposal that will support the continued improvement of all programs and services under the jurisdiction of the Southington Public School System.
  1. By November 18, 2016 meet with all members of the Administrative Leadership Team to review submitted budget requests.
  2. By December 16, 2016 establish the funding priorities for ongoing and proposed programs and services.
  3. On or before January 3, 2017 prepare the Superintendent's Proposed Budget for review and discussion at the Board of Education Budget Workshops.

BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT

Informational Only \_\_\_\_\_

Board Meeting Date September 22, 2016

Decision Requested X

Agenda Code 10.b

**AGENDA REPORTING FORM**

**Agenda Topic:** Budget Assumptions and Priorities for 2017 - 2018

**Summary of Issue:** Annually, the Board sets up budget assumptions and priorities to be included in the upcoming budget documents.

**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:** The Board of Education adopt the Budget

Assumptions and Priorities for 2017 - 2018.



\_\_\_\_\_  
Signature of Staff Member Submitting Report

*Timothy J. Connellan*

\_\_\_\_\_  
Signature of Superintendent of Schools

**Titles of Attachments:**

1. 2017-2018 Assumptions – Draft
2. 2017-2018 Priorities – Draft
3. \_\_\_\_\_

**ASSUMPTIONS**  
**20176 - 20187 BOARD OF EDUCATION BUDGET**

- Open communication and cooperation will be maintained with other municipal boards and community throughout the budget process.
- State and Federal financial support of education will not keep pace with increased programming mandates and may be further reduced by legislation and reductions of grants and other supports to local communities.
- Safety, security and health standards will be maintained and supported through continued training of staff; e.g., School Safety and Security Plan, Anti-bullying, Blood Borne Pathogens, Sexual Harassment / Title IX, Mandated Reporting, OSHA (Office of Safety and Health Administration).
- Salaries and benefits will be based on commitments incurred through collective bargaining and other employment agreements.
- Existing programs and services will be reviewed, evaluated, maintained or adjusted as the educational needs of students change.
- Overall certified and classified staffing levels will be adjusted based on enrollment, programming, safety factors and facility considerations.
- Purchased services and supply accounts will be reviewed and adjusted based on documented prices and trends; i.e., fuel, where appropriate, enrollment changes, and facility needs.
- Budgeted items that are bid will be based on budget history and inflation projections.
- Use of space and facilities district-wide will be efficient and effective and reflect innovative uses, wherever possible.
- Consideration will be given to the current economic conditions.
- ~~Funding for Educational Cost Sharing will remain constant for 2016-2017.~~

**PRIORITIES**  
**20176 - 20187 BOARD OF EDUCATION BUDGET**

- Support funding for appropriate class sizes at all levels of instruction.
- Update all instructional materials for teachers and students as required through the curriculum renewal cycle for the current school year.
- Continue to work towards providing foundational levels of support across the district to support the implementation of SRBI. funding for media centers and classroom resources for literacy.
- Continue funding for expansion and sustainability of technology with access and equity for all students.
- Continued commitment to the district's Vision of a Graduate and the 21<sup>st</sup> Century skills identified through our Community Engagement process including long-term plan (Vision 2020) that includes funding for a strong professional development initiative.
- Support funding for the prioritized joint Capital Plan (Board of Education / Town of Southington).
- Continue to pursue opportunities to share services, where appropriate, between the Board of Education and all town departments.
- Continue to monitor and update the security and well-being of the infrastructure of our facilities, students, and staff.
- Expand World Language offerings across the district.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date: September 22, 2016

Decision Requested \_\_\_\_\_ Agenda Code 10 c.

**AGENDA REPORTING FORM**

**Agenda Topic:** 2015-2016 School Resource Officer Annual Report

**Summary of Issue:** The School Resource Officer program has been in operation at Southington High School since the fall of 1997. Officer Chad Butler has prepared the attached report which summarizes the program for the 2015-2016 school year.

**Background:** The School Resource Officer has proven to be a valuable staffing resource at Southington High School.

**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:** Board members may wish to comment on the report.

Title of Attachment:  
1. 2015-2016 Report



\_\_\_\_\_  
Signature of Superintendent of Schools

**SOUTHINGTON POLICE DEPARTMENT**  
**Southington High School SRO**  
**Final Report**  
**2015-2016 School Year**

Southington High School had approximately 2000 students and 250 staff members during this school year. As the School Resource Officer my primary responsibilities and objectives were focused on school safety, student/staff counseling and law enforcement. During the school year I was involved in a variety of school and student related events/activities.

My position as the SRO allowed me to work closely with students, parents, staff, school administrators, social workers, guidance counselors, DFC investigators and Southington Youth Services. I served on the Southington Juvenile Review Board reviewing and hearing local juvenile referrals and was an active member on the STEPS Advisory Board where I participated in meetings and prepared/participated in community presentations on issues related to underage drinking and drug issues. Additionally, I was an advisor for the Southington Police Explorer Program of which several SHS students were members. I regularly met with SHS administrators, student and parents to resolve personal and law enforcement related issues. I also attended most home and away SHS football games where I interacted with students, parents, spectators, staff members and other law enforcement agencies to monitor student behavior, ensure public safety and investigate incidents that occurred during the events.

I participated with SHS administration in the "Class Meeting" at the beginning of the year where all students were introduced to school officials during the assembly. I prepared and conducted presentations for Health, Psychology and Civics classes covering topics such as drug/alcohol abuse, DUI laws, anti-bullying, law enforcement response to mental health issues, sexual harassment/crisis intervention and current issues in law enforcement.

During the school year I responded to and investigated a variety of incidents/complaints such as: medical issues, suicide attempts/emotionally disturbed persons, vandalisms, parking lot accidents, parking violations, fire/building alarms, suspicious persons, motor vehicle issues/erratic operators, thefts, property issues, K-9 school searches, fights/assaults, family disputes, domestic violence, protective orders, drug/alcohol use, threats/harassment, burglaries, credit card fraud, internet/computer crimes, social media issues and sexual assaults.

A significant amount of my time was spent informally counseling students with issues related to social media e.g. Facebook, Snap Chat, Twitter, Instagram and various messaging platforms. Many of the issues were resolved with one on one discussions or meeting with parents and SHS administration. However, some incidents escalated to the point where JRB referrals or criminal arrests were necessary.

Below is a total of Actual Call Types at SHS for the period of 08/27/15 – 06/08/16 between 0645 – 1500 hours:

Total Items for Call Type 200 – Alarm: 4

Total Items for Call Type 200C – Alarm Commercial: 3

Total Items for Call Type 200S – Alarm School: 7

Total Items for Call Type – Alarm Town Owned Property: 1

Total Items for Call Type 201B – MV Stop: 1

Total Items for Call Type 201C – MV Check: 1

Total Items for Call Type 201E – MV Disabled: 1

Total Items for Call Type 201P – MV Parking Violation: 5

Total Items for Call Type 202I – MVA with Injuries: 2

Total Items for Call Type 202R – MVA Private Property: 9

Total Items for Call Type 203 Animal Issues: 3

Total Items for Call Type 204A – Domestic Violence: 1

Total Items for Call Type 204B - Fight-Disturbance: 12

Total Items for Call Type 204C – Violation of Protective/Restraining Order: 1

Total Items for Call Type 204F – Family Dispute: 1

Total Items for Call Type 204L – Loud Noise: 1

Total Items for Call Type 205B – Sexual Assault Juvenile: 5

Total Items for Call Type 205Z – Child Porn: 1

Total Items for Call Type 207 – Juvenile Issues: 7

Total Items for Call Type 207D – Juvenile Custody Issue: 1

Total Items for Call Type 207R – Juvenile Risk of Injury: 1

Total Items for Call Type 208X – Extra Check: 10

Total Items for Call Type 208Z – Extra Check School: 79

Total Items for Call Type 209A – Unlock Car Door: 6

Total Items for Call Type 210 – Property Issues: 2

Total Items for Call Type 210F – Found Property: 1

Total Items for Call Type 210L – Lost Property: 1

Total Items for Call Type 212V – Burglary Vehicle: 1

Total Items for Call Type 214 Assist: 8

Total Items for Call Type 214D Assist DCF: 1

Total Items for Call Type 215 – Escort: 2

Total Items for Call Type 220 – Vandalism: 1

Total Items for Call Type 225O – Public Hazard Erratic Operator: 1

Total Items for Call Type 240 – Alcohol/Drug Issues: 5

Total Items for Call Type 240U – Underage Alcohol Complaint: 1

Total Items for Call Type 403B – Fraud Credit Card: 1

Total Items for Call Type 536A – Suicide Attempt: 1

Total Items for Call Type 550 – Medical: 8

Total Items for Call Type 550E – Medical EPD: 6

Total Items for Call Type 602H – Person Harassment: 1

Total Items for Call Type 620 - Persons Issues: 2

Total Items for Call Type 620C – Trouble with Person: 6

Total Items for Call Type 620N – Person Needs Assistance: 1

Total Items for Call Type 727 – Community Relations: 10

Total Items for Call Type 900I – Investigation – Follow-up: 14

Total Items for Call Type 905S – K9 School Use: 1

Total Items for Call Type 920 I – Police Information: 6

According to SPD Records there were 39 arrests at SHS during the school year. These arrests include UAR/ Adult, Juvenile Summons, Infractions, Criminal Misdemeanors and Juvenile Review Board Referrals.



Officer C. Butler #243, SRO  
Southington Police Department  
69 Lazy Lane Southington, CT 06489



# **Southington High School Academic Reports**

**SAT – School Day**

**Advanced Placement (AP)**

**College Acceptance – Class of 2016**

*Presented by:*

**Brian Stranieri  
Principal**



**SAT**

**School Day 2016**

**Year 1 Results**

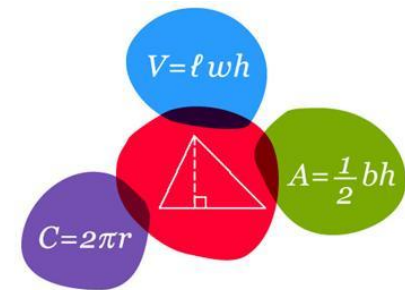
# SAT School Day Assesses 2 Sections

\*The SAT Essay component isn't available during School Day

- if students wanted the SAT with Essay they would have to sign up for an out of school date
- most colleges are not looking for the Essay portion of the SAT

## Evidence-Based Reading and Writing (ERW)

This component of the SAT evaluates students' ability to **interpret**, **analyze**, **synthesize**, and **use evidence** found in a wide range of sources. These include passages from literature texts and on career-related, humanities, history/social studies, and science topics, as well as informational graphics (such as tables, graphs, and charts).



## Math



This component of the SAT evaluates skills using **linear relationships**, **ratios**, **percentages**, **proportional relationships**, **data analysis**, and **non-linear equations and functions**.

**Data  
Summary  
Report**



**Max Score            1600**  
**Each Section        200 - 800**

**Administration Date**  
**March 2, 2016**

School Mean Score	State Mean Score
<b>1077</b>	<b>1015</b>
<b>COMPARE</b>	
<b>470</b> Test Takers <b>2,036</b> Enrolled <span>?</span> <b>23%</b> Participation <span>?</span>	<b>37,995</b> Test Takers <b>164,883</b> Enrolled <span>?</span> <b>23%</b> Participation <span>?</span>
<b>49%</b> Met Both Benchmarks <span>?</span> <b>76%</b> Met ERW <span>?</span> <b>51%</b> Met Math <span>?</span> <b>22%</b> Met None <span>?</span>	<b>37%</b> Met Both Benchmarks <span>?</span> <b>64%</b> Met ERW <span>?</span> <b>38%</b> Met Math <span>?</span> <b>35%</b> Met None <span>?</span>
<b>Distribution of Scores</b>	<b>Distribution of Scores</b>
	
400-590   600-790   800-990   1000-1190   1200-1390   1400-1600	400-590   600-790   800-990   1000-1190   1200-1390   1400-1600
<b>Mean Total Score (400 - 1600)</b>	<b>Mean Total Score (400 - 1600)</b>
<b>1077</b> Total Score <span>?</span>	<b>1015</b> Total Score <span>?</span>
<b>Mean Section Scores (200 - 800)</b>	<b>Mean Section Scores (200 - 800)</b>
<b>541</b> Evidence-Based Reading and Writing <span>?</span> <b>536</b> Math <span>?</span>	<b>517</b> Evidence-Based Reading and Writing <span>?</span> <b>498</b> Math <span>?</span>

# Advanced Placement Report



# Advanced Placement 2016

## AP Courses Offered

<b>2012-13:</b>	<b>18</b>
<b>2013-14:</b>	<b>17</b>
<b>2014-15:</b>	<b>18</b>
<b>2015-16:</b>	<b>18</b>
<b>2016-17:</b>	<b>20 (+2)</b>

**We continue to be recognized by the College Entrance Examination Board (CEEB) for consistent improvement in both enrollment and scores!**

- Biology
- Calculus
- Chemistry
- Computer Science
- **Computer Science Principles**
- Environmental Science
- English Literature
- German
- Language and Composition
- **Microeconomics**
- Music Theory
- Physics
- Psychology
- Statistics
- Studio Art (2D Design and Drawing)
- U.S. History
- U.S. Politics & Government
- UCONN/AP French
- UCONN/AP Italian
- UCONN/AP Spanish





# AP Exams

## 5 Score Bands

- 5** Extremely Well Qualified = A in the corresponding college course
- 4** Well Qualified = A-, B+, and B in equivalent college course
- 3** Qualified = B-, C+, and C in college course
- 2** Possibly Qualified
- 1** No Recommendation

Total AP Students in Your School: **315**

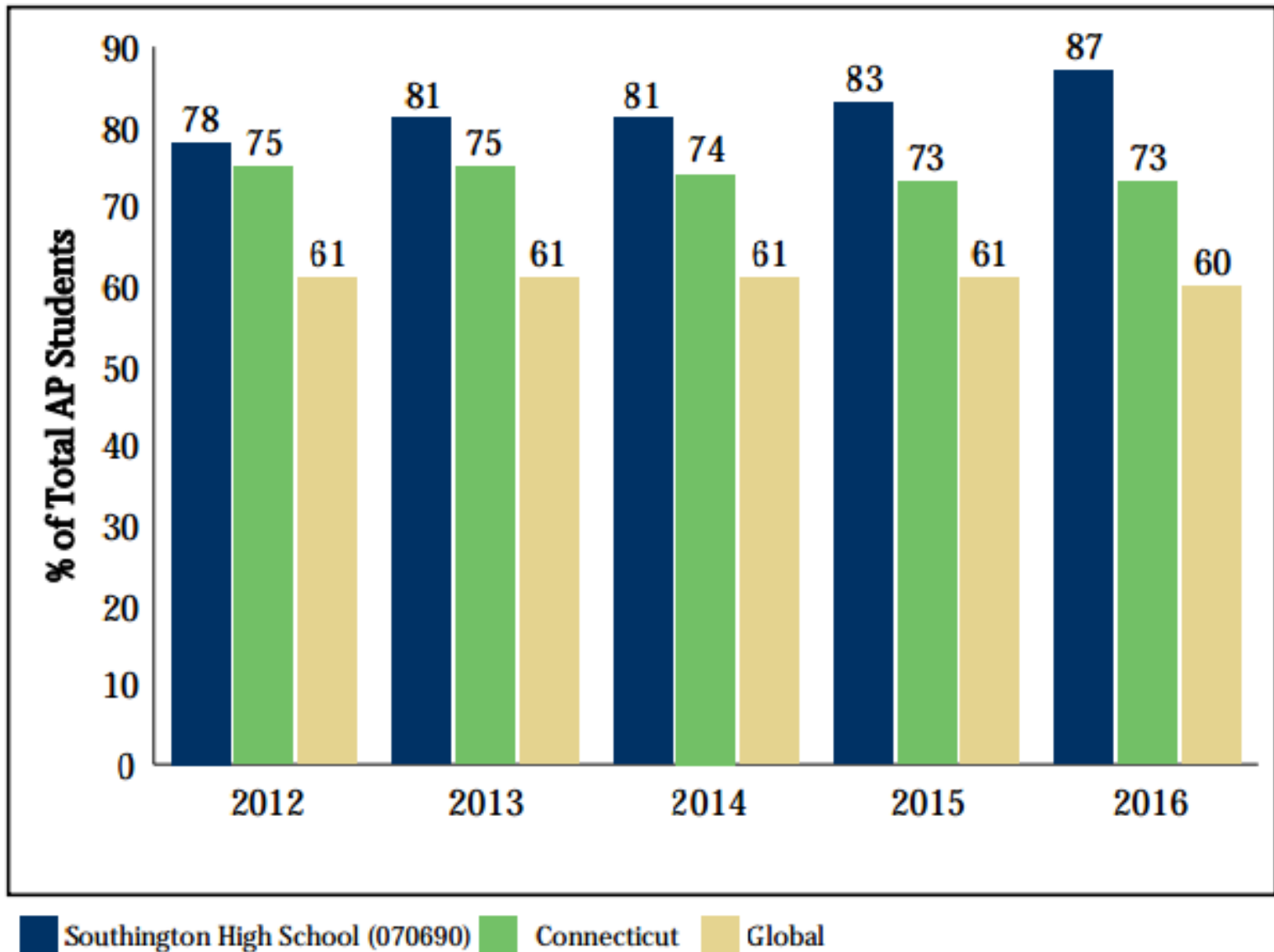
School Totals for this View	5	4	3	2	1	Total Exams
Number of Exams	<b>107</b>	<b>169</b>	<b>182</b>	<b>70</b>	<b>22</b>	<b>550</b>
Percentage of Total Exams	<b>19</b>	<b>31</b>	<b>33</b>	<b>13</b>	<b>4</b>	<b>100</b>
Number of AP Students	<b>74</b>	<b>130</b>	<b>155</b>	<b>66</b>	<b>22</b>	

# Five Year Trend in AP Results



	2012	2013	2014	2015	2016
Total AP Students (tested)	241	274	254	303	315
Number of Exams	371	500	450	533	550

# % of Total AP Students with Scores 3+



# College Acceptance Report

# Graduate Data

	2013	2014	2015	2016
<b>Graduates attending post-secondary educational institutions</b>	<b>86.7%</b>	<b>88.5%</b>	<b>89%</b>	<b>89%</b>
<b>Graduates attending 4-year colleges</b>	<b>63.1%</b>	<b>61.9%</b>	<b>65%</b>	<b>63%</b>
<b>Graduates attending 2-year colleges</b>	<b>21.7%</b>	<b>25.0%</b>	<b>23%</b>	<b>25%</b>
<b>Graduates attending vocational/technical schools</b>	<b>1.7%</b>	<b>1.6%</b>	<b>1%</b>	<b>1%</b>
<b>Graduates entering the military</b>	<b>4.3%</b>	<b>1.7%</b>	<b>2%</b>	<b>1%</b>
<b>Graduates entering the workforce</b>	<b>8.5%</b>	<b>8.9%</b>	<b>8%</b>	<b>9%</b>



# Recommendations

2016

- **Focus all adult meetings on Teaching and Learning**
- **Professional Development focused on best practices in education today**
- **Development of Professional Learning Communities within and across all disciplines**
- **Audit electives and increase the number of AP offerings in disciplines that support AP courses**
- **Continue to establish high expectations for learning from all students**
- **Continue to educate students and parents about AP/UConn ECE courses**
- **Encourage students to use practice tests provided by the College Board and Khan Academy**
- **Development of a School Improvement Plan that prepares student for 21<sup>st</sup> Century Skills**



**Personnel -- Certified/Non-Certified**

**Security Check/Fingerprinting**

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Applicants for positions requiring a state certificate, authorization, or permit must submit to a check of DCFs abuse and neglect registry, effective July 1, 2011. Applicants for positions not requiring state certification are required to submit to the DCF abuse and neglect registry beginning July 1, 2012.

District employees shall, within 30 days after they are hired, submit to state and national criminal checks. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

School nurses and nurse practitioners, who are appointed by the Board or under contract with the Board, shall also submit to a criminal history check pursuant to C.G.S. 29-17a.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, effective July 1, 2010, shall also be required to undergo the same criminal background checks already required for school employees.

**Legal Reference:**

***Connecticut General Statutes***

- 10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, Public Act No. 09-1 and PA 11-93)
- 29-17a Criminal history checks. Procedure. Fees.

Policy adopted:

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ X \_\_\_\_\_

Board Meeting Date September 22, 2016

Decision Requested \_\_\_\_\_

Agenda Code 10 f

**AGENDA REPORTING FORM**

**Agenda Topic:** Draft Policy #4118.2, Personnel, Psychotropic Drug Use ~ First Reading

**Summary of Issue:** The Policy and Personnel Committee reviewed sample Psychotropic Drug Use policies that were recommended by CABE. The district currently does not have this policy; therefore, the committee is recommending that we adopt the attached draft policy which aligns with state statutes.

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

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

**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:** \_\_\_\_\_

**Titles of Attachments:**

- Draft Policy #4118.2



*Signature of Staff Member Submitting Report*



*Signature of Superintendent of Schools*

**Personnel – Certified****Students****Psychotropic Drug Use**

The Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child use psychotropic drugs.

Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

However, school health or mental health personnel, including school nurses or nurse practitioners, the District’s Medical Advisor, school psychologists, school social workers, school counselors, and special education administrators may recommend that a student be evaluated by an appropriate medical practitioner.

The District shall follow procedures for identification, evaluation, placement and delivery of services to children with disabilities or suspected disabilities provided in state and federal statutes that govern special education.

Further, upon the consent of the student’s parents or guardian, obtained, in writing, through the Planning and Placement Team process, school personnel may consult with the medical practitioner regarding such use.

In addition, the Planning and Placement Team (PPT) may recommend a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine either a child’s eligibility for special education and related services, or educational needs for an individualized education program (IEP).

The Board recognizes that the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the Department, unless such refusal causes such child to be neglected or abused, as defined in C.G.S. 46b-120.

## **Personnel – Certified**

### **Students**

#### **Psychotropic Drug Use (cont.)**

The Superintendent of Schools or his/her designee shall promulgate this policy to district staff and parents/guardians of students annually and upon the registration of new students.

(cf. 5141.4 - Reporting of Child Abuse and Neglect)

#### **Legal Reference: Connecticut General Statutes**

10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel. (as amended by PA 03-211)

46b-120. Definitions

10-76a Definitions. (as amended by PA 00-48)

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114 and PA 00-48)

10-76h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)

State Board of Education Regulations.

34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.

American with Disabilities Act, 42 U.S.C. §12101 et seq.

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.

Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy adopted:

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ X \_\_\_\_\_

Board Meeting Date September 22, 2016

Decision Requested \_\_\_\_\_

Agenda Code 10 g

**AGENDA REPORTING FORM**

**Agenda Topic:** Draft Policy #4212.42, Personnel, Drug and Alcohol Testing for School Bus Drivers ~ First Reading

**Summary of Issue:** The Policy and Personnel Committee reviewed sample Drug and Alcohol Testing for School Bus Drivers policies that were recommended by CABE. The district currently does not have this policy; therefore, the committee is recommending that we adopt the attached draft policy which aligns with state statutes.

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

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

**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:** \_\_\_\_\_

**Titles of Attachments:**

- Draft Policy #4212.42

  
\_\_\_\_\_  
Signature of Staff Member Submitting Report

  
\_\_\_\_\_  
Signature of Superintendent of Schools

**Personnel -- Non-Certified**

**Drug and Alcohol Testing For School Bus Drivers**

Contracts for transportation approved by this district shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations.

**Legal Reference:**

United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49

40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

382 Controlled Substance and Alcohol Use and Testing

395 Hours of Service Drivers

*Holiday v. City of Modesto* (1991) 229 Cal. App. 3d. 528, 540.

*International Brotherhood of Teamsters v. Department of Transportation* 932 F. 2d 1292 (1991)

*American Trucking Association, Inc. v. Federal Highway Administration*, (1995) WL 136022 (4th circuit)

**Connecticut General Statutes**

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators

14-276a Regulations re school bus operators and operators of student transportation vehicles; qualifications; training. Pre-employment drug test required for operators

Policy adopted:

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date September 22, 2016  
Decision Requested X Agenda Code 10 h

**AGENDA REPORTING FORM**

**Agenda Topic:** Job Description Approval ~ Head Security Attendant

**Summary of Issue:** The Policy & Personnel Committee has reviewed and discussed the job description for Head Security Attendant at their September 12, 2016 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 new job description for *Head Security Attendant* as recommended by the Policy and Personnel Committee.

**Titles of Attachments:**

1. DRAFT Job Description

mp\Board\9.22.16, Job Description Approval

*Steve Madansky*  
Signature of Staff Member Submitting Report

*Timothy J. Connellan*  
Signature of Superintendent of Schools



# **SOUTHTON PUBLIC SCHOOLS**

## **JOB DESCRIPTION**

### **\*DRAFT\***

**TITLE:** Head Security Attendant (Stipend)

**QUALIFICATIONS:** Assigned as a Security Attendant at Southington High school

**REPORTS TO:** Principal or designee

**JOB GOAL:** Assist the Principal or designee with the supervision and dissemination of information to all security attendants assigned to Southington High School.

**PERFORMANCE RESPONSIBILITIES:**

1. Under the direction of the Principal or designee, oversee Security Attendants including assignment of work responsibilities.
2. Assist the School Resource Officer (SRO) to investigate security concerns.
3. Monitor and Maintain security camera operations, camera logs and DVR's.
4. Coordinate training of all Security Attendants at SHS in the areas of Security Camera's, two-way radios and proper radio communication skills.
5. Perform other related duties that may be assigned by the Principal or designee.

**TERMS OF EMPLOYMENT:** Annual appointment by the Board of Education.

**EVALUATION:** Performance will be evaluated annually by the Principal or designee.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date September 22, 2016

Decision Requested x Agenda Code 10 i.

**AGENDA REPORTING FORM**

**Agenda Topic:** Diploma for Veterans

**Summary of Issue:** Local Boards of Education may award a diploma to a veteran of the Vietnam Era who left high school prior to graduation to serve in the armed forces and as a result did not receive a diploma.

**Background:** A request to award a diploma posthumously to each of two veterans has been received from Steve McCarty, Commander Kiltonic Post No. 72, American Legion. William Beard attended Southington High School from 1962 and withdrew in 1966 and Clement DuPuis attended Southington High School from 1963 and withdrew in 1967 to serve in Vietnam. Both William and Clement were killed in action in March 1969.

**Alternative Strategies:** N/A

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

**Beginning Date of Program or Project:** 9/22/16

**Ending Date of Program or Project:** 9/22/16

**Recommendation or Comment:** Award a diploma posthumously to each individual named.



\_\_\_\_\_  
Signature of Superintendent of Schools

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_

Board Meeting Date September 22, 2016

Decision Requested     X    

Agenda Code     10 j    

**AGENDA REPORTING FORM**

**Agenda Topic:** Out of State Field Trip Approvals

**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 are two trips for DECA at Southington High School.

**Background:**

**SAT/College Acceptance** - Each fall/winter the Southington High School Principal presents an overview of the SAT results and college acceptance rates and the implications this data has for high school programming.

**AP** – Each fall/winter the Board reviews AP results.

**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    

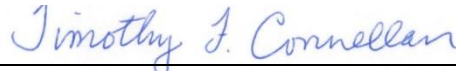
**Recommendation or Comment:** The Board may wish to discuss these reports with Mr. Stranieri.

**Titles of Attachments:**

1. Presentation ~ Separate Attachment to be posted on 10/19/15



\_\_\_\_\_  
Signature of Staff Member Submitting Report



\_\_\_\_\_  
Signature of Superintendent of Schools

Southington Public Schools  
Southington, Connecticut

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

*Submit to Assistant Superintendent*

Date: September 7, 2016

Out of State: Yes  No

Overnight: Yes  No

Miles Round Trip: 664

Southington High School                      DECA                      November 17-20, 2016  
School    Class/Group    Date of Trip

Name and Address of Destination    DECA Power Trip Renaissance Downtown, 999 Ninth St NW, Washington DC

Reasons for Field Trip            Educational, Leadership, and Career Conference

Itinerary (attach if needed) \_\_\_\_\_

Departure Date/Time    Thursday November 17, 2016                      Return Date/Time    Sunday November 20, 2016

# of Students    12                      # of Teacher/Chaperones    2                      # of Buses    \_\_\_\_\_

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>
<b>TOTAL Anticipated Cost of Trip</b>	<b><u>\$9,300.00</u></b>	_____
Board of Education Contribution	<u>\$0</u>	_____
Other	<u>\$</u>	_____
Fundraising Activity	<u>(\$TBD)</u>	_____
<b>BALANCE</b>	<b><u>\$</u></b>	_____
<b>Student Contribution</b>		
Transportation	<u>\$150.00</u>	<u>12 Students @ \$1,800.00</u>
Entrance Fees, Room & Board	<u>\$500.00</u>	<u>12 Students @ \$6,000.00</u>
<b>TOTAL Cost of Trip to Each Student</b>	<b><u>\$650.00</u></b>	<u>\$7,800.00</u>

**SIGNATURES**

Teacher    Teresa Brooks                      Date    9/7/16

Dept. Head    Lillian Schena                      Date    9/8/16

Principal    Brian Stranieri                      Date    9/8/16

Comments    DECA is a co-curricular student organization: participation in DECA enhances the students' learning and develops leadership, communication, and teambuilding skills

Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_                      Approved   
Not Approved

Board of Education Approval\*\*\*    YES     NO     Date \_\_\_\_\_

**Southington Public Schools  
Southington, Connecticut**

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

*Submit to Assistant Superintendent*

Date: September 7, 2017

Out of State: Yes  No

Overnight: Yes  No

Miles Round Trip: 5,746

Southington High School                      DECA                      April 25-30, 2017  
School    Class/Group    Date of Trip

Name and Address of Destination International DECA Competition-Anaheim, CA

Reasons for Field Trip International Career Competition and Leadership Development Conference

Itinerary (attach if needed) \_\_\_\_\_

Departure Date/Time 4/25/17; 8:00am                      Return Date/Time 4/30/17; 6:00pm

# of Students 10                      # of Teacher/Chaperones Estimated 2                      # of Buses N/A

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

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\*\*\*\*\*

**COST AND FINANCING**

<b><u>Source of Funds</u></b>	<b><u>Totals</u></b>	<b><u>Additional Notes</u></b>
<b>TOTAL Anticipated Cost of Trip</b>	<b><u>\$10,000.00</u></b>	Registration, hotel, flight, ground transportation, food, activities
Board of Education Contribution	<u>\$0</u>	_____
Other	<u>\$0</u>	_____
Fundraising Activity	<u>(\$TBA)</u>	School store proceeds and fundraising activities
<b>BALANCE</b>	<b><u>\$10,000.00</u></b>	<b><u>Minus fundraising</u></b>
<b>Student Contribution</b>		
Transportation	<u>\$5,000.00</u>	<u>10 Students @ \$500.00</u>
Entrance Fees, Room & Board	<u>\$5,000.00</u>	<u>10 Students @ \$500.00</u>
<b>TOTAL Cost of Trip to Each Student</b>	<b><u>\$1,000.00</u></b>	_____

**SIGNATURES**

Teacher Teresa Brooks                      Date 9/7/16

Dept. Head Lillian Schena                      Date 9/8/16

Principal Brian Stranieri                      Date 9/8/16

Comments DECA is a co-curricular student organization: participation in DECA enhances the students' learning and develops leadership, communication, and teambuilding skills

Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_                      Approved   
Not Approved

Board of Education Approval\*\*\*    YES     NO                       Date \_\_\_\_\_