

Southington Board of Education Meeting

Thursday, May 25, 2017 6:30 PM

John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, CT 06489

200 North Main Street

Southington, CT 06489



SOUTHINGTON BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session ~ 6:30 p.m.
 - a. Student Matters
 - b. Personnel
 1. AFSCME & UPSEU Negotiations
 2. Unaffiliated Employees
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Celebration of Excellence: 2017 CT State Science & Engineer Fair Winners, 2017 eCybermission Winners, 2017 CT Invention Convention Winners
6. Approval of Minutes ~ May 11, 2017
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 and Personnel Committee Meeting ~ May 15, 2017
9. Old Business
 - a. Town Government Communications
10. New Business
 - a. Appointment of Flanders School Principal
 - b. Fingerprinting Policy ~ First Reading
 - c. Job Description Approvals ~ Director of Continuing Education, Director of Summer School, High School Band Director and High School Color Guard Advisor
 - d. Obsolete Textbooks
 - e. Student Expulsions
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. 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 11, 2017

The regular meeting of the Southington Board of Education was held on Thursday, May 11, 2017 at 7:00 p.m. in the John Weichsel 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 6:30 p.m.

Board members present: Mrs. Terri Carmody, Mr. Robert Brown, 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 and Mr. Steven Madancy, Assistant Superintendent.

2. EXECUTIVE SESSION TO DISCUSS STUDENT MATTERS, PERSONNEL, AND UNAFFILIATED EMPLOYEES ~ 6:30 p.m.

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

"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing student matters, personnel and unaffiliated employees, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

Mr. Goralski declared Executive Session ended at 6:52 p.m.

3. CELEBRATION OF EXCELLENCE FOR PROFILES IN PROFESSIONALISM

At 7:00 p.m., in Celebration of Excellence, the Board of Education recognized the 2016-2017 Profiles in Professionalism award honorees (*Attachment #1*) who were presented with a plaque by Mr. Goralski, an engraved apple from Mrs. Carmody and a box of Fascia chocolates from Mrs. Clark.

Mr. Goralski, Chairperson, called for a recess at 7:20 p.m.

4. RECONVENE MEETING ~ REGULAR SESSION

Mr. Goralski, Chairperson, reconvened the regular session at 7:40 p.m.

Board members present: Mrs. Terri Carmody, Mr. Robert Brown, 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 Special Services.

Student representatives present were Miss Samantha Steeves and Mr. Joseph Martin.

5. PLEDGE OF ALLEGIANCE

The student representatives led in reciting the Pledge of Allegiance.

6. APPROVAL OF MINUTES ~ April 27, 2017

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

“Move to approve the regular Board of Education minutes of April 27, 2017, as submitted.”

Motion carried by voice vote with Mr. Derynoski and Mrs. Lombardi abstaining.

7. COMMUNICATIONS

a. Communications from Audience

Listed below are the Eleven (11) people spoke advocating that the Board of Education not eliminate the middle school sports programs in the proposed reallocation of the budget.

Steve Leggett, 64 Rivercrest Street	Mike Taylor, 175 Maplewood Road
Matthew Lefkowitz, 40 Carrier Court	Mitchell Messina, 132 Panorama Drive
Alisa Delmonte, 115 Sheffield Place	Aidan Buck, 358 West Street
Grayson Borla, 112 Bishop Drive	Alexah Zaczynski, 60 Sunset Ridge
Meghan McNicholas-Leggett, 46 Weiss Way	T.J. Riccio, 910 Prospect Street
Matthew Morgan, 19 Canterbury Lane	

Mr. Goralski thanked the audience for their input and directing their concerns to the Board of Education and not to the other town boards.

b. Communication from Board Members

- Mrs. Lombardi reported on the information discussed at the Southington Drug Abuse Program held at Southington High School. She also highlighted some achievements and awards received at the Southington High School Business Advisory semi-annual meeting.

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

“Move to add Agenda Item 10.b ‘Student Expulsions’ to the agenda.”

Motion carried unanimously by voice vote.

- Mrs. Queen requested that a letter and petition that she received regarding middle schools sports be entered into the minutes (*Attachments #2 & #3*).

c. Communication from Administration

Administration reported on the following:

1. **Professional Development:** Mr. Madancy reported that all teachers in grades 6-12 will receive training through Youth Services in the fall and spring relative to the current trends and different ways that students may be abusing substances including some signs and symptoms. All support staff will be receiving training on an ongoing basis from Youth Services.
2. **Card Access System:** Mr. Romano reported that the maintenance and technology departments were working together to install a district-wide card access system for all staff. They are progressing ahead of schedule and will be piloting the system at one school the beginning of June. This would be an upgrade for safety and security in terms of entry into the school district buildings.
3. **Switch to Office 365 for Email:** Mr. Connellan reported that the entire school district will be switched over to Office 365 email later in May, which was piloted successfully at central office. There would be some cost savings and should be a smooth transition. The Board members will be switched in June.

d. Communications from Student Representatives:

Mr. Martin reported on the following:

- He thought that the middle school sports programs were a good feeder program to the high school sports as evidenced by the championship banners hanging in the high school gym.
- Junior Prom was held on April 29 with 100% of the students passing the breathalyzer test.
- The Southington High School Academic Awards Night was held on May 10. The Order of the Blue Knight Award is awarded to adults who give back to the community and the high school. This year, the three inductees were military Veterans.
- The Bob Beeney Memorial Car Show will be held on Saturday, May 13 at 10:00 a.m. at the Southington Drive-in and is sponsored by the Technology Education Department.
- The Southington High School Art Show opening night is Monday, May 15 at 6:00 p.m. with the artwork showcased through Thursday, May 18.

Miss Samantha Steeves reported on the following:

- Friday, May 12, was the last day for Advanced Placement (AP) testing.
- The World Language Honor Society induction will be held on May 17.
- Scholarship Night for seniors will be held on May 18.

- Senior Prom will be held on Saturday, May 20 at the Aqua Turf.
- Miss Steeves announced that via a text that she received during the meeting, Samantha Martins Rugby team had just won their match against North Haven.
- The student representatives were in the process of interviewing for two new representatives to replace Miss Steeves and Miss Martins who will be graduating.

8. SUPERINTENDENT’S REPORT

a. Personnel Report

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

“Move to approve the Personnel Report, as presented.”

Motion carried unanimously by voice vote.

9. OLD BUSINESS

a. Town Government Communications

Mr. Goralski attended the Board of Finance meeting on Wednesday, May 10 where the Board of Education requested an appropriation for \$450,000 for the 2016-2017 school year because of the current budget deficit. He wanted the public to know that the Southington Board of Education is the only elected board in the state of Connecticut, like all other Boards of Education, where the Board of Education members are personally liable for a deficit. No other elected Board has that personal responsibility. Every year the Board of Education holds back spending on supplies and materials of 25% and they still will be in a deficit because of special education cost overruns (*Attachment #4*). The Board of Finance tabled the appropriation request to their next meeting.

Mr. Goralski reported that the Town Council met on Monday, May 8 and changed the date to vote on the town budget to June 12. The Board of Finance will hold a special meeting on June 8 in which they could vacate the previous budget that they approved and make a new recommendation to the Town Council depending on what the state does. On June 14, 2017, the Board of Finance will set the mill rate.

Mr. Goralski requested that the Board members move their scheduled Board of Education meeting from June 8 to June 15, 2017. The Superintendent’s office will poll the Board members on May 16 for their availability on June 15. Mr. Goralski requested that when Board members share ideas with the administration, or ask a question, that they copy him, Mrs. Clark, Mr. Connellan, Mr. Madancy and Mrs. DiNello only because if a Board member sends an email to all Board members then it is considered a meeting. However, the administration can send their reply to the idea or question to all the Board members so everyone will be in the loop. The Board members cannot initiate dialog with the entire board

The Board of Education will reallocate their budget at their scheduled meeting on June 22, 2017. Mr. Derynoski asked if the Board of Education could reallocate the budget at the June 15, 2017 meeting. Mrs. DiNello preferred that the Board members adopt the budget on June 15 for planning purposes. Traditionally the Board adopts a budget by the second meeting in May.

Mrs. Lombardi and Mr. Connellan discussed a list recently received from CABA on state budget cuts and state revenues and the information that just came from Governor Malloy's proposal not to send to municipalities the remainder of the dollars that come from the casino revenues, which could be a problem for all municipalities.

Mr. Goralski discussed the solar panels at South End and Plantsville Schools and the electricity savings which was budgeted for. However, the school district is in a deficit in the electricity account because the middle schools and Hatton School have solar panels that are not working yet.

10. NEW BUSINESS

a. Foreign Field Trip Approval

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

“Move that the Board of Education approve the field trip request for the Southington High School students to travel to Ireland in April 2018, as presented by the administration.”

Ms. Karen Cavanaugh gave a summary of the field trip to Ireland.

Motion carried unanimously by voice vote.

b. Student Expulsions #2016-2017-21 and #2016-2017-22

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

“Move to expel students #2016-2017-21 and #2016-2017-22 as stipulated by the Superintendent of Schools.”

Motion carried unanimously by voice vote.

11. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

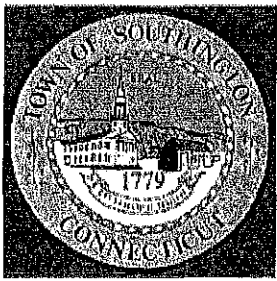
The meeting adjourned at 8:54 p.m.

Respectfully Submitted,

Linda Blanchard
Recording Secretary

SOUTHINGTON PUBLIC SCHOOLS

Press Release



For release: April 19, 2017

Contact: (860) 628-3202

Timothy F. Connellan

Superintendent of Schools

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT FOR
CURRICULUM AND INSTRUCTION

2016-2017 Profiles in Professionalism Honorees

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

The following are the honorees for the **Southington Public Schools 2016-2017 Profiles in Professionalism** who will be recognized at the Board of Education meeting to be held at 7:00 p.m. on Thursday, May 11, 2017 at the Municipal Center, Public Assembly Room, 200 North Main Street, Southington, CT.

Southington High School

Lee Ann Miller, School Counselor

ALTA

Dan Patterson, Social Studies Teacher

Joseph A. DePaolo Middle School

Marlene Carbone, School Nurse

John F. Kennedy Middle School

Amy Perry, Grade 6 Social Studies Teacher

Derynoski Elementary School

Kate Colonero, Grade 5 Teacher

Flanders Elementary School

Deborah Crean, Literacy Specialist

Hatton Elementary School

Charity Baker, Teacher Leader / Interim Principal

Kelley Elementary School

Denise Sadowski, Grade 4 Teacher

Plantville Elementary School

Susan Smith, School Nurse

South End Elementary School

Jill Brilla, Grade 3 Teacher

Strong Elementary School

Erika Mihok, Special Education Teacher

Thalberg Elementary School

Dawn Brown, Paraprofessional

Central Office

Noreen Whyte, Secretary to Accounting Manager

Maintenance

Christopher Bruton, HVAC Tech 1

200 NORTH MAIN ST.
SOUTHINGTON, CT
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205

Dear Mr. Goralski, Members of the Board of Education and Mr. Connellan,

I both attended and spoke at Monday night's Town Council public forum about my strong objection to the proposal to cut the middle school sports program except for Cross Country. I felt and heard an overwhelming sense of passionate support for this important program. I am aware of Gov. Molloy's proposed cuts to education funding. I have written to Southington's representatives to the State Legislation outlining my objection to his cuts.

I am following the recommendation of the Town Council to implore you, our educational leaders of Southington to find a better way to balance the budget. I will also pledge to you to continue to keep pressure on the Town Council to restore the Board of Education's budget request IN FULL and find other line items from the Town of Southington's Board of Finance to eliminate/ reduce.

I would like to share with you portions my speech from Monday's meeting since I am aware not all of you were able to attend:

"I am the mother of 3 Southington public school students, one at each level- a sophomore, a 7th grader and a 4th grader. All my children are active within the school and Southington communities. My two older children have participated in Middle School sports programs at JFK. They have both had very positive experiences and are devastated at the potential cuts to this program. I am saddened at the prospect of my youngest not being able to experience Middle School sports as her brothers' have.

I have watched the BOE meeting from last week in its entirety. I have to say that I am disappointed in the BOE's perspective that Middle School sports should be the low hanging fruit to cut. Your rationale that because most of the sports are easily replaced at the recreational and travel levels is a bad justification to cut. I see several problems with this rationale which I would like to outline.

The Middle School sports programs provide athletic opportunity to students who might not otherwise be able to afford a rec or travel sport fee. Yes, some people involved do play across other levels, but not all. Middle school sports also give kids to try a new sport.

I heard it said that Middle School sports were about "school spirit" by a BOE member at last week's meeting. Yes this is true, but there is so much more that comes specifically from these teams. For many, this is a safe haven for 11 to 14 year old kids after school when parents are still at work. It gives students a constructive, safe, supervised activity for several hours 4-5 days a week after school. Many of these kids would be home, unsupervised, left to occupy themselves until parents and guardians get home. We all know that these kids, while starting to mature at this age, do not use time wisely. Middle school sports give them structure which this age group desperately needs. Yes, there are other club offerings at the middle school level, but it is usually 1 day a week or month for 30-45 minutes per meeting. Parents must be available to pick up children at 3:15 or 3:30 for kids to participate in these clubs. This is just not possible for many.

In a time where Southington School System has armed it's nurses with Narcan to combat opioid overdose I think it is critical to provide more, not less, positive outlets for our children.

Middle school sports provide these young students with a reason to come to school, do their homework, and excel academically so that they can stay on a team. For some this is a critical motivator in their academic success. Faculty coaches build relationships with these students which only foster the positive development of these student athletes which will be lost if the sports program is eliminated.

Middle school sports provide a different type of athletic experience for the student athlete - they foster leadership skills for the older students. They help develop new relationships with kids across the grade levels and it teaches time management skills for all. These are positive life skills all children need for success.

I was disappointed to hear in the BOE meeting last week several Board members recall the last time Middle School sports were in danger to be cut. These Board members remember being in a meeting much like this. Where parents and children showed up at a meeting dressed in their middle school uniforms. The BOE members sat in the seats that we parents sit in now; saddened for their kids, impassioned to do something to save a program that meant so much in their children's lives. Your comments last week were that it was important enough at that time for you to show up and fight to save middle school sports, but that now that their children are past middle school you do not see it as a necessary program - that the current parents of middle school and elementary school children will realize, in hindsight, that we are over scheduled and breathe a sigh of relief that we do not have to be taxi drivers for yet one more thing.

It was important for your kids when they were in middle school. You saw value in the programs at that time. It was what YOUR kid NEEDED as a Middle Schooler. It is still what OUR kids NEED as Middle Schoolers NOW! When they move to high school and beyond their needs will change, but for now Middle Schoolers need middle school sports.

I was thankful that after the meeting several persons spoke to me about how the public comments might have brought new ideas to the table. I was saddened to hear that most of the BOE members knew nothing of this proposal before last Wednesday's meeting. I am disappointed that the BOE chose to propose to cut this program without working through creative ways to reduce some of the costs associated with this program and make it feasible to save Middle School sports. Here are my ideas: Do we really need 2 Athletic Managers (not sure this is the official job title) – one at each school to coordinate schedules and buses? Cannot this all be done from Mr. Ferry's office? Can we get creative on the buses to away games or schedule games in a different way? Some towns play boys and girls games at the same venue back to back. They alternate who goes first, they support each other and the share one bus. This cuts your bussing expenses tremendously. Do we need to even pay for return buses from away games or would it be OK to ask parents to carpool the kids back to town? There are plenty of parents at the games to easily fit everyone. Can we not hold the Kennedy-DePaolo games at SHS – Charge admission and make it a town wide event! I am sure many of you have tried to squeeze yourself into a Volleyball or Basketball game and know people are overflowing into the hallways EVERY SINGLE YEAR. Back to back soccer games on the turf at the end of the season would yield a similar turnout - maybe even better attended than some of the Varsity SHS soccer games. I will even bring up "pay to play" – several neighboring towns do this. There is a family cap and if a family receives free or reduced lunches, their kids play free. Can the teams be charged with fundraising a portion of the expenses for their season? It might be a token amount, say \$1000 for each team, but every bit helps. 10 teams at each school (including Cross Country) is \$20,000. It gives the student athlete more ownership of the team they play for.

Have you even thought of the fact that if you eliminate all but Cross Country that this team will become inundated with kids? The parents have! These kids want to participate in something at their school. You will need more staff and more buses to keep these kids supervised/ transported? That is an increase in your budget!

Please involve the parents and kids in this process. We have great ideas and might see another perspective than you do. As many of you heard and saw at Monday's meeting, we are willing to be part of the solution and work with you. We are not willing to see this program cut!

Thank you in advance for your hard work on this issue,

Ann Morgan

19 Canterbury Lane

We, the residents of the town of Southington, CT support the sports programs in the town's middle schools and demand funding for these existing programs be kept in the Board of Education budget. As taxpayers of this town, we recognize the importance of such programs in developing healthy, successful children. Studies have proven that children involved in athletics are less likely to get involved with drugs and negative activities. Further, most student-athletes tend to perform well in the classroom. Eliminating these programs will be a detriment to the families in town.

KEEP THE FUNDING IN THE BUDGET FOR EXISTING MIDDLE SCHOOL SPORTS PROGRAMS.

	<u>Name</u>	<u>Address</u>
1.	Suzanne Whitehead	346 Crest Rd, Southington
2.	Ryan DelMonte	115 Sheffield Place, southington
3.	Garrison Goldstein	186 Annelise Ave.
4.	Dylan Rogala	210 East Mt. Drive
5.	Cathy Whitehead	346 Crest Rd, southington
6.	Manny Izzo	920 Pleasant Street
7.	LLOYD GOLDSTEIN	186 ANNELISE AVE.
8.	Damon DelMonte	115 Sheffield Place, Southington
9.	Manny Izzo	920 Pleasant St. Southington
10.	Doug Rogala	210 E. Mountain DR
11.	Jose Dequila	42 MacIntosh Way
12.	Norma Pierce	874 Pleasant Street
13.	Melissa Pagano	500 Darling St ¹⁹⁰ Southington
14.	Jocelyn Pelletier	218 Pilgrim Ln. 06489
15.	Brenda Malachowski	7 Upson Dr. 06489
16.	Jose Malachowski	7 Upson DR 06489
17.	Lisa Pelletier	1131 Flanders Rd Southington
18.	James Pelletier	1131 Flanders Rd Southington
19.	Alicia Mucha	350 C Darling Street Southington

	<u>Name</u>	<u>Address</u>
20.	Tanya Bioso	1507 East Street Southington
21.	Jillian Kozp	37 Merrell stre Southington
22.	Michelle Santiago	74 Academy st
23.	DAN Santiago	74 Academy st
24.	Faith Gradante	15 Yorktown Rd
25.	John Gradante	15 Yorktown Rd
26.	Jessica Basina	68 Middle Ave.
27.	Rose Provencher	271 Carter Ln
28.	Adriam Ortiz	
29.	NATHAN HALL	242 DIANA RD
30.	Sage Hall	242 Diana Rd.
31.	Sofia Possidente	25 Vermont terrace
32.	Jennifer Mulker	504 Burrill St.
33.	KAREN ULIASZ	504 Burrill St.
34.	Dylan McVecker	504 Burrill St.
35.	GARY ULIASZ	504 Burrill St
36.	Tyler Mavicher	504 Burrill St.
37.	Elizabeth Johnson	103 Orchard Hill Rd
38.	Gary W Johnston	103 Orchard Hill Rd
39.	John Bertolo	125 Helness Dr
40.	Matthew Mikasz	86 Lady Slipper Lane
41.	Jim LaRose	90 BALDWIN CIR
42.	Jeff Barkner	16 Squire dr
43.	Charles Croie	861 So Main
44.	OMMA	701 Flanders St
45.	Ken Kirk	19 Crest Rd
46.	Sarah Dwell	253 Moore Hill Dr.

	Name	Address
47.	Bob Carrolino	30 Hemlock Dr
48.	Ashley Newton	29 Darling Street
49.	SARAH SCHMIDT	227 Sun Valley Dr.
50.	BRIET CARROLL	173 Fox Run Dr
51.	Heather Thomas	836 Marion Ave
52.	MARK WOLVEN	125 CREST RD
53.	David Nafis	143 Pepperidge Dr.
54.	NATALIE FOLIGNO	26 KATHRYN LN
55.	GARY FOLIGNO	26 KATHRYN LN
56.	Carrie Foligno	26 Kathryn Lane
57.	JEFF BELL	114 WOODFIELD RD
58.	Suzanne Soda	115 Partridge Drive
59.	RALPH SODA	115 PARTRIDGE DR.
60.	Melanie Morelli	91 Lee Drive
61.	Marie Wolven	125 Crest Rd.
62.	Carla Texeira	52 Hawks Nest Dr.
63.	JOE KAZIEL	75 SUN CREST MILL RD
64.	Lenore Sandstrom	115 Crest Rd.
65.	Shelly Owen	105 Bruce Ave.
66.	Peter Owen	105 Bruce Ave
67.	Kurt Schmidt	115 Crest Road
68.	Lucia Chubet	340 Annelise Ave
69.	Pamela Guida	214 Crest Rd.
70.	Nebarah Brooks	175 Berlin Ave U. P.
71.	Kelly Miller	128 Oak St
72.	Khardis MIR	492 East St.
73.	Alisha DeBuono	500 Darling #18C

	Name	Address
74.	Nick Florican	500 Darling St
75.	Bob Florin	186 Rex Ave RD Absecon NJ
76.	Annette Gorneault	131 Woodberry Hill Dr
77.	Kimberly Beauchamp	307 Stonegate Rd
78.	Charles E Johnson	88 Dawn Lane
79.	MARK VOGT	104 N. STAR DR
80.	Kari Vogt	104 N. Star Dr.
81.	Jim Shelton	7 Dunham St.
82.	Janet Smith	1341 East Street
83.	Kim W	8 Ice Drive
84.	Michael Billingsley	254 Berlin Ave
85.	Jennifer Ellis	10 Taunton St
86.	Stacy Taber	95 White Oak Drive
87.	Jim Lord	East St
88.	James Lord	84 Wilbur St. Plantville
89.	Devin Lord	East St
90.	Ryan Dostaler	25 Whitney Ave.
91.	David Camillo	58 Homestead Avenue
92.	Marty Senich	352 Stonegate Rd.
93.	Margaret Caspers	77 White Oak Dr.
94.	June Senich	352 Stonegate Rd.
95.	Paola Tinder	38 Patula Court
96.	Isiah Jordan	32 Darling Street
97.	Tyler Hjrek	1291 Woodruff St
98.	Lori Groth	28 Sheffield Place
99.	Jenn Humphrey	40 Blueberry Lane
100.	Julie Karosa	90 Baldwin Circle

	Name	Address
101.	Eric Martin	36 Alyssa Court
102.	Alien Mesonek	89 Sunnyslope Dr.
103.	Tom Mesonek	" " "
104.	Trish Laframbose	260 Pin Oak Dr Southington, CT
105.	Leif Laframbose	" " " "
106.	Karen Fabano	51 Poppendge Dr.
107.	Alan Weiner	217 Chesterwood Terr
108.	Haley Weiner	217 Chesterwood Terrace
109.	DAN PIERCE	128 CREST RD. SOUTHINGTON CT
110.	Shannon Zielinski	191 Chesterwood Terrace
111.	James Martin	214 Mandel Dr. Southington CT
112.	T. Mart	214 Mandel Dr. Southington, CT
113.	LUKE KARAWOSKI	17 RYE HILL DRIVE
114.	Adam LeCompte	69 Glen Eagles Dr
115.	Joslyn LeCompte	69 Glen Eagles Dr
116.	Jill Battaglia	88 Partridge Dr
117.	Stacey Grant	49 Hazelwood Dr.
118.	Don Paradis	200 Wild Oak Dr.
119.	Nick S. Hagen	56 Partridge Dr.
120.	Jon Lopez	49 Glen Eagles Dr.
121.	Kristin Lopez	"
122.	Ramona Tardiff	621 Pleasant
123.	Donald Tardiff	621 Pleasant.
124.	John	80 Dogwood Dr
125.	Dorothy Mark	9 Holly Dr.
126.	Don Mark	371 N MAIN ST
127.	Deane Jarlavi	107 Woodberry Hill DR

	<u>Name</u>	<u>Address</u>
128.	Steven Vashanz	107 Woodhemp Hill Dr
129.	Michael Verbeek	28 Reussner Rd
130.	Karen Saccadato	19 Lundy Dr.
131.	Adrian Androffa	49 Knights Ct.
132.	Cheryl Androffa	49 Knights Court
133.	Collette	15 Woodhuff St.
134.	Rose Ratten	15 Woodhuff St.
135.	Ashley Carpenter	85 College Ave.
136.	Derek Bird	10 Rejean Rd
137.	Dan Bird	10 Rejean Rd
138.	Diane Bird	122 Walkley Drive
139.	Dan Bird	122 Walkley Drive
140.	Kathryn Bird	10 Rejean Rd
141.	Wes Dutton	820 Pleasant Street
142.	Ashley Dutton	820 Pleasant Street
143.	Donald Conigan	135 Dayton Drive
144.	Vincent DiDomenico	46 Pottenwood Dr.
145.	Vincent DiDomenico	46 Pottenwood Dr.
146.	Dana Teslik	45 High Ridge Rd
147.	Jamie Hayward	32 B Darling St.
148.	Alisa DelMonte	115 Sheffield Place
149.	JERRY ROMEO	37 ARROWHEAD LN
150.	ELANE ROMEO	37 ARROWHEAD LN
151.	Chris DiMorchio	235 Crest Rd
152.	Kemp Antonin	215 Heenedel Dr.
153.	Maryanne Campanella	158 Cedarhuff Woodhuff Ct
154.	Natie Fida	111 Butler Ave

	Name	Address
155.	LEN ZAVIN	107 Rethel St Southington
156.	Courtney Mathews	24 Baldwin Circle Southington
157.	Laura Martella	923 Pleasant St, Southington
158.	Claudia Gallette	82 Horry Drive Southington
159.	Oliver Roguin	484 Andrew St.
160.	Ashley Martella	923 Pleasant St.
161.	[unclear]	66 Wedge Wood Rd
162.	Heather Zelvis	107 Rethel St Southington
163.	Tracy Hall	517 W Center St Southington
164.	David L. Hall	3510 A Bristol St.
165.	David L. Hall	90 Roscanna Rd, Plantsville
166.	[unclear]	90 Roscanna Rd Plantsville
167.	[unclear]	115 Sheffield Pl Southington
168.	John Costa	175 E Mountaineer Dr. 06488
169.	[unclear]	160 Old Farm Rd.
170.	Min Poir	170 Peppercidge Dr.
171.	DAVID LADDING	32 HEATHER LA.
172.	Erik Barnes	294 Hobart
173.	Mike DeLoyd	899 Hobart St
174.	ADAM TALKANO	155 HOBART ST.
175.	[unclear]	67 Peppercidge
176.	[unclear]	128 Crest Road Southington
177.	[unclear]	70 Olson Drive Southington, Ct
178.	Marcus Taffaro	155 Hobart St.
179.	Max Frechette	67 Peppercidge
180.	Tonikandria	250 Burrill St Southington

181.	Robert D. Cota	175 E. Mountain Drive
182.	Melissa Pasquelli	70 Olson Drive
183.	Michael Oliphant	42 Macintosh Way
184.	Nancy Bertola	125 Harness Dr
185.	Caroline J. J. J.	920 Pleasant Street
186.	Jeanne Ortiz	103 River Street
187.	Ale Ortiz	103 River Street
188.	Nick Rubino	72 Tangle Wood Drive
189.	Man A	8 HIGH RIDER RD
190.	Leeana Ortiz	103 River Street
191.	Erica Martin	36e Alyssa Ct.
192.	Supriya Caceras	32 Darling St Apt D.
193.	Amy Billingsley	954 Berlin Ave.
194.	Aidan Buck	758 WALK STREET
195.	CHRISTIAN WATSON	118 HAMILTON AVE
196.	Edmund Rodenick	160 Old Farms Rd
197.	Joe Pagnino	190 Darling St
198.	Javor Thomas	32 B Darling St
199.	Jack Degumbia	275 Spring Lake Rd
200.	SEA N SENIC	352 Stone Gate Road
201.	Scott Barkson	16 Darling St #4
202.	Theresa Granger	37 Olson Dr
203.	Pamela DiMartino	235 Crest Rd, Southington
204.	Teresa Izzo	46 Pebble Dr.
205.	MAN T O J E D	466 Pebble Dr
206.	Shawn Bade	55 Princess Pine Path
207.	Kathy Pignat	72 Summit Farms Rd
208.	Raffaele Ambrose	260 PIN OAK DR.

	<u>Name</u>	<u>Address</u>
209.	Faith Tomoff	269 WEST Pines Dr. Southington
210.	Chip Khongaly	75 Panthera Trail Southington
211.	Rachel Snow	84 Hightower Rd
212.	Mary Ann Zillion	275 Carriage Dr. Southington
213.	Steph McKee Gorske	214 Farmstead Rd.
214.	Heather King	24 Carrier Court
215.	Margie Saraceno	10 Amber Ln
216.	Johanne Tokaleswski	92 Knollwood Rd. Southington
217.	Gietano + Andrea Sabino	312 Townline Rd Southington
218.	Chris Snow	64 Hightower Rd
219.	Rex Stephens	171 Village St, Bristol
220.	Karen Mancuso-Cernola	677 Flanders St. Stgo.
221.	Kathy Mancuso-Cernola	677 Flanders St.
222.	Jacqui Pugliese	213 Berlin St.
223.	Chris Hammond	50 Matthews St.
224.	Judy Pyszczka	40 Deag. Spring Ct.
225.	Beth ROSE	109 Peters Circle
226.	Lisa Dunphy	51 Little Fern Rd
227.	Alb Bannet	206 Farmstead Rd
228.	Kristen Bernier	743 PLEASANT ST
229.	Milly	743 PLEASANT ST
230.	Carl	56 Sun Valley Dr.
231.	Bob McKee	28 Highridge Rd

	<u>Name</u>	<u>Address</u>
232.	Dave Hosen	358 Crest Road
233.	Elizabeth Hoga	358 Crest Rd
234.	Emily Jago	36 Windham Dr.
235.	Jim DeAngelis	46 Brookwood Dr.
236.	Jacob Haman	187 Gannet Dr.
237.	James Meany	210 Andrews St.
238.	Red Trzinski	397 Lark Lane
239.	Kelly Trzinski	397 Lark Lane
240.	Jamie Haddad	185 Berlin Avenue
241.	Jim Zielinski	191 Chestnut Terrace
242.	Ross	78 Loring St
243.	[Signature]	28 Sheffield Pl.
244.	Brian Borowski	16 Squares Dr.
245.	[Signature]	290 Pin oak dr.
246.	Allie Pechillo	8 Surrey Circle
247.	Jill + Bill Volmar	21 Staky Farm Rd.
248.	Clarissa + Neftaly Lobato	273 Queen St. 11A
249.	Jess Larson	42 Rustic Oak
250.	Ca + Reb Groth	28 Sheffield place CT
251.	Amber Hammond	50 Matthews St Southington
252.	Alike O'Mahy	35 Oakley St Southington
253.		
254.		



SOUTHINGTON PUBLIC SCHOOLS

Mr. Timothy F. Connellan
Superintendent of Schools

770

MEMO

To: Board of Education Members
Date: May 9, 2017
Re: Special Education Costs Overruns

As you know, in the current fiscal year the projection for the end of year balance is in deficit. Although there are a number of accounts with a negative variance at this time, the primary drivers of the deficit are the Special Education Out-of-District Tuition Accounts. There are two other Special Education related accounts, Legal Services and Audiological Services that contribute to this problem albeit to a lesser degree. Listed below are the principal factors contributing to the cost overruns in the Special Education Tuition accounts.

Outplaced students projected for FY17	48
Current count of outplaced students	66
Difference	18

Source of additional placements:

New to the District (already in placement)	2
DCF Placements	4
Settlement Agreements (Due process)	4
Local PPT decision	<u>8</u>
Total	18

As you can see from the information noted above, two students moved into the district who were already in out of district placements. The Department of Children and Families placed an additional four children for whom the district has the educational responsibility. An additional four students were outplaced as a result of legal actions. Settlement agreements are reached in order to avoid more costly due process proceedings, which can place the district at risk for even greater expenditures. Finally, there were eight students for whom the local Planning and Placement Teams in the schools determined that an out of district placement was the most appropriate program. Those decisions were not anticipated when constructing the current fiscal year budget.

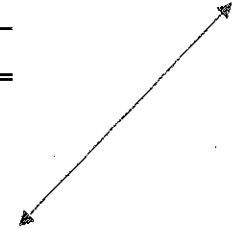
The matter is compounded by the fact that the State does not fully fund the Excess Cost Reimbursement Grant. Southington is eligible to receive approximately \$2.55 million dollars in grant reimbursement. Instead the district will be receiving just over \$1.9 million dollars, a funding gap of over \$600,000.

These are the primary factors affecting the current cost overruns in the Special Education Tuition Accounts. As always, please call with any questions.

Special Education Outplaced Tuitions

2016-17

	BOE Budget January 2016	Adopted BOE Budget May 2016	Budget Projection March 2017	May 2017
Anticipated Outplaced tuitions	\$ 3,896,975	\$ 3,749,775	\$ 4,778,989	
Less: Excess Cost Reimbursement-tuitions	\$ 1,728,230	\$ 1,647,530	\$ 2,002,175	\$ 1,923,656
Net Outplaced tuitions (acct 83370 & 83371)	<u>\$ 2,168,745</u>	<u>\$ 2,102,245</u>	<u>\$ 2,776,814</u>	
Change from previous projection		\$ (66,500)	\$ 674,569	
SDE update in May reduction of grant amount			\$ 78,519	
Shortfall in Outplaced Tuitions			<u>\$ 753,088</u>	
Fully funded Excess Cost grant would be				<u>2,550,385</u>
Underfunded grant				<u>626,729</u>
Number of students outplaced	48	48	66	
Magnet school students identified with services	14	16	16	
Excess cost grant cap	75%	75%	75%	75.43%



Board of Education

Administrative Report

May 25, 2017



1. Instructional Technology Report

Instructional Technology @ SPS

Update May 2017

Rebecca Savelkoul, Instructional Technology
Coordinator



Instructional Technology Goals

1. Establish Regular Instructional Technology Committee Meeting Schedule and Membership
2. Develop Vision for Technology Integration
3. Current Projects and Future Planning

1.

Instructional Technology Committee Meetings and Membership



ITC Meeting Times

Bringing together a diverse group of teachers, support staff, library media representatives, and administrators to plan and leverage technology is the focus of the Instructional Technology Committee.

2016-2017

- Meeting dates for the full committee were scheduled for the first Monday, every other month.
- Additional level-specific meetings could be scheduled in the off months.

2017-2018

- Meetings times and dates will need to be reviewed, as conflicts arose with administrative meeting times.



ITC Meeting Membership

Bringing together a diverse group of teachers, support staff, library media representatives, and administrators to plan and leverage technology is the focus of the Instructional Technology Committee.

2016-2017 Membership consists of the following groups:

- High school library media (2)
- High school teachers (3)
- Middle school library media/tech integration (1)
- Middle school teachers (4)
- Elementary library media (3)
- Elementary teacher (1)
- School board (1)
- Administration (1)

2017-2018

- Additional representatives will be added from the elementary teacher group, support staff, and special education.



2.

Vision



Vision Planning

The vision work was started in the 2015-2016 school year. The beginning of this year expanded on that work and brought about this vision statement.

- October, 2016 - Review of previous vision work
- December, 2016 - Group work around 21st Century Learning environments, innovative teaching strategies, the 4C's in practice
- February, 2016 - Review of vision statement

Guiding Principle:

- ❖ Technology in the curriculum should focus on how technology is a medium for learning rather than an end in itself.



Vision Statement



At Southington Public Schools, we are dedicated to providing grade appropriate and seamless technology integration in every classroom, which will support innovative teaching practices and enhanced learning environments, and will prepare our students to be contributing members of a digital society.

3.

Projects



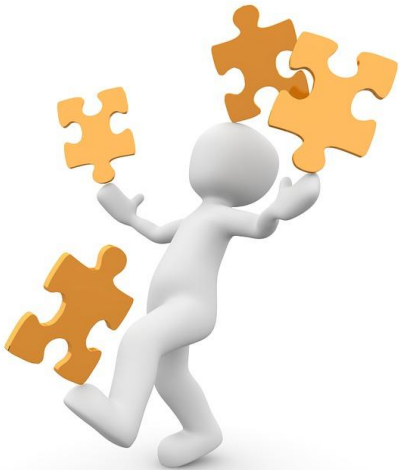
Priorities

Technology integration priorities for the 2016-2017 school year:

- Needs Assessment for Current Technology Integration
- Data Privacy and Security - Law and Practice
- Personalized Professional Development
- Learning Management Systems
- Student Device Ratios
- Technology Department Partnership
- Mastery Based Learning
- Assistive Technology Committee
- Instructional Technology Web Resources
- 4C's and the 21st Century Graduate



Needs Assessment & Strategy



2016-2017 - I began my work to develop an overview of technology skills and professional development needs

- Survey questions around preferred topics for technology integration
- Staff training request form for informal and personalized sessions
- Informal “Office Hours” in every building
- Professional Development on November 8th and in the Spring

2017-2018 - Going forward

- Work with the Collaborative Learning Teams to embed technology as needed to achieve learning goals
- Work with administrators to address building-specific, grade-specific, and/or subject-specific curricular needs

Data Privacy and Security



2016-2017 - In part to respond to Connecticut's new Student Data Privacy Law, a training via a video and a discussion around student data privacy was conducted. This included:

- A Comprehensive Video Guide
- Facilitating Discussions with grade-level/department groups
- Guiding Questions around Technology Integration

2017-2018 - Going forward

- Tracking the Connecticut Law
- Continued work on Professional Best Practices
- Implement/Refine approval process for new online resources and accounts

Personalized Professional Development



2016-2017 - The focus was on a more personalized approach to PD around technology through a new online delivery and menu options

- Lynda.com
 - Offers training videos on 1000s of educational and technological topics to provide just-in-time access to support
 - 1,738 videos viewed since November, 2016; 368 total unique users
- Menu-style PD offerings
 - Based on a needs assessment, we leveraged in-house expertise to deliver more relevant trainings

2017-2018 - Going forward

- Continue to target and personalize for Instructional Technology integration based on staff need
- Possible cross-walk with the Collaborative Learning Teams
- Looking to leverage Lynda.com for these trainings, rather than stand-alone sessions

Learning Management Systems



2016-2017 - The ITC brought forward both interest and need for an enterprise level Learning Management Systems (LMS)

- Consistency for student learning
- 24/7 student access to curricular resources
- Flipped and blended learning environments
- Classroom based assessments
- District-managed resource reduces risk of data breaches

2017-2018 - Going forward

- Full group vetting of industry-leading LMS programs
- Recommendation for review by November, 2017

Student Device Ratios



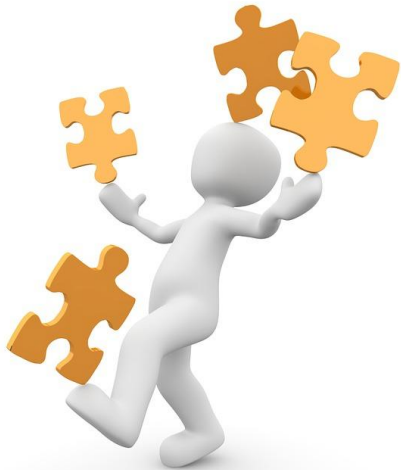
2016-2017 - The access to student devices impacts the capacity and interest in integrating technology in the classroom. The concerns/questions are as follows:

- How does access impact the types of PD offered to teachers?
- How does access to devices and quality of wireless signal impact the curriculum and/or lesson planning?
- What is the plan going forward for equity at the elementary schools regarding equity?

2017-2018 - Going forward

- Access to devices at the three levels should be addressed.
- PD around lesson planning, device sharing, and creative integration will be topics for future sessions.
- Collaboration with the Technology Department to determine actual ratios and creative distribution should be considered.

Technology Department Partnership



2016-2017 - A partnership with the Technology Department.

- Standards upload for scoring and tracking student progress
- New website design that will enhance teacher/student/parent communication
- New gradebook that integrates standards scoring and adds flexibility for teachers

2017-2018 - Going forward

- Members of the ITC will serve as “go-to” resources for Finalsite and Gradebook
- The new gradebook will offer features for tracking student achievement and growth relative to curricular goals through:
 - Enhanced reporting around standards
 - Flexibility in student grouping and needs-based assignments
 - Web-based interface (rather than an installed program)
 - This will also be beneficial to the Mastery Based Learning group in tracking and reporting on standards.

Instructional Technology Web Resources



2016-2017 - I am currently the district lead for the following digital resources:

- Unit Planner
 - Curriculum planning, mapping, and integration
- College Board
 - SAT reporting and instructional planning
- STAR
 - Benchmarking for math and ELA
- Lynda.com
 - Just-in-time PD for teachers and staff
- Google Chrome Extensions/Add-Ons
 - Research and recommend for targeted instruction
- SchoolNet
 - Designing and distributing district benchmark assessments

2017-2018 - Going forward

- Continue building capacity with the teachers and staff to fully leverage these resources in instructional design.

Mastery Based Learning



2016-2017 - I had experience in a mastery-based learning environment in my previous district, working with both the technical and the philosophical components. I was excited to work with the MBL group at the high school this year.

- Using PowerSchool to report on student proficiency
- How “grades” are used to track progress

2017-2018 - Going forward

- More subject areas have expressed an interest in tracking student progress in this way. I look forward to working with the administration and the department chairs on this.

4C's and the 21st Century Graduate



2016-2017 - I also had experience with implementing a strategy to integrate the 4Cs (Critical Thinking, Creativity, Communication, and Collaboration) at the district level. This year has laid the groundwork for launching this in Southington.

- Established a core group for implementation
- Organizing theme around “why” and generating buy-in
- Worked with individual teacher groups

2017-2018 - Going forward

- Community Engagement Events
- Teacher work groups
- Implementation Rubrics
- Continued conversations about what this looks like in Southington



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut
Policy and Personnel Committee Meeting
May 15, 2017

Committee chairperson, Mrs. Patricia Queen, called the Policy and Personnel Committee meeting to order at 5:40 p.m.

Committee Members Present: Mrs. Juanita Champagne, Mrs. Colleen Clark, and Mrs. Patricia Queen. Absent: Mrs. Colleen Clark. Other Board Members Present: Mr. Robert Brown.

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

Review of Job Descriptions

- Director of Summer School
- Director of Continuing Education
- High School Color Guard Advisor
- High School Band Director

The committee reviewed and discussed the above job descriptions. There were minor edits recommended by the committee. The four job descriptions will be brought to the full Board at its next regularly scheduled meeting for approval.

Policy Review- Fingerprinting (4112.5)

The committee reviewed policy 4112.5. This is a new policy that was recommended as a result of the CAFE policy audit conducted last year. Additionally, the corresponding regulations included with this policy ensure district adherence to recent legislative mandates relative to background checks and work history of all employees and contractors employed by the Southington Public Schools who could have direct student contact. The proposed policy does align with existing district practice relative to fingerprinting and background checks.

Regulation Review, Suspension, Expulsion, and Removal from Class (R-5114)

The administration shared a minor edit that was made to regulation 5114 (attached). The committee reviewed the revision. As regulations are the purview of the administration there is no formal Board action required of this item.

MOTION: By Mrs. Champagne, seconded by Mr. Oshana
“Move that the Policy and Personnel Committee meeting be adjourned.”

Motion carried unanimously by voice vote.

The meeting adjourned at 6:45 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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DAVID J. DERYNOSKI

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ZAYA G. OSHANA

PATRICIA A. QUEEN

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SOUTHINGTON, CT
06489

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(860) 628-3202

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(860) 628-3205

ATTACHMENT

DRAFT

R-5114

Series 5000:Students

Suspension, Expulsion, and Removal from Class

II. Removal From Class (continued)

- A. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee. The student shall be granted an informal hearing as set forth in *section IV C* of this policy.

III. Standards Governing Suspension and Expulsion

- A. Conduct of the following nature on school grounds or at a school sponsored activity as set forth in Section C, herein, or that is otherwise prohibited by Board policy or by any code of student conduct in effect in the schools, may be subject to suspension and/or expulsion:
 1. Violative of a publicized policy of the Board
 2. Is seriously disruptive of the educational process or
 3. Endangers persons or property
- B. Conduct off school grounds as set forth in Section C, herein, or that is otherwise prohibited by Board policy or by any code of student conduct in effect in the schools shall be considered cause for suspension and/or expulsion if it is:
 1. Violative of a publicized policy of the Board
 2. Seriously disruptive of the educational process.
- C. The following exemplifies student conduct that is prohibited and that may be considered cause for suspension and/or expulsion:
 1. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school community, including any teacher, member of the school administration, any other employee, or a fellow student;
 2. Use of physical force against another person which is not reasonably necessary for self-defense;
 3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence **that does not belong to them;** ~~by means of force or fear;~~
 4. Willfully causing, or attempting to cause, damage to school property;

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date May 25, 2017

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 _____ Board Meeting Date May 25, 2017

Decision Requested x Agenda Code 10 a.

AGENDA REPORTING FORM

Agenda Topic: Appointment of Principal Flanders Elementary School

Summary of Issue: The Principal position at Flanders Elementary School became vacant due to Patricia Mazzearella's retirement.

Background: The Board of Education interviewed candidates for the Principal of Flanders Elementary School on Tuesday, May 23, 2017.

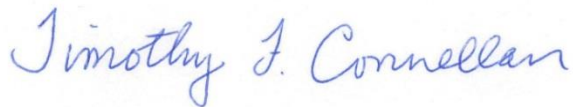
Alternative Strategies: N/A

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: To appoint the Principal of Flanders Elementary School with a start date and salary to be determined.



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ **X** _____

Board Meeting Date May 25, 2017

Decision Requested _____

Agenda Code 10 b

AGENDA REPORTING FORM

Agenda Topic: Fingerprinting Policy ~ First Reading

**Note: Also included is the regulation that was shared with the Policy and Personnel Committee at their May 15, 2017 meeting.*

Summary of Issue: After a review of current policies, it was recommended by CABE that Southington adopt a policy pertaining to Security Checks and Fingerprinting. The Policy and Personnel Committee reviewed the recommended policy and agreed that this will ensure that the district complies with state statutes.

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

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

Cost (if applicable): N/A

Funding Source: N/A

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: _____

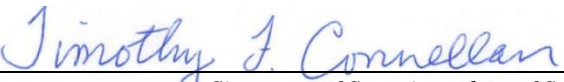
Titles of Attachments:

- Draft Policy

mp\Board\5.25.17, DraftPolicies.doc



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policy

4112.5, Security Check/Fingerprinting

Policy

The included policy is recommended by CAFE to be included with the 4000 series.

Regulations ~ Informational

Included are regulations that were reviewed by the administration and shared with the Policy and Personnel Committee at their May 15, 2017 meeting.

Series: 4000

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.

Note: *Applicants for positions requiring a state certificate, authorization, or permit must submit to a check of DCFs abuse and neglect registry.*

Prior to start date, district employees and interns shall 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.

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. This process is the responsibility of the University.

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

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, PA 09-1, PA 11-93 and PA 16-67)
- 29-17a Criminal history checks. Procedure. Fees.
- PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records
- Criminal Justice Information Services (CJIS) Security Policy, Version 5.4,
- U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

Policy adopted:

REGULATION

****The regulation is informational for the BOE.***

R-4112.5, Security Check/Fingerprinting

Series: 4000

Personnel – Certified/Non-Certified

Security Check/Fingerprinting

Each person newly hired by the school system shall be required to submit to state and national criminal record checks. In order to process such record checks, the following procedure will be followed:

1. No later than ten calendar days after the Superintendent or his/her designee has notified job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Regional Service Center. This packet shall also contain all documents and materials necessary for the Regional Service Center to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.
2. No later than ten calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/ employee to respond to the results of the criminal record check.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

6. Each applicant for a position involving direct student contact is required to make three disclosures to the Board for a position involving direct student contact criteria is regular, predictable, and unsupervised. The applicant must:
 - a. Provide the District with contact information for current and former employers if they were education employers or the employment otherwise involved contact with children. The contact information must include each employer's name, address, and telephone number.
 - b. Provide a written authorization that consents to and authorizes such former employers to disclose information and related records about him or her that is requested on the SDE-designed standardized form that interviewing education employers send. The authorization also must consent to and authorize SDE to disclose information and related records to requesting education employers and release such former employers and SDE from any liability that may arise from such disclosure or release.
 - c. Give a written statement about whether he or she:
 - i. was the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency, or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;
 - ii. was disciplined or asked to resign from a job or resigned from or otherwise separated from any job while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (DCF), or an allegation of sexual misconduct was pending or under investigation or because of an allegation substantiated by DCF of abuse or neglect or sexual misconduct or a conviction for abuse or neglect or sexual misconduct; or
 - iii. had a professional or occupational license or certificate suspended or revoked or ever surrendered one while an allegation of abuse or neglect was pending or under investigation by DCF, or an investigation of sexual misconduct was pending or under investigation, or because of an allegation substantiated by DCF of abuse or sexual misconduct or a conviction for abuse or sexual misconduct.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

7. The District is prohibited from offering employment for any position involving direct student contact criteria is regular, predictable, and unsupervised until the following has occurred:
 - a. the applicant has complied with the above disclosure requirements;
 - b. the District has reviewed, either through written or telephone communication, the applicant's employment history on the standardized form filled out by current and past employers, which current or former employers must complete and return within five business days of receipt; and,
 - c. the District has requested information from SDE about the applicant's eligibility status for a position requiring a certificate, authorization, or permit; previous disciplinary action for a substantiated finding of abuse or neglect or sexual misconduct; and notice of a criminal conviction or pending criminal charges against the applicant.
8. A good faith effort to reach an applicant's current and previous employers shall be made. A "good faith effort" is one requiring no more than three phone calls on three separate days.
9. The District may request additional information from an applicant's current or former employers relating to any response the applicant listed on the standardized SDE form, to which the applicant must respond within five business days of receipt. Immunity is provided from criminal and civil liability to any employer who provides such information, as well as to SDE, as long as the information supplied is not knowingly false.
10. The information available to the Board from SDE about an applicant may include:
 - a. any information about the applicant's eligibility for employment with such education employer in a position that requires a certificate, authorization, or permit;
 - b. whether SDE knows if the applicant was disciplined for a finding of abuse or neglect or sexual misconduct, and any information related to the finding; and
 - c. whether SDE has been notified that the applicant has been convicted of a crime or of pending criminal charges against the applicant and any information about such charges.
11. Applicants for substitute teaching positions must also fulfill the disclosure requirements as listed above. The District will also request information from the applicant's prior employers and SDE (in the same manner required for other applicants).

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

12. Adult education teachers and substitute teachers, if they are continuously employed by the district, do not have to be refingerprinted after fulfilling the initial requirement.
13. The District shall maintain a list of individuals suitable to work as substitute teachers. Only those on the list may be hired as substitute teachers. An individual remains on the list as long as (1) he or she is continuously employed by the District as a substitute teacher and (2) District does not have any knowledge that would cause the person to be removed from the list.
14. School nurses and nurse practitioners 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.
15. Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall also submit to a criminal history check. The criminal history check shall be done prior to being placed in a school for clinical experiences such as field experiences, student teaching or internship. Candidates are required to be fingerprinted at one of the RESCs and not through local police stations or the school district. The District is required to notify the State Board of Education if notice is received that a student teacher has been convicted of a crime.
16. Each applicant for a certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request the required records check of DCF in accordance with the procedures established by DCF.
17. Each applicant for a non-certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request the required records check of DCF in accordance with the procedures established by DCF.
18. Contractors that apply for positions involving direct student contact criteria is regular, predictable, and unsupervised are required to perform the checks on their employees who would fill such positions. These checks are similar to the ones the District must perform on applicants.
 - a. A contractor's employee must fulfill the three disclosure requirements that a regular, direct applicant for such a position must fulfill.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

- b. The contractor must contact any current or former employers that were education employers and request, by telephone or in writing, any information about whether there was a finding of abuse or neglect or sexual misconduct against the employee, and which the employer must report if there is one.
 - c. Should the contractor receive any information indicating such a finding or otherwise has knowledge of one, he or she must immediately forward, either by telephone or in writing, the information to the District.
 - d. The District must determine whether the employee may work in a position involving direct student contact at any of its schools.
 - e. It is not considered a breach of contract for the District to determine that the contractor's employee is forbidden to work under any such contract in such a position.
19. The District shall notify SDE when it receives information that applicants or employees have been disciplined for a finding of abuse or sexual misconduct.
20. The District is required to provide upon request, to any other education employer or to the Commissioner of Education, information it may have about a finding of abuse or sexual misconduct for someone being vetted for hire as a direct employee of the Board or a contractor's employee.
21. The Board is prohibited from entering into any collective bargaining agreement, employment contract, resignation or termination agreement, severance agreement, or any other agreement or take any action that results in any of the following outcomes:
- a. has the effect of suppressing information about an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 - b. affects the education employer's ability to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
 - c. requires the district to expunge information about an allegation or finding of suspected abuse or neglect or sexual misconduct from any documents it maintains, unless after investigation the allegation is dismissed or found to be false.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

22. The District may employ or contract with an applicant for up to 90 days while awaiting the complete review of their application information, as long as the following has occurred:
 - a. the applicant has submitted to the District the three required disclosures,
 - b. the District has no information about the applicant that would disqualify him or her from employment, and
 - c. the applicant affirms that he or she is not disqualified from employment with the education employer.

23. Applicants who knowingly provide false information or knowingly fail to disclose information that is statutorily required to the District is subject to discipline by the District. Such discipline may include denial of employment or termination of a certified employee's contract.

Criminal Justice Information*

Policies #4112.5/4212.5 and #4112.51/4212.51 and applicable law require applicants for employment in the District to submit to state and national criminal record checks. All results for such background checks and accompanying information is considered "Criminal Justice Information (CJI)." Such information is to be maintained, used and disclosed in compliance with this administrative regulation. These regulations apply to all CJI that the District possesses or controls in any form or format, including CJI contained in correspondence, documentation or reports of the District.

Definitions

Criminal Justice Information (CJI) means the results of any state or federal criminal record checks of an applicant for employment in the district, volunteer, employee, or contractor and all copies thereof.

Criminal Justice Information Officer (CJI Officer) means the individual appointed by the Superintendent to be responsible for the use, disclosure, and safeguarding of CJI in the District. This individual serves as the District's primary point of contact for CJI matters and these regulations.

Permitted Individual means an individual designated by the Superintendent, or his/her designee, who may access CJI. Such individuals may include, but are not limited to, human resources personnel, and certain administrative staff.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

Request and Use of Criminal Justice Information

An employee, contractor, applicant, volunteer, will be asked by the District for CJI as permitted or required by applicable policy and/or law.

The Superintendent or his/her designee shall designate those individuals who will be considered “Permitted Individuals” for purposes of these regulations. CJI may not be accessed by any other member of the District staff or be used for any reason without obtaining prior written approval from the CJI Officer. CJI used by the “Permitted Individual” is limited to that permitted or required by law or District policy.

“Permitted Individuals” must satisfy applicable legal screening requirements prior to access to CJI, including the following:

1. Permitted Individuals who are Connecticut residents shall be screened by the District through a Connecticut and national fingerprint-based record check after designations as a Permitted Individual.
2. Permitted Individuals who are not Connecticut residents shall be subject to a District state and national fingerprint-based record check and follow FBI guidance pertaining to additional screening requirements.

The Connecticut Department of Emergency Services and Public Protection may be consulted by the CJI Officer pertaining to the execution of the above cited screening requirements.

A Permitted Individual’s access to CJI may be terminated with or without cause at the discretion of the Superintendent, CJI Officer, or their respective designees. Upon termination of the Permitted Individual’s employment in or contract with the District, such individual’s access to CJI is to be immediately terminated. Reassignment or modification of a Permitted Individual’s professional responsibilities is considered cause to reconsider CJI access.

Maintenance and Safeguarding of Criminal Justice Information (CJI)

The District will designate the locations, files and information systems where CJI is to be maintained. These controlled areas, locked when unattended, are limited to Permitted Individuals and other authorized personnel. If not possible to reasonably restrict access, all CJI is to be maintained in encrypted format in a manner consistent with legal requirements and industry standards.

The written approval of the CJI Officer is required in order to remove CJI from a controlled area. The CJI Officer must develop a protocol to ensure the protection of CJI while being transported and while out of the controlled area.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

Maintenance and Safeguarding of Criminal Justice Information (CJI) (continued)

CJI that is maintained in paper format must be kept in a physically secure location, with a posted notice of restricted access to such records. An access log or sign-in sheet is to be used to record access to paper records.

The Criminal Justice Information Services (CJIS) Security Policy contains safeguards for CJI records maintained in electronic format which the District shall comply. These safeguards include, but are not limited to, maintaining CJI on secure electronic systems and media; positioning information systems in a manner to prevent unauthorized individuals access and viewing CJI; storing electronic media containing CJI in a secure location; instituting access controls to limit access to Permitted Individuals; validating and authenticating information system users accessing CJI; developing protocols for configuration management and providing necessary access for system modifications and maintenance; providing the capability to detect and protect against threats to the integrity of CJI; developing parameters for auditing electronic systems containing CJI; and instituting media protection policies and procedures.

Disclosure of CJI by Permitted Individuals

CJI may be disclosed by Permitted Individuals to (1) District staff upon written approval of the Superintendent, CJI Officer or their respective designees when such disclosure is viewed as reasonably necessary for the performance of District function or policy or consistent with applicable law; (2) third-party individuals/entities when such disclosure has been approved by the Superintendent or CJI Officer or their respective designees, when consistent with applicable law; or as otherwise required or permitted by law. All such disclosures shall be logged.

Security Incident Response

“Security Incident” is the actual or suspected acquisition, access, use, or disclosure of CJI in a manner not permitted by these regulations or applicable law. A Security Incident must be reported immediately to the CJI Officer, who will investigate, collect relevant evidence and respond to all such incidents.

The CJI Officer is to document each security incident including the District’s response, steps taken to mitigate harm to the affected individuals and changes, as necessary to District policies and procedures to avoid a reoccurrence of such incidents.

Security incidents are to be reported in writing to the District, regarding an individual’s CJI that may have been accessed, acquired or disclosed during the Security Incident. Affected individuals and/or appropriate government agencies will be notified by the District as required by law or as the District determines appropriate.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

Record Retention, Disposal and Destruction of CJI

CJI shall be maintained by the District in conformity with applicable record retention laws. Records containing CJI shall be stored for extended periods only if they are key elements for the integrity and/or utility of case files and/or criminal record files. Any audit records and transaction logs are to be maintained for one year. All records containing CJI are to be destroyed when the District is no longer required to keep CJI on file.

CJI containing paper records shall be disposed of as to make them unreadable and unable to be reconstructed, by shredding or incineration of such records. Electronic media containing CJI shall be destroyed utilizing a method that renders the CJI unreadable, indecipherable or unable to be reconstructed. Media destruction is to be done only by authorized personnel and witnessed and the method used documented.

Training

District staff with access to CJI shall initially be trained in the use, disclosure and safeguarding of such information and no less than biennially after the initial training.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

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, June 19 Special Session, PA 09-1, PA 11-93 and PA 16-67)

17a-101k Registry of findings of abuse or neglect of children maintained by Commissioner of Children and Families. Notice of finding of abuse or neglect of child. Appeal of finding. Hearing procedure. Appeal after hearing. Confidentiality. Regulations.

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records.

PA 16-83 An Act Concerning Fair Chance Employment

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

Legal Reference: Connecticut General Statutes (continued)

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4,
U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice
Information Services Division, October 6, 2015. |

*This section of the administrative regulation pertaining to Criminal Justice Information (CJI) is based upon information originally developed by the law firm of Shipman and Goodwin.

Regulation adopted:

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 25, 2017
Decision Requested X Agenda Code 10 c

AGENDA REPORTING FORM

Agenda Topic: Job Description Approvals (Director of Continuing Education, Director of Summer School, High School Band Director, High School Color Guard Advisor)

Summary of Issue: The Policy & Personnel Committee has reviewed, discussed, and revised the job descriptions for *Director of Continuing Education, Director of Summer School, High School Band Director, and High School Color Guard Advisor* at their May 15, 2017 Policy and Personnel Committee meeting.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: Upon Board approval

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve the revised job descriptions for *Director of Continuing Education, Director of Summer School, High School Band Director, and High School Color Guard Advisor* as recommended by the Policy and Personnel Committee.

Titles of Attachments:

1. DRAFT Job Descriptions

mp\Board\5.25.17, Job Descripton Approval

Sten Madorsay
Signature of Staff Member Submitting Report

Timothy J. Connellan
Signature of Superintendent of Schools

JOB DESCRIPTION

*Director of Continuing Education
(formerly, Continuing Education Director)*



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: **DIRECTOR OF CONTINUING EDUCATION**

QUALIFICATIONS:

1. Successful experience as an elementary or secondary teacher.
2. Possess or be eligible for intermediate Administrator certification.
3. Preferred successful experience as an elementary or secondary school administrator.
4. Demonstrated ability to organize and work with staff.
5. Demonstrated ability to organize and evaluate instructional programs.
6. Such alternatives to the above that the Board of Educations may find appropriate and acceptable.

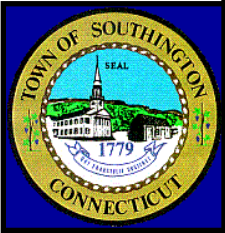
REPORTS TO: Assistant Superintendent for Curriculum and Instruction

SUPERVISES: All Continuing Education programs, activities, personnel and students.

JOB GOAL: To ensure the smooth operation of the Continuing Education Program in order to increase its effectiveness in meeting the needs of the adults in the community.

PERFORMANCE RESONSIBILITIES:

1. Assume leadership role in the development of education programs for out-of-school residents of the community.
2. Determine the needs and interests of the community and make recommendations of course offerings to meet those need and interests.
3. Recommend for employment qualified part-time instructors to teach scheduled courses.
4. Schedule, supervise and evaluate teachers assigned to the program.
5. Prepare the annual budget for the Continuing Education Program.
6. Establish and maintain proper procedures for the inventory and acquisition of supplies and equipment required for the program.
7. Work cooperatively with principals and staffs of other schools.
8. Make recommendations for textbooks and other instructional tools essential for proper program implementation.
9. Establish and enforce rules and regulations, which will protect public property made available for use by teachers and participants in the program.
- 10. Participate in state adult education trainings and annual policy forums.**
- 11. Oversees payroll submission for all staff.**
12. Devise and maintain a system of communication, which will assure a free flow of essential information to the interested segments of the community.
13. Plan and manage a record keeping system, which will allow basic information to be available when required.
14. Order and prepare **diplomas**, certificates and forms necessary for the program.
15. Assume responsibility for compliance with State Regulations relative to Continuing Education.
16. Perform related tasks as assigned by the Assistant Superintendent for Curriculum and Instruction.



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

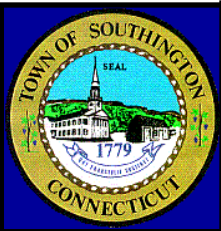
TITLE: **DIRECTOR OF CONTINUING EDUCATION**

TERMS OF EMPLOYMENT:

1. Annual appointment
2. This is a part-time position as specified by the Board of Education.
3. Salary to be determined by the Board of Education.

EVALUATION: the Assistant Superintendent of Curriculum and Instruction will evaluate Performance of this position annually.

JOB DESCRIPTION
Director of Summer School



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: Director of Summer School

QUALIFICATIONS:

1. Connecticut teacher certification
2. Intermediate Administrator certification and experience desirable (092).
3. Minimum of three (3) years of teaching experience.

REPORTS TO: Assistant Superintendent of Curriculum and Instruction

SUPERVISES: K-12 Summer School staff

JOB GOAL: To provide K-12 summer school program for student enrichment, remediation, and course **credit recovery** ~~make up~~.

PERFORMANCE RESPONSIBILITIES:

1. To provide leadership for the planning, development, implementation, and evaluation of the K-12 Summer School.
2. To hire and supervise program staff.
3. **To inform schools and parents of all program offerings.**
4. **To review and determine eligibility based on student performance records.**
5. To enroll students and maintain necessary grade records.
6. To schedule courses.
7. **To maintain and sustain budgetary expenditures.**
8. To communicate with parents.
9. **To document and send records of performance to proper personnel or administration.**
10. To perform such other related duties and responsibilities as assigned by the Assistant Superintendent of Curriculum and Instruction.

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

EVALUATION: Performance to be evaluated annually by the Assistant Superintendent of Curriculum and Instruction.

JOB DESCRIPTION

High School Band Director



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

- TITLE:** High School Band Director
- QUALIFICATIONS:** Certified instrumental music teacher.
- REPORTS TO:** High School Principal or his/her designee
- JOB GOAL:** To Supervise the operation and activities of the high school band.

PERFORMANCE RESONSIBILITIES:

1. Direct and supervise the members of the high school band.
2. Supervise advisors to various marching band adjunct groups.
3. Arrange for transportation as needed.
4. Act as liaison with the Band Backers Association.
5. Maintain an inventory of uniforms, instruments and equipment, and make arrangements for cleaning and repairs.
6. Provide a minimum of 200 after school hours of practice sessions for the band,
7. Plan and conduct the summer band camp.
8. As a minimum, direct the band at the following activities:
 - a. Seven (7) football games including all home games and Thanksgiving Day game.
 - b. ~~Five (5) parades with priority given to all local community celebrations.~~ **Attend local Southington Parades (Apple Harvest, Memorial Day).**
 - c. ~~Six (6) concerts including the holiday concert, winter pops concert and spring concert.~~ **Annual concerts including holiday, Spectrum (pops) and spring.**
 - d. Graduation
 - e. Awards Night
 - f. National Honor Society Induction
 - g. Four (4) marching band competitions.
9. ~~Design half-time shows for football games.~~ **Coordinate the design of the fall half-time show.**
10. Consult with the principal or his/her designee regarding musical programs.
11. Report any problems or extraordinary occurrences at any activity or event to the principal.

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

EVALUATION: Performance to be evaluated annually by the High School Principal.

JOB DESCRIPTION

High School Color Guard Advisor

(formerly, High School Flag Team Advisor)



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: High School Flag-Team Color Guard Advisor

QUALIFICATIONS:

1. Knowledge of flag team activities.
2. Certified teacher is desirable.

REPORTS TO: High School Principal or his/her designee and band director.

JOB GOAL: To Supervise and coach the high school flag-team **color guard**.

PERFORMANCE RESONSIBILITIES:

1. ~~Work cooperatively with the band director in developing routines and scheduling events and transportation for the flag team.~~ **Work cooperatively with the Band Director in development of Color Guard work and coordinating performances.**
2. ~~Attend practice sessions and performances, and coach and supervise flag team members.~~ **Attend weekly practice sessions and performances, coaching and supervising color guard members.**
3. Approve announcements and publicity for the flag-team **color guard**.
4. Maintain an inventory of uniforms and equipment.
5. Perform other duties related to flag-team **color guard** as may be assigned by the principal or band director.

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

EVALUATION: Performance to be evaluated annually by the High School Principal or designee.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date May 25, 2017

Decision Requested X

Agenda Code 10 d

AGENDA REPORTING FORM

Agenda Topic: Obsolete Textbooks

Summary of Issue: With the adoption of more current textbooks, it is necessary to dispose of miscellaneous, outdated textbooks from Southington Schools. The district has been working with a vendor from Follett who will be sending a representative to each school with a truck to pick up the books that are approved for disposal. Follett then brings the books to their warehouse and they determine which books can be used/purchased. Following their review, they will send us a list of the books and, if applicable, a check for those that they are purchasing. Books that they cannot resell, they will donate to schools in need.

Background: According to Board of Education policy #3260, the Board may authorize the disbursement or disposal of outdated textbooks that are no longer useful to the educational program.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: June 2015

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board approves the disposal of the outdated textbooks presented by the school administration as submitted.

Titles of Attachments:

1. Obsolete Textbook Listing

mp\Board\5.25.17, Obsolete Texts.doc



Signature of Staff Member Submitting Report



Signature of Superintendent

Select a code to identify why the book is obsolete

Condition	CON	Books in poor condition; unable to use				
Obsolete	OBS	No longer used due to technology				
Other	OTH	Description will be provided				
Outdated	OUT	Books are outdated and no longer used				
Overstock	OVR	Overstock of series; classroom teaching doesn't require all students to have a book				
Replaced	REP	Books were outdated and replaced with BOE approved texts				
Sample	SAM	Sample books/workbooks from publisher				

Subject	Grade	Title	Publisher	Year	#	Code
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HIGH SCHOOL

Business Law	11-12	Law for Business & Personal Use	Southwestern	2000	19	REP
English	9	Impact	Harcourt Brace Jovanovich	1986	73	OUT
English	9	The Research Paper	Amsco School	1999	277	OUT
English	9	RSVP Book 1	Amsco School	1982	5	OUT
English	9	Vocabulary Workshop, 3rd Course, Green	Holt, Rinehart, Winston	1986	14	OUT
English	9	Vocabulary Workshop - purple	Holt, Rinehart, Winston	1994	46	OUT
English	9	Daily Language Workouts	Great Source Ed Group	1996	19	OUT
English	9	Plays Without Endings	Globe Fearon	1996	22	OUT
English	9	Word Skills Blue Level	McDougal	2002	18	OUT
English	11-12	From Ideas to Essay	Allyn an Bacon	1998	108	OUT
English	11-12	Writing Skills with Reading	Townsend Press	1995	33	OUT
English	11-12	Short Stories	Amsco School	1998	24	OUT
English	11-12	Preface to Critical Reading	CBS Publishing	1984	41	OUT
English	11-12	Writing Process to Product	Addison-Wesley	1987	54	OUT
English	11-12	Writing Processes to Products	Addison-Wesley	1987	3	OUT
English	11-12	Marian Webster's Dictionary	Webster Dictionary	2005	4	OUT
English	11-12	Roget's Thesaurus	G.P. Putnum's	1978	1	OUT
Marketing	9-12	Marketing Essentials	Glencoe	2006	75	REP
Principles of Economics	10-12	Economics Today & Tomorrow	Glencoe	2001	23	REP
Advanced Accounting	11-12	Accounting	Glencoe	2007	27	REP
WL (Spanish)	10	Avancemos II	Houghton Mifflin Harcour	2007	200	OUT
WL (Spanish)	11	Avancemos III	Houghton Mifflin Harcour	2007	201	OUT
WL (Spanish)	12	Avancemos IV	Houghton Mifflin Harcour	2007	142	OUT

MIDDLE SCHOOL

History	7	Israel in Pictures - VGH	Margaret J. Goldstein	2004	27	REP
Spanish	7	Avancemos! 1a (student edition)	McDougal Littell	2007	446	REP
Spanish	7	Cuaderno (student edition)	McDougal Littell	2007	76	REP
Spanish	7	Avancemos! 1a (teacher edition)	McDougal Littell	2007	3	REP
Spanish	7	Avancemos! (ancillary books)	McDougal Littell	2007	29	REP
Spanish	8	Avancemos! 1b	Holt McDougal	2007	246	REP
French	7	Bien Dit! 1a	Holt, Rinehart & Winston	2008	64	REP

ELEMENTARY

ELA	4	World of Language	Silver Burdett & Ginn	1996	4	OUT
Math	4	Mathematics Plus	Harcourt Brace	1994	18	OUT
Math	4	Growing with Math	Wright/ McGraw Hill	2004	12	OUT
Math	5	Math Plus	Harcourt Brace	1994	1	OUT
Reading	5	Reading Expeditions	Houghton Mifflin	2001	3	OUT
Science	3	Science	Addison Wesley	1989	18	OUT
Science	5	Science	Addison Wesley	1989	11	OUT
Social Studies	4	Social Studies Alive! Regions of Our Country	Teachers Curriculum	2003	14	OUT
Social Studies		People in Time & Place- Our Country	Silver Burdett & Ginn	1991	22	OUT
Social Studies		HBJ/States & Regions	HBJ	1991	19	OUT