

Southington Board of Education Meeting

Thursday, May 10, 2018 6:30 PM

John Weichsel Municipal Center Public Assembly Room 200 North Main Street Southington, CT 06489 COMMITTEE OF THE WHOLE ~

OPERATIONS

200 North Main Street

Southington, CT 06489



SOUTHINGTON BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session ~ 6:30 p.m.
 - a. Contract Negotiations ~ Custodial
 - b. Personnel
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Celebration of Excellence
 - a. 2018 CT INVENTION CONVENTION & E-CYBERMISSION WINNERS
6. Approval of Minutes ~ April 26, 2018
7. Communications
 - a. Communications from Audience
 - b. Communications from Board Members
 - c. Communications from Administration
 - d. Communications from Student Representatives
8. Superintendent's Report
 - a. Personnel Report
9. Old Business
 - a. Town Government Communications
 - b. Budget 2017-2018
 - c. YMCA Afterschool Care Program Location Change
10. New Business
 - a. Policy and Regulation #3541 - Transportation ~ First Reading
 - b. Policy #3324 - Preferential Bidding Procedures ~ First Reading
 - c. Approval of Overnight Field Trip
 - d. Approval of Job Description ~ Instructional Technology Coordinator
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

APRIL 26, 2018

The regular meeting of the Southington Board of Education was held on Thursday, April 26, 2018 at 7:00 p.m. in the John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut and an Executive Session scheduled for 6:30 p.m.

1. CALL TO ORDER

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:34 p.m.

Board members present: Mrs. Terri Carmody, Mr. Joseph Baczewski, Mr. Robert Brown, Ms. Lisa Cammuso, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Brian Goralski, Mr. Zaya Oshana and Mrs. Patricia Queen.

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

2. EXECUTIVE SESSION ~ COLLECTIVE BARGAINING AND PERSONNEL MATTERS

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

"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing Collective Bargaining and Personnel Matters, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

Mr. Goralski declared Executive Session ended at 7:02 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

Mr. Goralski reconvened the Board of Education Regular Session at 7:11 p.m.

Board members present: Mrs. Terri Carmody, Mr. Joseph Baczewski, Mr. Robert Brown, Ms. Lisa Cammuso, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Brian Goralski, Mr. Zaya Oshana and Mrs. Patricia Queen.

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

Student Representatives present were Joseph Martin and Bianca Spataro.

4. PLEDGE OF ALLEGIANCE

The student representatives led in reciting the Pledge of Allegiance.

5. CELEBRATION OF EXCELLENCE

In Celebration of Excellence, the Board invited Kari Peschel-Luise (Architecture and PLTW Teacher) to the podium to introduce the 2018 Student Home Design Award Recipients from Southington High School. She gave a brief biography on each student and explained their designs competing against 76 Connecticut high schools. The students recognized were Noah DeJesus for Helical Home, Matthew Griffin for Container Home, Alexander Lipsky for Ammonite Home, and Treyquan Parks for Family Tree. Treyquan Parks received the NLD Design Award of Architectural Excellence and received a \$500 scholarship/grant, and Matthew Griffin received the Green Architecture Award. Mrs. Peschel-Luise also received a \$500 grant and she arranged for Matthew, Noah and Alex to receive respective scholarships during the high school scholarship presentations in May. Mr. Goralski presented the four students with a Certificate of Excellence from the Board of Education.

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

Mr. Goralski reconvened the regular Board of Education meeting at 7:38 p.m.

6. APPROVAL OF MINUTES ~ March 22, 2018

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

“Move to approve the regular Board of Education minutes of March 22, 2018, as submitted.”

Motion carried unanimously by voice vote.

7. COMMUNICATIONS

a. Communications from Audience

There was no audience communication.

b. Communication from Board Members

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

“Move Agenda Item 11.e ‘Approval of Out of State / Overnight field Trip’ to Agenda Item 7.e.”

Motion carried unanimously by voice vote.

Board members addressed the following:

- The DePaolo Middle School 50th Anniversary celebration will be held on May 10, 2018 at 4:00 p.m., which is also a Board of Education meeting night.
- Mr. Brown wanted to go on record regarding two misconceptions made in the public about wasting money. He was criticized for mentioning that the nonunion central office administrators and staff raises were delayed from July to December to save money and that for the 2018-2019 school year they will be receiving a zero percent (0%) raise. Over a two-year period, these very qualified people are getting only half of one year's increase so there is no waste of money here. People have told him that the school system should be run like a business and in order to retain and attract the best people in business people are paid for their expertise. Yet, it is not expected that the nonunion administrators and staff should be paid for their expertise. Mr. Brown also addressed the idea of hiring a consultant that had been mentioned in the public. He reiterated that the problem is not a spending problem but a revenue problem because the state shorted the town by millions of dollars.
- Mrs. Carmody and Mrs. Clark displayed two origami birds made by Mrs. Feeney's fourth grade class at Derynoski Elementary School. The students plan to make 1,000 of them and chain them together for a special cause.

c. Communication from Administration

Administration reported on the following:

1. ADA Compliance: Mr. Connellan explained that Mrs. Lura Terrace, Technology Analyst, has been working on the district website for ADA accessibility and was able to work with the vendor to do this at no cost to the district.
2. Pilot Project Scheduling Student Appointments: Mr. Connellan explained that Ms. Jennifer Discenza, Director of School Counseling at Southington High School, and Mr. Jamie Olander, Director of Technology, are working on a pilot application where students can access guidance counselors' schedules online and make an appointment. There is no cost for this application.
3. Field Trips – April Break: Mr. Connellan reported there were many foreign field trips scheduled over the April recess and wanted to publicly praise and thank the staff members on these field trips for the educational experience provided and taking care of some students who had medical issues.
4. Budget Timeline: Mr. Connellan distributed a 2017-2018 Budget Timeline (Attachment #1) because of misinformation that has been spread in public, which he finds very distressing. He explained the facts for public record regarding the timelines. There are emails to back up the facts. He was tired of people saying that the Board of Education and administration did not do anything, which is simply inaccurate. Mr. Goralski will bring the timeline to the next Committee of the Chairs meeting and ask Mr. Palmieri, Chair of the Town Council, and Mr. Leary, Chair of the Board of Finance, to share it with their colleagues. Mr. Goralski and Mr. Connellan will also ask the Chairs of the Boards to attach this timeline to their minutes. Mrs. Queen reiterated that on October 26, 2018, nonaffiliated (nonunion employees) wages were approved to be non-retroactive for 2017-2018 and they were the only group amongst the Board of Education and Town employees that did not receive a wage increase on July 1, 2017.
5. Notices of Awards:
 - a) Mr. Connellan announced that the Southington Public School district has been awarded one of 2018 Best Communities for Music Education in the nation by

the National Association of Music Merchants (NAMM) Foundation. Southington is one of only 18 school districts in Connecticut to achieve this recognition.

- b) Mr. Connellan announced that Sherri DiNello, Director of Business and Finance, received the 2018 Celebrated Connecticut School Business Official award by CASBO (Connecticut Association of Business Officials). The award ceremony is May 31, 2018 at 6:30 p.m. at the Stamford Sheraton at the President's Dinner. Mr. Goralski stated that he will inform all the other Town Boards and if anyone would like to buy a ticket to contact him. Mrs. DiNello explained that the award comes with a \$1,000 scholarship opportunity that she can give to a selected Southington High School senior.

Mr. Goralski requested a moment of silence for Ms. Tracy Gabree who recently passed away and was a part-time Southington High School Library Paraeducator and part-time Library Clerk from February 2008 until her resignation in December 2014.

d. Communications from Student Representatives:

Mr. Martin reported on the following:

- The Southington Education Foundation (SEF) Annual Spelling Bee was held on April 19, 2018 in the high school auditorium.
- The Silver Star Elementary School Concert was held on April 23, 2018. He was a mentor who played in the concert with them.
- The Southington High School Band and Orchestra Concert was held on Tuesday, April 24, 2018.
- The high school Jazz Band Concert was held on April 25, 2018.
- The Robotics Program won their fourth consecutive New England Championship during the weekend of April 14, 2018. They are currently in Detroit, Michigan competing for the World title.
- The Academic Award Program is Wednesday, May 9, 2018 at 7:00 p.m. in the high school auditorium.
- Mr. Martin recently committed to Purdue University in Indiana.

Miss Spataro reported on the following:

- The in-school SAT was held on April 24, 2018 with 99% of the junior class tested and the 1% of students not tested were on a field trip.
- The make-up SAT date for those absent was April 25, 2018.
- The LBGTQ Club participated in a National Day of Silence at the high school on April 26. The purpose is to spread awareness about the effects of bullying and harassment that the LBGTQ community faces. They did not speak for the whole day.
- The National Honor Society Induction will be held in the high school auditorium on Wednesday, May 2, 2018.
- The Junior Prom will be held at BellaVista on Saturday, May 5, 2018.
- The World Language Poetry Contest was held at the high school on Thursday, April 26, with 700 students participating.
- The Senior Prom will be held at the Aqua Turf on May 19, 2018.

Mr. Goralski stated that he attended the World Language Poetry Contest and the high school parking lot was full of buses from schools from all over the state attending this contest. He

thanked the World Language Department for hosting this event. However, Mr. Goralski was disappointed that the news stations did cover the event. He thanked Jesse Buchanan from the Record-Journal for attending and reporting on the event; however, was disappointed that the editor of the local hometown newspaper would not allow their reporter to cover this positive, newsworthy event.

e. Approval of Out of State / Overnight Field Trip *(formerly Agenda Item 11.e)*

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

“Move to approve the International Field Trip request for Southington High School students to travel to Chile April 10-20, 2019, as presented.”

Ms. Kristin Bellis, Trip Coordinator, along with Ms. Kate Tavera Collins, explained that the same exchange trip was offered two years ago. They described that study abroad program experience. The Chilean students visited Southington this past October. The teachers are looking forward to offer this exchange program opportunity again in 2019.

Motion carried unanimously by voice vote.

Mrs. Tina Riccio, World Language Department Chair, explained how Southington High School was selected to host the statewide World Language Poetry Contest and noted that it was a huge undertaking. However, she gave credit to the “army” of Southington High School students who came out in force and volunteered their help in many areas of the event. Mr. Goralski spoke highly of the World Language Department for hosting a number of statewide events at the high school that puts Southington on the map for foreign language. Christina Sack from Southington High School came in third for high school Spanish Year 4-5.

8. SUPERINTENDENT’S REPORT

a. Personnel Report

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

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

Mr. Brown praised Mr. Jeffrey Shaw, high school assistant principal and former Southington High School Music Director, who will be retiring June 30, 2018 after 28 years of service at the high school. He stated that Mr. Shaw is the reason why the excellent music program has succeeded throughout the years.

Motion carried unanimously by voice vote.

9. COMMITTEE REPORTS

a. Policy and Personnel Committee Meeting ~ April 19, 2018

Mrs. Queen reported that the committee discussed the Policy and Regulation for #3541, Transportation, with Mr. Romano and Mr. Madancy meeting to make minor changes to reflect current practice. The committee reviewed Policy #3324, Preferential Bidding Procedures, and

made changes recommended by Mrs. Jennifer Mellitt, Account Manager, to reflect change in the Town Charter. The committee reviewed the Policy and Regulation for #5123, Promotion and Retention, and made a change to the regulation for middle school practice to reflect that students will now be required to attend summer school, receive private tutoring, or complete an online course at parent expense for each course failed in four core subject areas. The tutor has to be a Board of Education approved tutor. Mr. Madancy explained the Edgenuity Online Program.

The committee also reviewed job descriptions for the Instructional Technology Coordinator and the Executive Secretary to the Assistant Superintendent and Executive Secretary to the Director of Business and Finance. The changes reflect the current roles and responsibilities that have evolved over time. The policies will be presented at the next Board of Education meeting for a first read and the job descriptions for a vote.

b. Finance Committee Meeting ~ April 24, 2018

The committee was not able to meet due to lack of a quorum and the items requiring action need a motion to be moved under New Business. Mrs. Clark, Finance Committee Chair, deferred to Mrs. DiNello to report on the items and abstained from any discussion due to the subject matter.

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

“Move Agenda Items 9.b.1 ‘YMCA Rates 2018-2019’ and 9.b.2 ‘Preschool Tuition Rates 2018-2019’ to Agenda Items 11.h.1 and 11.h.2.”

Motion carried unanimously by voice vote.

10. OLD BUSINESS

a. Town Government Communications

Mrs. Queen reported that she and Mr. Oshana attended an Ordinance Committee Meeting on April 18, 2018 and the STEPS Youth Council gave a presentation on Substance Youth Prevention stating that they want to make imitation cigarettes a banned substance. This will be sent to the Town Council for approval. The committee also discussed the Town Seal, which was not patented making it difficult to control its use. There is a state statute where the Town Clerk is the custodian of the Town Seal. The Blight Ordinance passed and there was discussion on a group home and the excessive police calls.

Mr. Goralski reported that the Town Council adopts the budget on Monday, May 14, 7:00 p.m. at the Municipal Center and the Board of Finance sets the Mill Rate on Wednesday, May 16, 7:00 p.m. at Town Hall.

b. Budget 2017-2018

Mrs. DiNello reported that in addition to the \$2.5 million appropriation that the Board received earlier in the year for the Excess Cost Funds (which the Town received); the Town also has approved two of the three anticipated \$850,000 appropriations to the Board of Education budget. In addition, the Town Council approved reducing the obligation of payment into the Self Insurance Fund by \$1 million of which the Board of Education’s portion is 75.5% and when the

Board nets the potential premium holiday that is being discussed for employees, the savings to the Board of Education budget would be \$637,200. The next appropriation of \$850,000 is anticipated in May. Mr. Goralski would like to know where that puts the Board of Education for the year-end projection.

11. NEW BUSINESS

a. Leonard and Gladys Joll Scholarship Recipient

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

“Move that the Board of Education approves the recipient selected by the Leonard and Gladys Joll Scholarship sub-committee.”

Mr. Goralski understood that the Joll’s granddaughter would be attending.

Motion carried unanimously by voice vote.

b. 2018-2019 Healthy Food Certification

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

“Move to participate in the Healthy Food Certification program for the 2018-2019 school year.”

Motion carried by voice vote 8-1 with Mr. Baczewski opposed.

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

“Move that the Board will allow exemptions for food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: a) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; b) the sale is at the location of the event; and c) the food items are not sold from a vending machine or school store”

Motion carried unanimously by voice vote.

The Board discussed the nutrition guidelines at length, funding, and the ramifications of not participating. Mr. Baczewski visited his son’s school and was disappointed by what was considered a healthy meal and the type of food being served. Mr. Connellan stated that a lot of this is the consequence of No Child Left Behind and the regulations from it are tied into the National School Lunch Program for reimbursable free and reduced meals. For some students, their best meals of the day are the breakfast and school lunches. Mr. Baczewski would like to see all the grocery stores and restaurants in Southington partner with the school system to serve better meals to the students.

c. Adoption of 2019 Board of Education Meeting Dates

Mr. Goralski questioned the August 8, 2019 date being too early for discussion on class size. The Board discussed the date and agreed to keep it as it is.

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

“Move to adopt the proposed Board of Education meeting dates as presented.”

Motion carried unanimously by voice vote.

d. Southington High School Graduation Date

The Board discussed a request by two students who attend the GHAMAS (Greater Hartford Academy of Math and Science) magnet school half-day program asking the Board to change the graduation date so they can attend. Mr. Goralski stated that attending a magnet school is a choice made by the student. He sent emails to the students explaining why the Board would not be inclined to make the change.

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

“Move to approve Thursday, June 21, 2018 as the date of the Southington High School graduation ceremony pending no additional school closings occur.”

Mr. Derynoski noted that many years ago graduation was on a Saturday, which became problematic to get staff to volunteer to come back and people left to start vacations, which is why the Board changed it to the last day of school.

Motion carried unanimously by voice vote.

e. Approval of Out of State / Overnight Field Trip (*Moved to Agenda 7.e*)

f. Contract Approval ~ AFSCME, Local 1303-140 Nurses

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

“Move to approve the tentative agreement between the Southington Board of Education and the AFSCME Nurses Union.”

Mr. Goralski thanked the Nurses Union for agreeing to a 0% raise for the 2018-2019 school year, which helps during the difficult economic times.

Motion carried unanimously by voice vote.

g. Contract Approval ~ AFSCME, Local 1303 Secretaries / Food Servicer

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

“Move to approve the tentative agreement between the Southington Board of Education and the AFSCME Secretaries and Food Service Employees Union.”

Mr. Goralski thanked the Secretaries and Food Service Employees Union for agreeing to a 0% raise for the 2018-2019 school year, which helps during the difficult economic times.

Mr. Brown wanted the public to know that every single union contract that the Board negotiated this year, agreed to a 0% raise for the 2018-2019 school year. The only employees who would receive raises are the unions that negotiated before this year. The Board is not wasting money on wages next year and doing their absolute best to be responsible.

Motion carried unanimously by voice vote.

h.1 YMCA Rates 2018-2019

Mrs. DiNello explained that the YMCA uses space after school in all the elementary schools except Plantsville and at Kelley and Derynoski School in the mornings for before school care. The Board is in five-year lease agreements with the YMCA and annually sets the rate to be reimbursed for custodial time, supplies, electricity, etc. The proposed rates for the 2018-2019 school year were presented to the Board with the total reimbursement of \$11,305 per month.

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

“Move to approve the 2018-2019 YMCA School-Aged Child Care Program rates as recommended by the administration.”

Motion carried by voice vote with Mrs. Clark abstaining.

h.2 Preschool Tuition Rates 2018-2019

Mrs. DiNello explained that the preschool program is housed at two elementary schools serving special education students and typical peer role models. The typical peers pay a tuition to attend the program. Administration is proposing a 5% increase for the 2018-2019 school year. She provided information on the local nursery schools rates and a rate history of the fee increases over the past years. The revenues are used to offset the costs of paraeducators.

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

“Move to approve the 2018-2019 Preschool Tuition Rates as recommended by the administration.”

Motion carried by voice vote with Mrs. Clark abstaining.

12. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 9:05 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

BUDGET 2017-2018 TIMELINE

1. August 31, 2017 – Meeting with Town Manager – agreement to hold off on implementation of the two BOE capital projects
2. August 31, 2017 – Textbook purchases frozen
3. September 14, 2017 – Unaffiliated employee wages frozen
4. September 22, 2017 – Letter via email from Christopher Palmieri and Michael Riccio regarding the potential \$5 million impact of not receiving the October ECS payment specifically
5. September 25, 2017 – Email response from Brian Goralski to the Palmieri/Riccio correspondence requesting a meeting of the elected Boards to discuss – Town Council, Board of Finance, Board of Education
6. September 25, 2017 – Email response from Chris Palmieri to Brian Goralski indicating no opposition to the proposed meeting
7. September 28, 2017 – Board of Education discussed the letter and request from Palmieri/Riccio – no action taken – first quarter of the fiscal year completed
8. October 2, 2017 – all discretionary school funding frozen – requests entertained for items necessary to implement the curriculum or for facility and equipment maintenance (DiNello memo) – vacant positions not filled except for direct service to student positions
9. October 26, 2017 – General Assembly Adopts 2017-2018 Budget – reduction to Southington is approximately \$3 million, equal to the contingency built into the budget
10. October 26, 2017 – Unaffiliated wages approved non-retroactive 2017-2018, 0% - 2018-2019
11. October 31, 2017 – Governor signs into law the biennial bipartisan 2017-2018 budget
12. November 2, 2017 – Request from Superintendent to Town Manager that BOF address the overall budget structure at the November 8th BOF meeting – request denied with response that it would not be addressed until December or January (T. Connellan email)
13. November 7, 2017 – elections are held – new Board members are elected
14. November 17, 2017 – Governor Malloy announces “holdbacks” in the 2017-2018 budget – Southington’s portion is approximately \$1.7 million

15. December 6, 2017 – Committee of the Chairs requested that the Town Manager, Superintendent, Directors of Business and Finance for the Board and Town meet to discuss and agree up the 2017-2018 Adopted Budget State Revenue Analysis with a report back to the Committee of the Chairs at the January 3, 2018 meeting of the Committee
16. December 21, 2017 – Agreement on 2017-2018 Adopted Budget State Revenue Analysis between the Town Manager, Superintendent and Directors of Business and Finance for the Board and Town.
17. January 3, 2018 - The Town Manager and the Superintendent notified the Committee that they had a meeting with their respective finance officers and concluded that the current shortfall is approximately \$5.1 million.
18. January 3, 2018 - Board of Finance Chairman Leary stated that his Board's consensus is that the \$3 million contingency will be reviewed at its January, March and May meetings, with \$1 million being discussed at each meeting. During the January meeting, \$1 million of the contingency as well as approximately \$2.5 million of the ECS monies will be discussed.
19. January 10, 2018 – Board of Finance Meeting – discussion of 2017-2018 budget, BOE appropriation request, disposition of \$3 million contingency account – request from BOF for Town Manager and Superintendent to construct a deficit mitigation plan. Request for BOE to absorb 75% of the \$2.1 million shortfall in revenue.
20. February 15, 2018 - Board of Finance Meeting – parameters of mitigation plan identified; allocations from contingency to Board of Education and Town Government determined. BOF informed in Executive Session (due to potential contractual issues that have since been made public) that it was not possible to reduce the BOE operating budget to the degree and manner prescribed without laying off staff.
21. March 8, 2018 – Board reviews and approves mitigation plan
22. March 13, 2018 – Mitigation plan submitted to BOF
23. April 16, 2018 – Mitigation plan accepted by Town Council

Board of Education

Administrative Report

May 10, 2018



- 1. Tennis Courts – SHS**
- 2. Students Awards Night**
- 3. Top Ten Student Luncheon – Date Change TBD**
- 4. Principal Search – Thalberg Elementary School**
- 5. School Safety Committee - Collaboration**

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 10, 2018

Decision Requested X Agenda Code 8. a.

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for 2017– 2018.

Background: The attached report lists personnel activity from April 1, 2018, through April 30, 2018.

Alternative Strategies: _____

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

Beginning Date of Program or Project: _____ N/A

Ending Date of Program or Project: _____ N/A

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



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. Personnel Report

Agenda – May 2018

PERSONNEL ACTIVITY REPORT

FOR: May 2018

APPOINTMENTS

Certified

Name	Position	School	FTE if Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
No Certified appointments in the month of May							

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Lewis, AnnaMarie	Special Education Paraeducator	JFK	27.50	April 17, 2018	\$15.36
Thomson, Patricia	Special Education Paraeducator	Flanders	27.50	April 18, 2018	\$15.36
Morawski, Erica	Literacy/Math Tutor	Strong	25.00	April 19, 2018	\$20.12
Nido, Brianna	Special Education Paraeducator	Kelley	27.50	April 30, 2018	\$15.36

ASSIGNMENT CHANGE

Certified

Name	From Position	To Position	School	Effective Date
No certified assignment changes in the month of May				

Classified

Name	From Position	Hours per Week	To Position	Hours per Week	School	Effective Date
No classified assignment changes in the month of May						

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Bennett, Megan	Principal	Thalberg	June 23,2018	6 years	No
Sparks, Katelyn	Social Studies Teacher	SHS	June 30, 2018	2 years	No
McAloon, Joyce	Grade 5 Teacher	Flanders	June 30, 2018	32 years	Yes
Knoegel, Roberta	Speech Language Pathologist	District	June 30, 2018	40 years	Yes
Ellis, Judith	Literacy Specialist	Plantsville	July 1, 2018	10 years	Yes

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Emery, Lara	ABA Therapist	JAD	May 12, 2018	1 year	No
Mattie, Linda	Part-Time Special Education Paraeducator	DES	June 30, 2018	20 years	No
Walonoski, Deborah	Secretary, Class II Purchasing Department	Central Office	June 30, 2018	32 years	Yes
Bordonaro, Marie	School Nursing Supervisor	District	October 5, 2018	22 years	Yes

TRANSFERS

Certified

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

Classified

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

UNPAID LEAVES OF ABSENCE

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

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
No coaching appointment in the month of April				

Resignations

Name	From Position	School	Effective Date
McKinley, Elizabeth	Assistant Coach, Girls Basketball	SHS	April 4, 2018

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date May 10, 2018

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 May 10, 2018

Decision Requested _____

Agenda Code 9.b

AGENDA REPORTING FORM

Agenda Topic BUDGET 2017-2018

Summary of Issue: The 2017-2018 Board of Education Operational Budget was funded with an expectation that special education revenues in the Educational Cost Sharing (ECS) Grant were being directed to the Board of Education and not the Town as in previous years.

Background: The 2017-2018 budget was reduced by the Board of Finance and Town Council with revenues of \$6,898,970 because of the change in how state revenues were going to be directed based on the Governor's original budget.

The Board of Education originally budgeted to receive \$1,461,796 in the Special Education Excess Cost Grant; consequently, netting that amount from the outplaced tuition account. The Educational Cost Grant revenues were directed to the Town in the past, but the change made in the original Governor's budget had \$8,360,766 being sent to the BOE. The Southington Board of Finance and Town Council netted those two figures together and adjusted the Board of Education's operational budget by the \$6,898,970.

Appropriations in the amounts of \$2,580,289, \$850,000 and \$850,000 were approved leaving a shortfall of \$2,618,681. The Town Council, at their April 16, 2018 meeting, approved reducing the obligation to the Self Insurance Fund by \$1,000,000, which should result in an additional savings of \$637,200 after netting the employee premium holiday. An additional \$850,000 appropriation is anticipated in May.

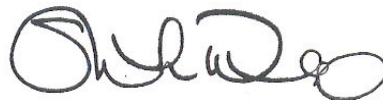
Alternative Strategies: _____

Cost (if applicable): _____ Funding Source: _____

Beginning Date of Program or Project: _____

Ending Date of Program or Project: _____

Recommendation or Comment: Informational



Signature of Staff Member Submitting Report

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____
Decision Requested _____ X _____

Board Meeting Date May 10, 2018
Agenda Code 9.c

AGENDA REPORTING FORM

Agenda Topic: YMCA Afterschool Care Program Location Change

Summary of Issue: The Board of Education and the Southington YMCA entered into a four-year (2017-2021) Afterschool Care Program agreement for South End Elementary School starting for the 2017-2018 school year. The Board of Education Finance Committee presented new Southington YMCA rates that were approved at the April 26, 2018 Board of Education meeting, which included updated rates for South End School. Since the April 26, 2018 meeting, the YMCA contacted administration requesting to change the afterschool program location starting for the 2018-2019 school year from South End Elementary School to Plantsville Elementary School based on results of a parent survey and anticipated enrollment in the program from both schools.

Background: Annually, the Board of Education and Southington YMCA updates their five-year agreement (2016-2021) with addendums amending monthly custodial, electricity, supplies and wear and tear on the building costs. Reimbursement payments are made in 10-month installments for the Derynoski and Kelley Schools AM and PM afterschool programs and the Flanders, Hatton, Strong, Thalberg and South End Schools afterschool programs.

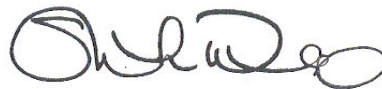
Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2018

Ending Date of Program or Project: June 30, 2021

Recommendation or Comment: Move that the Board of Education approve the YMCA location change from South End Elementary School to Plantsville Elementary School and enter into a new agreement with the Southington YMCA for the 2018-2021 school years with the reimbursement rate of \$1,260 per month.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. _____
2. _____

SPD/lb #16.agndaboe.1718.ymcaprograms.docx

DRAFT Policy #3541
Transportation

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Transportation**

The Board of Education will provide transportation for students under provisions of state law and regulations. The Superintendent of Schools shall administer the operation so as to:

1. Provide for the safety of students
2. Supplement and reinforce desirable student behavior patterns
3. Assist handicapped students appropriately
4. Enrich the instructional program through carefully planned field trips as recommended by the staff

Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Legal Reference:**Connecticut General Statutes**

- | | |
|---------|---|
| 10-220 | Duties of boards of education |
| 10-186 | Duties of local and regional boards of education |
| 14-275a | Use of standard school bus required |
| 14-275b | Transportation of handicapped students |
| 14-275c | Regulations re school buses and motor vehicles used to transport special education students |

Policy adopted: October 1988
 Policy reviewed: April 2003

DRAFT Regulation #3541
Transportation

Series 3000: Business and Non-Instructional Operations**Transportation****Procedures for School Transportation**

School transportation routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and bus loads and to provide for the full use of buses. Arrangements shall provide each student transportation to school within the prescribed time limits. As a guideline, bus routes shall begin no earlier than 45 minutes before school opens and students shall not be in transit from school more than 45 minutes.

Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.

The Board of Education will, in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes, furnish by transportation or otherwise, school accommodations so that each child over five (5) and under twenty-one (21) years of age who resides within the jurisdiction of the Board and is not a graduate of high school or vocational school (or who is not otherwise legally excluded from school) may attend the public schools maintained by the Board pursuant to Section 10-220 of the Connecticut General Statutes.

A. Definitions

1. "School transportation" means the procedures, program or fully effective and implemented plan by which a student is conveyed, at public expense, whether by use of publicly owned equipment or by contract to or from his residence to or from the school in which he is enrolled by the board.

Series 3000: Business and Non-Instructional Operations**Transportation****Procedures for School Transportation (continued)**

2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus (or vehicle) embarkation point (bus stop) established by the Board.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning student under age six (6).
5. "Raised walk area" means (1) a sidewalk or (2) a portion of the right of way at least three (3) feet wide, usually parallel to the traffic lanes, which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, fencing, apart from and independent of any white line safety markings along the street pavement.
6. "Walking route" means the most direct route which the child would normally be expected to travel between his residence and the school to which he is assigned by the Board.
7. "Hazard" means (1) exposure to molestation considered morally degrading or physically harmful, or (2) an unsafe thing or condition or a possible source of peril, danger, duress, or difficulty presenting a problem the solution of which is beyond the ordinary capability of a child of a given age or attainment or including specifically the following:
 - a. A walking route along a street or road having an adjacent or paralleled raised walk area is a hazard where any of the following conditions exist along said walking route:

Series 3000: Business and Non-Instructional Operations**Transportation****Procedures for School Transportation (continued)**

1. Speed limits for motor vehicles are in excess of forty (40) miles per hour and there are no pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross said street or road in going to and from school;
 2. The usual or frequent presence of any nuisance, such as open manholes or construction; snow plowed or piled on the raised walk area making such areas unusable; loading zones where delivery trucks are permitted to park in alleys; commercial entrances and exits where cars are crossing raised walk areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is dangerous or attractive to students;
 3. For students enrolled in grades K through 5, absence of pedestrian crossing light, or crossing guard where three (3) or more streets intersect, and at a street crossing where there are no stop signs or crossing guards; and,
 4. For students or enrolled in grades 6 through 12, absence of a traffic light, or stop sign, or crossing guard at street crossings where three (3) or more streets intersect, and have an average traffic count which exceeds 120 vehicles per hour during the time that children are walking to and from school.
- b. Any street, road or highway which has no sidewalks or raised walk areas shall be deemed unduly hazardous for students enrolled in grades K through 8, unless all of the following conditions are met:
1. There exists no line-of-sight obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snow bank, or other obscuring object or structure which may be

Series 3000: Business and Non-Instructional Operations**Transportation****Procedures for School Transportation (continued)**

safely negotiated by vehicles only at speeds under fifteen (15) miles per hour.

2. The line-of-sight visibility together with posted speed limits permit vehicular braking/stopping distances in accordance with the Connecticut Driver's Manual.
 3. Man-made hazards including attractive nuisances are absent.
 4. The roadway available to vehicles, when plowed free of snow accumulation, has a minimum width of twenty (20) feet.
- c. Any walkway or path in an area adjacent to, and parallel to railroad tracks shall be considered a hazard unless suitable physical barriers along the walking routes are present, and fixed between the tracks and the walking route (such as guard railings). Tracks that carry moving trains during hours that students are walking to or from school will be deemed hazardous unless the following conditions exist:
- A crossing guard is present; or,
 - An automatic control bar is present at crossings used by children under age ten (10), or a bar, or red flashing signal light is operational when the crossing is used for students over ten (10) years of age.
- d. A lake, stream, culvert, or waterway will be deemed a hazard in the absence of a fence or other suitable barrier fixed between the walking route and the water.
- e. Any street, road, walkway or path designed as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

threatened physical harm, or moral degradation, during the hours when students ordinarily walk to and from school.

- f. A situation shall be considered hazardous wherein students or enrolled in a grade kindergarten through five, are required to walk to or from school or to or from a bus stop at any time prior to one-half hour before sunrise or one-half hour after sunset.

B. Duties of the Superintendent

It shall be the responsibility of the Superintendent of Schools or designee to manage and supervise the school transportation service and, in connection therewith, to do the following:

1. Determine eligibility for school transportation in accordance with these guidelines and Section 10-186 of the General Statutes;
2. Establish school transportation routes and designate locations for pickup points (bus stops);
3. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation;
4. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations;
5. Give due consideration to requests for extension of school transportation service;
6. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

Series 3000: Business and Non-Instructional Operations**Transportation****Procedures for School Transportation (continued)****C. Eligibility for School Transportation**

Students will be eligible for school transportation if one or more of the following criteria is present:

1. The walking distance for the student is in excess of the guidelines established by the Board which shall exceed the following maximum distances:
 - a. For students enrolled in grades K through 5, up to one (1) mile.
 - b. For students enrolled in grades 6 through 8, at middle schools, up to one and one-half (1 ½) miles; and,
 - c. For students enrolled in grades 9 through 12, up to two (2) miles.
2. The walking route does not exceed the limits set forth in paragraph (1), but presents a hazard; and the hazard is not eliminated by and abated by the Board.
3. The student is physically handicapped, or mentally disabled,.

Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one (1) hour each way from home to school or returning.

D. Eligibility of Out-of-Town Transportation

1. Any resident of the school district under twenty-one (21) years of age who is not a high school or vocational school graduate and who is attending a state vocational school shall be eligible for transportation.

Series 3000: Business and Non-Instructional Operations**Transportation****Procedures for School Transportation (continued)**

2. A student who is placed by a Planning and Placement Team for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.

E. Appeals

Any parent, guardian, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner:

1. Discuss the matter with the principal of the school to which the student is assigned.
2. If no resolution is reached under (1) above, discuss the matter with the coordinator of transportation or designee,
3. If no resolution is reached under (2) above, discuss the matter with the Superintendent of Schools.

Any parent, guardian, student at majority, or officer whose duty it is to compel the observance of the laws concerning attendance at school, who believes that the Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or these regulations may, in writing, request a hearing before the Board to show the Board the manner in which the Superintendent has failed to furnish such accommodations.

The Board shall hold a hearing within ten (10) school days following receipt of such request.

The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

Series 3000: Business and Non-Instructional Operations**Transportation****Procedures for School Transportation****Routes and Services (continued)**

F. Routes and Services

Regard for the safety of students is a basic element of these regulations.

Students shall walk to the nearest bus stop up to the following maximum distances:

1. Kindergarten through grade 5 – 1 mile;
2. Grades 6 through 8 – 1.5 miles;
3. Grades 9 through 12 – 2 miles.

Bus stops may be located at more frequent intervals to reduce student congestion at the stops or for other reasons of safety as determined by the Board.

School transportation services are provided exclusively for the benefit and safety of the student population and are to be used only in support of programs authorized by and under the auspices of the school Board.

Students shall not be allowed off the bus until they reach their approved destination.

Students may ride buses other than their assigned buses only at the convenience of the school district in accordance with bus safety regulations and with the following provisions:

1. A written request must be submitted by the parent/guardian to the principal of the school for his/her official approval to take a bus other than his/her regular one.
2. Requests will only be considered for long-term arrangements such as those involving babysitters or day care providers.
3. The request must be 5-days consistent for both morning and afternoon.

4. Requests for bus changes for one-time events or short-term activities will not be considered.

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation

Legal Reference: Connecticut General Statutes

- 10-76d Transportation for special education program services.
- 10-97 Transportation to vocational schools
- 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board
- 10-220 Duties of board of education
- 10-220c Transportation of children over private roads. Immunity from liability
- 10-273c Reimbursement for transportation to and from elementary and secondary schools
- 10-280a Transportation for pupils in non-profit private schools outside school district
- 10-281 Transportation for pupils in non-profit schools within school district
- 14-275a Use of standard school bus required, when
- 14-275b Transportation of handicapped students
- 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Regulation approved: January 1989
 Regulation revised: April 1998
 Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Responding to Bus Accidents

1. The systemwide transportation administrator will inspect all accident sites, advise the school principal, and request that they report to the accident site.
2. Should the bus accident occur during an elementary, middle or high school inbound run, the school principal will have the nurse check each child upon arrival at school for any possible injuries. (The police will also check for any possible injuries at the scene of the accident).
3. Should the bus accident occur during the return trip home for elementary or middle school students, the transportation administrator and the school principal will inspect the accident site. The principal (or transportation administrator in the absence of the principal) will accompany all remaining children home on the bus (elementary level).
4. In all instances parent/guardian of elementary and middle school students will be notified by phone of the accident.
5. In the event of a serious bus accident involving high school students, the students will be checked for injuries at the scene and parents/guardians notified by phone.

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Transportation to Day Care/Babysitters

Procedures for Special Needs Transportation

Transportation to Day Care/Babysitters

In the event that a parent/guardian requests transportation privileges to a day care center or a babysitter's home, the following guidelines must be met:

1. The parent/guardian must submit a completed Request For Transportation Change Form to the school administrator.
2. In order for the request to be approved, the following criteria must be met:
 - a. The babysitter's address must be located in the school district.
 - b. There must be available seating on the school bus.
 - c. The bus stop must be consistent (the same every day, either a.m. or p.m. or both).
 - d. There cannot be any re-routing of the school bus.

Special Needs Transportation

In the event that a student's physician identifies a special transportation need, the following guidelines must be met:

1. Parent/guardian must submit a completed Request for Special Needs Transportation Form to the school administrator for processing.
2. The Request for Special Needs Transportation Form will be forwarded to the transportation office for implementation.

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Developing Bus Routes

General

The following information is due on or before July 15th of each school year and is to be submitted to the office of Operations Administrator:

1. Updated bus routes for the following school year
2. Student lists
3. Written kindergarten routes and student names and addresses
4. Names and addresses of special education students attending each school

Transitional Students

Prior to June 30th of each school year, the names and addresses of transitional students are to be sent to the office of the Operations Administrator.

Bus Route Design

AM Route

1. Include time the bus run will begin
2. List the exact starting place
3. List the bus stops
4. Include specific details if appropriate in the route
5. List the time of arrival at the school:
(i.e. arrive at _____ am, Plantsville School, No earlier than 8:30am)

PM Route

Indicate if the bus route is the same or a *reverse A.M. route*

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Non-Public School Transportation Guidelines

All transportation guidelines and state regulations apply for transporting students to non-public schools.

Specific Guidelines:

1. Prior to June 30th of each year, the administrators of the non-public schools must submit the names, grades and addresses of each student attending their respective schools to the Operations Administrator's office.
2. Prior to August 1st, the bus contractor, in consultation with the Southington Public Schools designee, will have developed bus routes based on:
 - a. Information provided by the non-public school administration
 - b. Guidelines used by the Southington Board of Education
3. All routes will be comparable to the Southington Public Schools' routes.
4. The administrators of the non-public schools will inform all parents of the guidelines and policies of the Southington Public Schools. Parental concerns will be processed by the non-public school administrators as a first step to the resolution of the problems.
5. The Operations Administrator's office will be contacted as a second step to the resolution of the problem.
6. All established transportation forms will be used by the non-public schools.

Regulation approved: January 1989

Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Reporting Complaints Concerning Transportation Safety

All clerical staff in the pupil personnel services office, as well as administrative staff involved in the provision of transportation to students in the Southington Public Schools, shall be provided with forms designed to record any complaint concerning transportation safety.

The form is structured to record the date, time, caller, complaint and action taken to resolve the complaint. As soon as clerical staff receive a complaint, they will record the required information and immediately forward the completed form to the administrator in charge of transportation. If the administrator receives a complaint directly, he/she will also record the required information on the form.

All records of complaints concerning transportation safety will be housed in the office of the administrator in charge of transportation. They will be filed in order of the date received. A summary record of all complaints shall be filed by the Superintendent of Schools with the Commissioner of Motor Vehicles within thirty (30) days of the end of the school year.

Legal Reference:
Connecticut General Statutes

PA 89-320 Ensuring the safe transportation of school children

Regulation revised: December 1989
Regulation revised: April 2003

CURRENT Policy and Regulation #3541
Transportation (with edits)

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Transportation**

The Board of Education will provide transportation for students under provisions of state law and regulations. The Superintendent of Schools shall administer the operation so as to:

1. Provide for the ~~maximum~~ safety of students
2. Supplement and reinforce desirable student behavior patterns
3. Assist handicapped students appropriately
4. Enrich the instructional program through carefully planned field trips as recommended by the staff

Commented [SM1]: Deleted maximum as that would provide attorney opportunity to use against us in court.

Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Legal Reference:**Connecticut General Statutes**

- | | |
|---------|---|
| 10-220 | Duties of boards of education |
| 10-186 | Duties of local and regional boards of education |
| 14-275a | Use of standard school bus required |
| 14-275b | Transportation of handicapped students |
| 14-275c | Regulations re school buses and motor vehicles used to transport special education students |

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Transportation**

The Board of Education will provide transportation for students under provisions of state law and regulations. The Superintendent of Schools shall administer the operation so as to:

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Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

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Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation

Routes and Services

School transportation routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and bus loads and to provide for the full use of buses. Arrangements shall provide each student transportation to school within the prescribed time limits. As a guideline, bus routes shall begin no earlier than 45 minutes before school opens and students shall not be in transit from school more than 45 minutes.

Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.

~~Two (2) copies of each official route shall be made available to the school district prior to the opening of school. One copy shall be sent to the building administrator of the school. The second copy shall be kept on file in the transportation office. The official bus route shall not be extended or changed until such proposed change has been checked to determine whether it meets all rules and regulations pertaining to safety, efficiency and economy.~~

~~Students shall not be allowed off the bus until they reach their approved destination.~~

The Board of Education will, in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes, furnish by transportation or otherwise, school accommodations so that each child over five (5) and under twenty-one (21) years of age who resides within the jurisdiction of the Board and is not a graduate of high school or vocational school (or who is not otherwise legally excluded from school) may attend the public schools maintained by the Board pursuant to Section 10-220 of the Connecticut General Statutes.

A. Definitions

1. "School transportation" means the procedures, program or fully effective and implemented plan by which a student is conveyed, at public expense, whether by use of publicly owned equipment or by contract to or from his residence to or from the school in which he is enrolled by the board.

Commented [SM2]: Paragraph outdated and doesn't add any value to context.

Commented [SM3]: Relocated later in the document under section F.

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus (or vehicle) embarkation point (bus stop) established by the Board.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning student under age six (6).
5. "Raised walk area" means (1) a sidewalk or (2) a portion of the right of way at least three (3) feet wide, usually parallel to the traffic lanes, which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, fencing, apart from and independent of any white line safety markings along the street pavement.
6. "Walking route" means the most direct route which the child would normally be expected to travel between his residence and the school to which he is assigned by the Board.
7. "Hazard" means (1) exposure to molestation considered morally degrading or physically harmful, or (2) an unsafe thing or condition or a possible source of peril, danger, duress, or difficulty presenting a problem the solution of which is beyond the ordinary capability of a child of a given age or attainment or including specifically the following:
 - a. A walking route along a street or road having an adjacent or paralleled raised walk area is a hazard where any of the following conditions exist along said walking route:

Series 3000: Business and Non-Instructional Operations

TransportationProcedures for School Transportation (continued)Routes and Services (continued)

1. Speed limits for motor vehicles are in excess of forty (40) miles per hour and there are no pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross said street or road in going to and from school;
 2. The usual or frequent presence of any nuisance, such as open manholes or construction; snow plowed or piled on the raised walk area making such areas unusable; loading zones where delivery trucks are permitted to park in alleys; commercial entrances and exits where cars are crossing raised walk areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is dangerous or attractive to ~~normal children~~ students;
 3. For students ~~under age ten (10), or enrolled in grades K through 3~~ 5, absence of pedestrian crossing light, or crossing guard where three (3) or more streets intersect, and at a street crossing where there are no stop signs or crossing guards; and,
 4. For students ~~over age ten (10), or enrolled in grades 4 6 through 12~~ 6, absence of a traffic light, or stop sign, or crossing guard at street crossings where three (3) or more streets intersect, and have an average traffic count which exceeds 120 vehicles per hour during the time that children are walking to and from school.
- b. Any street, road or highway which has no sidewalks or raised walk areas shall be deemed unduly hazardous for students enrolled in grades K through 8, unless all of the following conditions are met:
1. There exists no line-of-sight obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snow bank, or other obscuring object or structure which may be

Commented [SM4]: Changes reflect current practice

Commented [SM5]: Changes reflect current practice

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

safely negotiated by vehicles only at speeds under fifteen (15) miles per hour.

2. The line-of-sight visibility together with posted speed limits permit vehicular braking/stopping distances in accordance with the Connecticut Driver's Manual.
 3. Man-made hazards including attractive nuisances are absent.
 4. The roadway available to vehicles, when plowed free of snow accumulation, has a minimum width of twenty (20) feet.
- c. Any walkway or path in an area adjacent to, and parallel to railroad tracks shall be considered a hazard unless suitable physical barriers along the walking routes are present, and fixed between the tracks and the walking route (such as guard railings). Tracks that carry moving trains during hours that students are walking to or from school will be deemed hazardous unless the following conditions exist:
- A crossing guard is present; or,
 - An automatic control bar is present at crossings used by children under age ten (10), or a bar, or red flashing signal light is operational when the crossing is used for students over ten (10) years of age.
- d. A lake, stream, culvert, or waterway will be deemed a hazard in the absence of a fence or other suitable barrier fixed between the walking route and the water.
- e. Any street, road, walkway or path designed as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

threatened physical harm, or moral degradation, during the hours when students ordinarily walk to and from school.

- f. A situation shall be considered hazardous wherein students under the age of twelve (12) or enrolled in a grade kindergarten through six ~~five~~, are required to walk to or from school or to or from a bus stop at any time prior to one-half hour before sunrise or one-half hour after sunset.

Commented [SM6]: Changes reflect current practice

B. Duties of the Superintendent

It shall be the responsibility of the Superintendent of Schools or designee to manage and supervise the school transportation service and, in connection therewith, to do the following:

1. Determine eligibility for school transportation in accordance with these guidelines and Section 10-186 of the General Statutes;
2. Establish school transportation routes and designate locations for pickup points (bus stops);
3. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation;
4. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations;
5. Give due consideration to requests for extension of school transportation service;
6. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

C. Eligibility for School Transportation

Students will be eligible for school transportation if one or more of the following criteria is present:

1. The walking distance for the student is in excess of the guidelines established by the Board which shall exceed the following maximum distances:
 - a. For students enrolled in grades K through 3 5, up to one (1) mile with the exception that ~~all kindergartners will be provided transportation to or from school at mid day.~~
 - b. For students enrolled in ~~the equivalent of~~ grades 4 6 through 8, at middle schools, up to one and one-half (1 ½) miles; and,
 - c. For students enrolled in grades 9 through 12, up to two (2) miles.
2. The walking route does not exceed the limits set forth in paragraph (1), but presents a hazard; and the hazard is not eliminated by and abated by the Board.
3. The student is physically handicapped, or mentally disabled, ~~or a preschool student.~~

Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one (1) hour each way from home to school or returning.

D. Eligibility of Out-of-Town Transportation

1. Any resident of the school district under twenty-one (21) years of age who is not a high school or vocational school graduate and who is attending a state vocational school shall be eligible for transportation.

Commented [SM7]: Changes reflect shift to full day K program.

Commented [SM8]: Changes reflect current practice

Commented [SM9]: We do not currently offer transportation to all preschool students.

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

2. A student who is placed by a Planning and Placement Team for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.

E. Appeals

Any parent, guardian, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner:

1. Discuss the matter with the principal of the school to which the student is assigned.
2. If no resolution is reached under (1) above, discuss the matter with the coordinator of transportation or designee,
3. If no resolution is reached under (2) above, discuss the matter with the Superintendent of Schools.

Any parent, guardian, student at majority, or officer whose duty it is to compel the observance of the laws concerning attendance at school, who believes that the Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or these regulations may, in writing, request a hearing before the Board to show the Board the manner in which the Superintendent has failed to furnish such accommodations.

The Board shall hold a hearing within ten (10) school days following receipt of such request.

The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation

Routes and Services (continued)

F. Routes and Services

Regard for the safety of students is a basic element of these regulations.

Students shall walk to the nearest bus stop up to the following maximum distances:

1. Kindergarten through grade 3 - 1 mile;
2. Grades 4 through 8 - 1.5 miles;
3. Grades 9 through 12 - 2 miles.

Bus stops may be located at more frequent intervals to reduce student congestion at the stops or for other reasons of safety as determined by the Board.

School transportation services are provided exclusively for the benefit and safety of the student population and are to be used only in support of programs authorized by and under the auspices of the school Board.

Students shall not be allowed off the bus until they reach their approved destination.

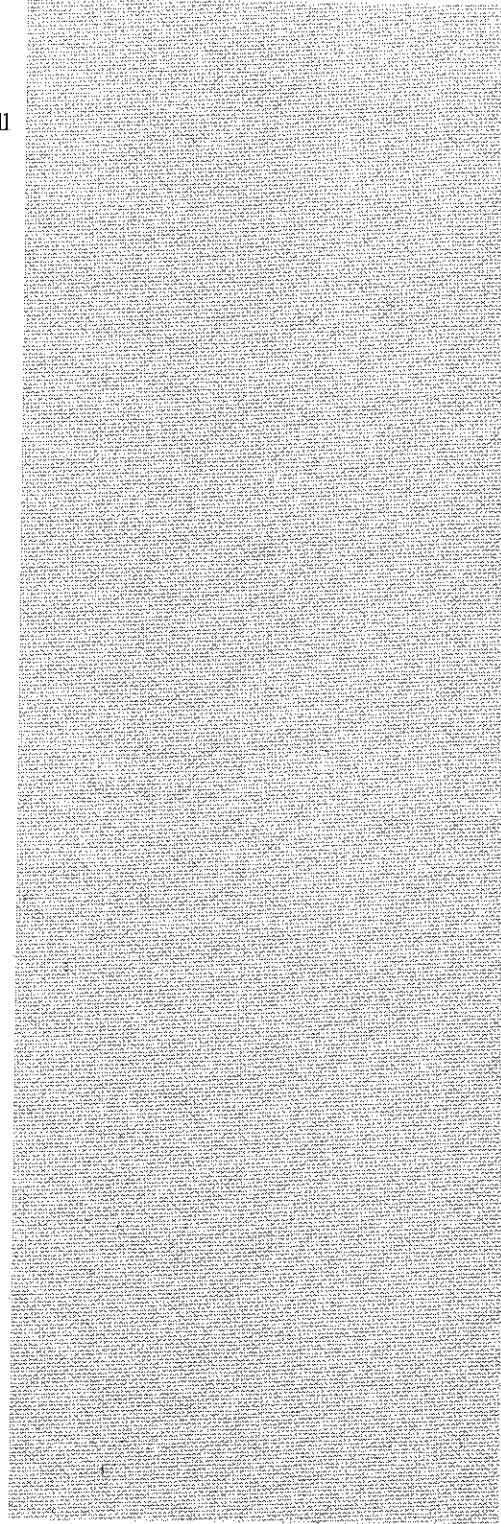
Students ~~Children~~ may ride buses other than their assigned buses only at the convenience of the school district in accordance with bus safety regulations and with the following provisions:

1. A written request must be submitted by the parent/guardian to the principal of the school for his/her official approval ~~each time a child is to take a bus other than his/her regular one.~~
2. ~~Such r~~Requests will only be considered for long-term arrangements such as those involving babysitters or day care providers.
3. The request must be 5-days consistent for both morning and afternoon.

Commented [SM10]: Relocated from page 1 routes and services!

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| 4. Requests for bus changes for one-time events or short-term activities will not be considered.



R-3541(1)

Series 3000: **Business and Non-Instructional Operations**

Transportation

Procedures for School Transportation

- Legal Reference: Connecticut General Statutes
- 10-76d Transportation for special education program services
 - 10-97 Transportation to vocational schools
 - 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board
 - 10-220 Duties of board of education
 - 10-220c Transportation of children over private roads. Immunity from liability
 - 10-273c Reimbursement for transportation to and from elementary and secondary schools
 - 10-280a Transportation for pupils in non-profit private schools outside school district
 - 10-281 Transportation for pupils in non-profit schools within school district
 - 14-275a Use of standard school bus required, when
 - 14-275b Transportation of handicapped students
 - 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Regulation approved: January 1989
Regulation revised: April 1998
Regulation revised: April 2003

R-3541(2)

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Responding to Bus Accidents

1. The systemwide transportation administrator will inspect all accident sites, advise the school principal, and request that they report to the accident site.
2. Should the bus accident occur during an elementary, middle or high school inbound run, the school principal will have the nurse check each child upon arrival at school for any possible injuries. (The police will also check for any possible injuries at the scene of the accident).
3. Should the bus accident occur during the return trip home for elementary or middle school students, the transportation administrator and the school principal will inspect the accident site. The principal (or transportation administrator in the absence of the principal) will accompany all remaining children home on the bus (elementary level).
4. In all instances parent/guardian of elementary and middle school students will be notified by phone of the accident.
5. In the event of a serious bus accident involving high school students, the students will be checked for injuries at the scene and parents/guardians notified by phone.

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Transportation to Day Care/Babysitters

Procedures for Special Needs Transportation

Transportation to Day Care/Babysitters

In the event that a parent/guardian requests transportation privileges to a day care center or a babysitter's home, the following guidelines must be met:

1. The parent/guardian must submit a completed Request For Transportation Change Form to the school administrator.
2. In order for the request to be approved, the following criteria must be met:
 - a. The babysitter's address must be located in the school district.
 - b. There must be available seating on the school bus.
 - c. The bus stop must be consistent (the same every day, either a.m. or p.m. or both).
 - d. There cannot be any re-routing of the school bus.

Special Needs Transportation

In the event that a student's physician identifies a special transportation need, the following guidelines must be met:

1. Parent/guardian must submit a completed Request for Special Needs Transportation Form to the school administrator for processing.
2. The Request for Special Needs Transportation Form will be forwarded to the transportation office for implementation.

Regulation approved: January 1989
Regulation revised: April 2003

R-3541(4)

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Developing Bus Routes

General

The following information is due on or before July 15th of each school year and is to be submitted to the office of Operations Administrator:

1. Updated bus routes for the following school year
2. Student lists
3. Written kindergarten routes and student names and addresses
4. Names and addresses of special education students attending each school

Transitional Students

Prior to June 30th of each school year, the names and addresses of transitional students are to be sent to the office of the Operations Administrator.

Bus Route Design

AM Route

1. Include time the bus run will begin
2. List the exact starting place
3. List the bus stops
4. Include specific details if appropriate in the route
5. List the time of arrival at the school:
(i.e. arrive at _____ am, Plantsville School, No earlier than 8:30am)

PM Route

Indicate if the bus route is the same or a *reverse A.M. route*

Regulation approved: January 1989

Regulation revised: April 2003

R-3541(5)

Series 3000: Business and Non-Instructional Operations

Transportation

Non-Public School Transportation Guidelines

All transportation guidelines and state regulations apply for transporting students to non-public schools.

Specific Guidelines:

1. Prior to June 30th of each year, the administrators of the non-public schools must submit the names, grades and addresses of each student attending their respective schools to the Operations Administrator's office.
2. Prior to August 1st, the bus contractor, in consultation with the Southington Public Schools designee, will have developed bus routes based on:
 - a. Information provided by the non-public school administration
 - b. Guidelines used by the Southington Board of Education
3. All routes will be comparable to the Southington Public Schools' routes.
4. The administrators of the non-public schools will inform all parents of the guidelines and policies of the Southington Public Schools. Parental concerns will be processed by the non-public school administrators as a first step to the resolution of the problems.
5. The Operations Administrator's office will be contacted as a second step to the resolution of the problem.
6. All established transportation forms will be used by the non-public schools.

Regulation approved: January 1989

Regulation revised: April 2003

R-3541(6)

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Reporting Complaints Concerning Transportation Safety

All clerical staff in the pupil personnel services office, as well as administrative staff involved in the provision of transportation to students in the Southington Public Schools, shall be provided with forms designed to record any complaint concerning transportation safety.

The form is structured to record the date, time, caller, complaint and action taken to resolve the complaint. As soon as clerical staff receive a complaint, they will record the required information and immediately forward the completed form to the administrator in charge of transportation. If the administrator receives a complaint directly, he/she will also record the required information on the form.

All records of complaints concerning transportation safety will be housed in the office of the administrator in charge of transportation. They will be filed in order of the date received. A summary record of all complaints shall be filed by the Superintendent of Schools with the Commissioner of Motor Vehicles within thirty (30) days of the end of the school year.

Legal Reference:
Connecticut General Statutes

PA 89-320 Ensuring the safe transportation of school children

Regulation revised: December 1989
Regulation revised: April 2003

DRAFT Policy #3324
Preferential Bidding Procedures

Series 3000: Business and Non-Instructional Operations**Preferential Bidding Procedures**

- A. For the purpose of this section, "town-based business" means a business with a principle place of business located within the town. A business shall not be considered a town-based business unless satisfactory evidence has been produced to the Board of Education Business Office whereby the business establishes that it owns property which has its principle place of business and pays taxes on real and personal property to the Town of Southington.

Such evidence may include proof of ownership of real estate by copy of deed and copies of paid tax bills for real and personal property. The personal property shall be used for the business in the performance of the bid.

- B. On any project, which shall be defined as all contracts to be made or let for work to be done or for supplies to be purchased for the Town which is \$10,000 or more, the lowest bidder shall be determined in the following manner:
1. Any town-based bidder which has submitted a bid of no more than 10 percent higher than the low bid, when such bid is between \$10,000 and \$500,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.
 2. Any town-based bidder which has submitted a bid of no more than 3.5 percent higher than the low bid, when such bid is between \$500,001 and \$1,000,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 3.5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.

Series 3000: Business and Non-Instructional Operations**Preferential Bidding Procedures**

3. Any town-based bidder which has submitted a bid of no more than 2 percent higher than the low bid, when such bid is over \$1,000,001, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 2 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which as submitted the lowest bid.
 4. The low bidder.
- C. The provisions of this section shall not apply to any projects which prohibit preferential bidding procedures which may include but may not be limited to state and federally funded projects.

CURRENT Policy #3324
Preferential Bidding Procedures (with edits)

Series 3000: Business and Non-Instructional Operations**Preferential Bidding Procedures**

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Series 3000: Business and Non-Instructional Operations**Preferential Bidding Procedures**

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 4. The low bidder.
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Policy Adopted: March 2010

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date May 10, 2018

Decision Requested X

Agenda Code 10 c

AGENDA REPORTING FORM

Agenda Topic: Approval of Overnight Field Trip

Summary of Issue: The Board of Education must give approval to field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented with this packet is a foreign field trip to Berlin, Prague, Krakow, and Budapest April, 2019.

Background: N/A

Alternative Strategies: N/A

Cost (if applicable): N/A

Funding Source: _____

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve the field trip request for the Southington High School students to travel to Berlin, Prague, Krakow, and Budapest as presented by the administration.

Titles of Attachments:

1. Field Trip Application and Documentation


Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

Teacher Karen Sawanayl Date 4/25/2018
Dept. Head Phil T. Desjard Date _____
Principal Sam Alt Date 4-26-18
Comments _____

Assistant Superintendent [Signature] Date 5/2/18 Approved
Not Approved

Board of Education Approval*** YES NO Date _____

***Approval of all school-sponsored foreign field trips will be conditional and may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of the trip in the interest of the safety of the students and staff of the Southington Public Schools. The Board of Education will not be responsible for any financial obligations incurred as a result of the planning of the school sponsored foreign field trips or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the school-sponsored foreign field trips. The district will make every effort to secure financial assistance for those students whose families have demonstrated financial hardship and are unable to afford the cost of the program.

The Board of Education will not be responsible for any student who participates in a travel study program that the Board of Education has not specifically approved.

SHS Students
Berlin, Prague, Krakow, and Budapest

Departing April 11, 12 or 13, 2019 and returning April 20, 21 or 22, 2019
(10 day trip)

Day 1 – Fly overnight to Germany

Travel between cities by motor coach:

Day 2 – Berlin walking tour

Day 3 – Berlin – expert-led tour

Day 4 – Dresden/Prague tour

Day 5 – Prague - expert-led tour

Day 6 – Krakow – expert-led tour

Day 7 – Krakow – including visit to Auschwitz and Birkenau

Day 8 – Budapest – walking tour

Day 9 – Budapest – expert-led tour

Day 10 – Depart for home

Curricular Connection to Central Europe

Berlin, Prague, Krakow, and Budapest

Student travel expands world views through firsthand experiences. It allows students to learn beyond the classroom, which pushes them to get out of their comfort zone and to gain a new perspective on other cultures, language and environment. Travel teaches students appreciate different and diversity. This trip will provide students with a better understanding and appreciation for former communist countries. They will have the opportunity to witness a completely new way of life. Global travel also enhances a student's college application.

EF description of the tour:

"Students will travel through the Iron Curtain and World War II to Gothic cathedrals and ancient cities. Berlin mixes historical significance, rich culture and an exciting cosmopolitan energy. Prague, which escaped the bombs of World War II, woos you with old-world charm. And in Krakow and Budapest, two of Europe's most underrated cities, architectural gems await around every corner"

NCSS Thematic Standards:

NCSS #1: Culture

NCSS #3: People, Places, and Environment

NCSS #5: Individuals, Groups, and Institutions

NCSS #6 Power, Authority, and Governance

NCSS #9: Global Connections

Grade 10 World History

Unit 6: World War II

Established Goal: The students will understand that the failure of the Treaty of Versailles caused the rise of Totalitarianism and World War II. World War II is actually two wars with a common goal, world dominance, Japan and Germany both desire to dominate their own half of the globe.

The Potsdam Conference, where the postwar fate of Germany was decided by the Big Three (Joseph Stalin, Harry S. Truman, and Winston Churchill). On July 26, 1945 the leaders issued a declaration demanding 'unconditional surrender' from Japan.

Tour will include a half-day excursion to Potsdam, Germany, where the postwar fate of Germany was decided at the 1945 Potsdam Conference.

Content Vocabulary:

- Big Three
- Unconditional surrender
- A-bomb
- Axis
- Allies

Essential Question:

How did WWII alter the world's power structure?

Grade 10 World History

Unit 8: Cold War

Establish Goal: Students will understand that the Cold War was an extension of the relationships developed during WWII and that it was driven by the mutual political economic, social and military competition that existed between the United States and the USSR in the post-war years.

Students read primary source: Kennedy at the Berlin Wall "*Inch bin cin Berliner*"

Content Vocabulary:

- Cold War
- Berlin Wall
- Iron Curtain
- Containment

Tour includes: Guided tour of Berlin, Germany

- Brandenburg Gate
- Remains of the Berlin Wall
- Checkpoint Charlie

Grade 10 & 11 U.S. History Chapter 6 WWII

Established Goal: Students will understand that the United States including its military forces and its civilian population succeeded along with the Allies to defeat the Axis powers in Europe and the Pacific.

- Enduring Understanding: Students will understand that totalitarian states around the world threatened democracy around the world, which led to U.S. assuming its role as a super power by becoming involved in World War II.

Content Vocabulary:

- Allies
- Axis
- Big Three (Churchill, Roosevelt, Stalin)
- Truman
- D-day
- VE Day
- United Nations
- Potsdam Conference

Skills:

Students will be able to compare maps from different times during the war and make inferences based on maps (1939-1942-1945)

U.S. History Chapter 7 -The Post War

Established Goals: students will understand that after WWII the U.S. emerged as a superpower. A new rivalry with the Soviet Union impacted both foreign and domestic policies and drew the U.S. into a prolonged entanglement with world affairs, unprecedented a time of prosperity and stability along with cultural changes that showed societal unrest.

Content Vocabulary:

- Iron Curtain
- Cold War
- Berlin Airlift
- Stalin

Essential Question:

How did the United States lead the world in the battle against Communism?

Tour includes:

- Guided tour of Auschwitz-Birkenau Memorial and Museum
- Guided tour of Kraków, Poland
- Walking tour of Dresden, Germany
- Walking tour of Berlin, Germany
- Guided tour of Budapest
- Guided tour Prague

Understanding by Design

Grade: 9 Civics Unit 1: Government and Economic Systems

Established Goal(s): *Students will understand that society needs order, laws, and consequences which lead to the development of different types of governments and economic systems.*

Content Standard:

- Standard #5 – Identify knowledge of U.S. government compared to others.
- Standard #8 – Understand and analyze how international relations impact political and economic systems.
- Standard #9 – Identify and analyze characteristics of government in various world regions.
- Standard #14 – Identify various economic systems and compare them to the U.S.
- Standard #15 – Analyze pros and cons of different economic systems.

Performance Task(s):

EQ: What are the strengths and weaknesses of the three major economic systems?

Students participate in a Communism/Capitalism Game

- Students will firsthand experience the three economic systems (capitalism, socialism, and communism) The classroom will transform into a marketplace for 3-5 school days, in which the students will practice the ideologies and functionalities of the three economic systems.
- Read outside sources related to different types of governments and economic systems
- Complete a "Types of Governments" Chart
- Create an Economic Brochure

Connections to other disciplines:

Math:

- Students will convert U.S. currency to Euro
- Students will budget money for souvenirs
- Weight/measurements, temp

Business:

Course: Business Communication: Grades 11-12

- Students will communicate nonverbally in an international environment given a specific situation.

World Language:

ACTFL Standards Interpretive (Reading, Listening, Viewing)

- Standard 2.1 and 2.2 – compare and reflect on products, practices, and/or perspectives of the target culture(s). Germany, Poland, Hungary, Czech Republic

What you'll experience on your tour

Day 1: Fly overnight to Germany

Day 2: Berlin

- Meet your Tour Director at the airport in Berlin. Poised at the cutting edge of European culture, this German capital has been transformed since the Berlin Wall fell in 1989. During your stay you'll see Checkpoint Charlie, named after the checkpoint station that once guarded the border between East and West Germany. At the Topography of Terror Museum, on the site of the old SS and Gestapo headquarters, you'll touch the largest piece of the Berlin Wall still standing in its original spot.
- Take a walking tour of Berlin.

Day 3: Berlin

- Take an expertly guided tour of Berlin: Brandenburg Gate
- Photo stop at Checkpoint Charlie.
- Visit the Topography of Terror Museum.
- Time to see more of Berlin or
 - 📍 Visit Potsdam

Day 4: Dresden | Prague

- Travel to Dresden
- Take a tour of Dresden
- Continue on to Prague and encounter the legendary beauty of the former capital of the Holy Roman Empire. Located on the Vltava River, Prague gracefully balances the classical features of old Europe with a lively, Bohemian spirit. Walk the quaint, cobbled streets of the Mala Strana and visit the 13th-century Stare Mesto and Old Town Square. Here you'll see the famous 15th-century astronomical clock. From St. Vitus Cathedral to the Baroque statues of the Charles Bridge, you'll explore the celebrated art and architecture of the City of One Hundred Spires.
- Take a walking tour of Prague

Day 5: Prague

- Take an expert-led tour of Prague: Prague Castle and St. Vitus Cathedral, Wallenstein Palace Gardens (April-October), Lennon Wall, Charles Bridge, Old Town Square.

Day 6: Krakow

- Travel to Krakow, the only major Polish city to escape devastation during World War II, leaving the beautiful architecture of its Old Town intact. As you explore the former capital you'll see Wawel Cathedral, where Polish kings were crowned and Pope John Paul II once served as archbishop. Stroll through Główny Square, passing beautiful Sukiennice Cloth Hall and the Jagiellonian University. You'll also take a somber visit to the concentration camps at Auschwitz and Birkenau. Before you leave, observe a moment of remembrance for the six million victims of the Holocaust.
- Take an expert-led tour of Krakow: Wawel Hill; Główny Square
- Visit Wawel Cathedral.
- Visit St. Mary's Church.

Day 7: Krakow

- Visit Auschwitz and Birkenau.
- Enjoy free time in Krakow.

Day 8: Budapest

- Travel via Slovakia and the Tatra Mountains to Budapest
- Take a walking tour of Budapest

Day 9: Budapest

- Take an expert-led tour of Budapest.
- Visit Matthias Church.
- Visit Fisherman's Bastion.
- Time to see more of Budapest or
 - 📍 Visit the Budapest Baths.

DAY 10: Depart for home

📍 2-DAY TOUR EXTENSION

Day 10: Vienna

- Travel to Vienna, residence of the imperial court for six centuries. Vienna is marked with the seal of the powerful Habsburgs, a family who once ruled over half of Europe.
- Enjoy an authentic wiener schnitzel dinner.

Day 11: Vienna

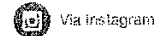
- Take an expert-led tour of Vienna: Ringstrasse; Rathaus
- Visit Schönbrunn Palace.

Day 12: Depart for home



*In Berlin, Germany #berlin
#germany #ef #efhours
=neverstopexploring*

- NICK TRAVELLER



Via Instagram

This trip was amazing!! Not many people get to go to Eastern Europe, and it was such a great experience. We loved our tour guide and I really felt like i bonded with my classmates. Would recommend this trip to everyone!

- MARY STUDENT



Via Facebook

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____

2. _____

3. _____

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date May 10, 2018

Decision Requested X

Agenda Code 10 d

AGENDA REPORTING FORM

Agenda Topic: Job Description Approval ~ Instructional Technology Coordinator

Summary of Issue: The Policy & Personnel Committee has reviewed, discussed, and revised the job description for the Instructional Technology Coordinator at their April 19, 2018 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: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve the revised job description for *Instructional Technology Coordinator* as recommended by the Policy and Personnel Committee.

Titles of Attachments:

- 1. DRAFT Job Description



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**Approval of Job Description
Instructional Technology Coordinator**

DRAFT



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: INSTRUCTIONAL TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. A valid Connecticut teaching certificate in any area
2. Experience training adults and students of various ages
3. Experience with curriculum development
4. Experience providing technology-based professional development
5. An understanding of how learning theories and instructional methods relate to technology
6. Experience in instructional design principles
7. Experience with methods for integrating technology into the curriculum such as asynchronous and synchronous learning, learning management systems (LMS), discussion boards, document sharing, digital portfolios, digital feedback, and other forms of assessment
8. Experience implementing educational shifts in teaching and learning, such as mastery based learning, 21st Century skills, growth mindset, project-based learning, and design thinking
9. Experience leading project teams for the purpose of implementing instructional technology innovations
10. Experience interpreting proprietary, state, and national guidelines for student digital privacy and implementing safeguards to protect student data
11. Strong technology skills
 - Including computer programming, educational software, word processing, database, spreadsheet, web development, presentation, digital video and audio editing, image processing, graphics applications
 - Experience using PCs, Apple, SmartBoards, devices, peripherals, network hardware, wireless technology
 - Experience using and training in systems such as PowerSchool, Google Apps for Education, OneDrive.
12. Ability to collect and analyze data from a variety of sources and make recommendations

REPORTS TO: Assistant Superintendent for Curriculum and Instruction

JOB GOAL:

The instructional technology coordinator is a leadership position that coordinates the integration of technology throughout the curriculum, promotes the effective use of instructional technology across the district and develops the support structures necessary to improve learning.

PERFORMANCE RESPONSIBILITIES:

Instruction

1. Collaborate with the Director of Technology, administrators and teachers to develop a district instructional technology plan that includes an action plan, communication plan, and professional development plan
2. Work with administrators, coordinators and teachers to establish goals for the effective use of instructional technology across the curriculum
3. Work with appropriate personnel, administrators, supervisors and teachers to implement the professional development plan for each school year
4. Study, evaluate, and, as appropriate, recommend to the administration the adoption of new technology instructional materials, methods, and programs
5. Collaborate with Special Education coordinators and teachers to identify assistive technology to improve instruction and learning
6. Assist instructional staff in lesson planning for incorporating technology in specific subject areas and across grade levels
7. Assist schools and teachers with the technology use for project based instruction and planning of instruction
8. Participate in the research, review, and integration of technology in K-12 curriculum and administrative applications
9. Model the use of a variety of digital systems (e.g. blended learning systems, digital tools, data tools, learning management systems, development tools, etc.) to mastering the use of all applications and tools necessary to increase the use of technology that positively impacts student performance and advances the district.

Professional

1. Provide opportunities (classes, workshops, etc.) for all staff members to increase their knowledge and use of technology
2. Provide long term vision for computer technology in curriculum and instruction for the district
3. Provide liaison with other educational and community agencies and organizations.
4. Attend faculty, department and grade level meetings as requested.
5. Attend conferences and workshops that keep one apprised of changes in technology and directions of future technology development.
6. Perform other such responsibilities as may be necessary and assigned by the Assistant Superintendent for Instruction and Learning
7. Meet with professional development committee to schedule and plan technology professional development
8. Conduct staff training workshops as needed
9. Identify emerging technologies. Pilot hardware and software applications that encourage the use of instructional technology within the context of elementary, middle and high schools
10. Develop communication plan for informing and educating students, staff and parents about the district's Acceptable Use Policy (AUP)
11. Identify and support emerging district technology leaders
12. Build consensus around a vision for 21st century student outcomes and how the teaching and learning system must change to support this vision.
13. Lead teams and individuals to develop innovative improvements (and/or solve complex problems) to support all students in achieving 21st century outcomes.
14. Uphold and promote goals and objectives of the Board of Education

TERMS OF EMPLOYMENT:

Teachers work year with 10 additional work days at the teacher's per diem rate of pay with salary, benefits, and working conditions per the agreement between the Board of Education and Southington Education Association.

EVALUATION:

Performance of the job will be evaluated annually by the Assistant Superintendent for Curriculum and Instruction.

Current Job Description
Instructional Technology Coordinator (with edits)



SOUTHINGTON PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: INSTRUCTIONAL TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. A valid Connecticut teaching certificate in any area
2. Experience training adults and students of various ages
3. Experience with curriculum development
4. Experience providing technology-based professional development
5. An understanding of how learning theories and instructional methods relate to technology
6. Experience in instructional design principles
7. Experience with methods for integrating technology into the curriculum such as asynchronous and synchronous learning, learning management systems (LMS), discussion boards, document sharing, digital portfolios, digital feedback, and other forms of assessment
8. Experience implementing educational shifts in teaching and learning, such as mastery based learning, 21st Century skills, growth mindset, project-based learning, and design thinking
9. Experience leading project teams for the purpose of implementing instructional technology innovations
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