

Southington Board of Education Meeting

Thursday, February 28, 2019 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
 - a. Student Matters
 - b. UPSEU Paraeducators / ABA / EL Tutors Negotiations
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Celebration of Excellence for Southington High School Students who received an award from the Connecticut Art Education Association ~ Elaina Rivers and Michaela Hughes
6. Approval of Minutes
 - a. Board of Education Meeting Minutes ~ January 24, 2019
 - b. Board of Education Special Meeting Minutes ~ February 13, 2019
7. Public Communications
 - a. Communications from Public
 - b. Communications from Board of Education
 - c. Communications from Administration
 - d. Communications from Student Representatives
8. Committee Reports
 - a. Board of Education Curriculum & Instruction Committee Meeting ~ February 11, 2019
 - b. Board of Education Policy & Personnel Committee Meeting ~ February 13, 2019
 - c. Board of Education Finance Committee Meeting ~ February 21, 2019
 1. Transfer of Funds
 2. Athletic Training Contract Extension
 3. YMCA Before & After Care Rates 2019-2020
 4. Preschool Tuition Rates 2019-2020
9. Superintendent's Report
 - a. Personnel Report
10. Old Business
 - a. Town Government Communications
11. New Business
 - a. Leonard & Gladys Joll Scholarship Committee Appointment
 - b. Approval of Out of State / Overnight & Foreign Field Trips

- c. Policy 3543.1, Policy Regarding Holds on the Destruction of Electronic Information and Paper Records ~ First Reading
 - d. Policy 3543, Policy Regarding Retention of Electronic Records and Information ~ First Reading
 - e. Policy 5145.14, Uniform Treatment of Recruiters ~ First Reading
 - f. Policy 3160, Board Budget Procedures and Line Item Transfers ~ First Reading
 - g. Policy 3260, Sales and Disposal of Obsolete Books, Equipment and Supplies ~ First Reading
 - h. Policy 3280, Gifts, Grants and Bequests ~ First Reading
 - i. Policy 3433, IDEA Fiscal Compliance ~ First Reading
 - j. Policy 3453, School Activities Funds ~ First Reading
 - k. All Night Grad Raffle Approval
12. Adjournment

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

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

JANUARY 24, 2019

The regular meeting of the Southington Board of Education (Committee of the Whole – Operations) was held on Thursday, January 24, 2019 at 7:00 p.m. in the John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut and an Executive Session was held at 6:30 p.m.

1. CALL TO ORDER

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:35 p.m.

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

Administration present: Mr. Timothy Connellan, Superintendent of Schools

2. EXECUTIVE SESSION ~ STUDENT MATTERS AND UNAFFILIATED EMPLOYEES

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

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

Motion carried unanimously by voice vote.

Mr. Goralski declared Executive Session ended at 7:10 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

Mr. Goralski reconvened the Board of Education Regular Session at 7:20 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, and Mrs. Patricia Queen. Absent was Mr. Zaya Oshana.

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

Student representative present was Nicholas Mangene. Absent were Bianca Spataro and Trevor Messina.

4. PLEDGE OF ALLEGIANCE

Nicholas Mangene, Student Representative, led in reciting the Pledge of Allegiance.

Mr. Goralski extended Mr. Oshana's apologies for not attending the meeting because he was flying home from a business trip and watching the live-feed of the meeting while on the plane and texting his comments to Mr. Goralski.

5. APPROVAL OF MINUTES ~ January 10, 2019

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

“Move to approve the regular Board of Education minutes of January 10, 2019, as submitted.”

Motion carried unanimously by voice vote.

a. Workshop #1 / Executive Session ~ January 15, 2019

Mrs. Clark explained that both Workshop / Executive Session minutes were missing a paragraph of when the Board members ended Executive Session.

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

“Move to approve the Board of Education Workshop #1/Executive Session minutes of January 15, 2019, as amended.”

Motion carried unanimously by voice vote.

b. Workshop #2 / Executive Session ~ January 17, 2019

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

“Move to approve the Board of Education Workshop #2/Executive Session minutes of January 17, 2019, as amended.”

Motion carried by voice vote with Mr. Derynoski abstaining.

6. PUBLIC COMMUNICATIONS

a. Communications from Public

There was no public communication.

b. Communications from Board of Education

Board members discussed the following:

- Mrs. Queen discussed at length an event that she attended held on Wednesday, January 23, 2019 at the First Baptist Church called, “Why colorblindness does not work,” which was a community conversation on racism facilitated by the staff at the Harriet Beecher Stowe House and sponsored by the Southington Women for Progress. She noted that Board members, administrators, staff, and Town councilors also attended. Mr. Derynoski recommended that the discussion on this issue continue for the Board of Education as an agenda item under Old Business. This would also be a way to share with the public the steps that administration and Board were taking to address the issues. Mr. Goralski addressed the use of the word “Colorblind” because there are many people who have the physical disability of not being able to see color. He requested that another name be used instead of “Colorblind”. It was recommended that the title of the ongoing Board of Education agenda item under Old Business should be called, “Equity.”
- Mr. Brown attended a Rotary meeting where Southington Police Officer Palmieri discussed “Project Hope”, which addresses the opioid crisis. He anticipated that the Board would take part in this project.
- Mr. Baczewski reported that the White Family with children in the Hatton School district won the national invention contest sponsored by Frito Lay with their invention “Kid Safe Switch” winning the grand prize of \$250,000. He also addressed the racial discussion and thought that empathy should be practiced. Mr. Baczewski attended a meeting at the high school involving student leaders and recommended that the student leaders be included in the “Equity” conversation.
- Mr. Goralski noted that the Veteran’s Committee gave the Board members a Fischer House patch that states “Helping Military Families” in recognition of the partnership and support between the school district and the Veteran’s Committee.

c. Communication from Administration

Administration reported on the following:

1. YMCA – 2019 Annual Celebration and Recognition: Mr. Connellan reported that this celebration would take place on February 6, 2019 at 6:30 p.m. at the Aqua Turf. Unified Theater, Unified Sport and Best Buddies will receive the Youth Development Award that night and Sara McAuliffe, senior at St. Paul High School, and Caitlin Mulligan, senior at Southington High School, would be receiving the Youth Leadership Award.
2. Sloper Plunge: Mr. Connellan thanked all the school staff members who participated with donations or taking the plunge. Mr. Goralski and Mr. Baczewski also jumped. There were 12 or 13 schools that had active “plungers.” He noted that the Cheshire Superintendent and staff participated for the first time in the Sloper Plunge and would try to increase participation of the Cheshire school district next year. Mr. Goralski received a thank you note from Mr. Mark Pooler, YMCA Executive Director, thanking the Southington school system for participating with over \$65,000 raised to send children to Camp Sloper in the summer. The Cheshire school district raised over \$8,000 for their first year participating.
3. Dr. Martin Luther King, Jr. Award: Mr. Connellan reported that this event was rescheduled due to the weather and would be held at the First Baptist Church on January 27,

2019 at 10:00 a.m. Receiving awards are Mariah Davino, grade 7 at Kennedy Middle School and Sophia LeBlanc, grade 8 at DePaolo Middle School, who were chosen based on an Essay personifying the philosophy of Dr. King.

d. Communication from Students Representatives

Mr. Nicholas Mangene reported on the following:

- The Multicultural Diversity meeting was held on January 17, 2019.
- The mid-terms started on Tuesday, January 22, 2019 and ended on Friday with the second semester starting on Monday, January 28, 2019.
- A scholarship meeting informing seniors how to apply was held after school on January 24, 2019.
- The American Legion Oratorical Contest would be held on January 30, 2019 in which he would be participating. Mr. Goralski stated that Mrs. Carmody would be a judge for the contest.

7. OLD BUSINESS

a. Town Government Communication

Mr. Goralski acknowledged the following 2019-2020 Budget dates:

- February 13, 2019: Board of Education presents their budget request to the Board of Finance at 6:30 p.m. in the Town Council Chambers at Town Hall.
- February 26 & 27, 2019: Board of Finance workshops with other department heads starting 6:30 p.m.
- March 4, 2019: Public Hearing on General Government proposed budget, 7:00 p.m. at DePaolo Middle School.
- March 6, 7, 26, 27, 2019: Budget Review Workshops, Town Hall Board of Finance Conference Room at 6:30 p.m.
- March 27, 2019: Board of Finance recommends 2019-2020 Budget, Town Council Chambers at 7:00 p.m.
- April 22, 2019: Town Council Public Hearing held in the Municipal Center Public Assembly Room at 7:00 p.m.
- May 13, 2019: Town Council votes to adopt the 2019-2020 budget at 7:00 p.m. in the Municipal Center Public Assembly Room.
- May 15, 2019: Board of Finance sets the Mill Rate at 7:00 p.m. in the Town Council Chambers at Town Hall.

b. Policy 1331, Drugs, Tobacco and Alcohol on School Property ~ Second Reading

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

“Move that the Board of Education approve Policy 1331, Drugs, Tobacco and Alcohol on School Property, as recommended by the Policy & Personnel Committee.”

Motion carried unanimously by voice vote.

c. Unaffiliated Employees Compensation

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

“Move that the Board approves the compensation for unaffiliated employees for the 2019-2020 school year as recommended by the Superintendent and adjusted by the Board.”

Mr. Goralski explained that he received a text message from Mr. Oshana, which he would read in full later in the meeting, who indicated his support of the compensation for unaffiliated employees (*Attachment #1*).

ROLL CALL VOTE: YES – Mr. Brown, Mrs. Carmody, Mrs. Clark, Mr. Baczewski, Ms. Cammuso, Mrs. Queen and Mr. Goralski. Opposed: Mr. Derynoski.

Motion carried with seven in favor and one opposed.

8. NEW BUSINESS

a. SHS Elevator Modernization Bid #2019-08

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

“Move to award Bid #2019-08 Elevator Modernization with the addition of refurbishing the interior cab to the low bid vendor New England Elevator Corporation in the amount of \$85,680.

Mrs. DiNello explained that the Maintenance Department was working on the current repair. She spoke to Mr. Mark Sciota, Town Manager, and he agreed with the funding recommendation of the money that is in the Capital line item for the elevator and using the carry forward of the operating budget funds from 2017-2018 to fill in the balance to complete the modernization of the interior cab. Mrs. DiNello explained that through the efforts of the maintenance and custodial staff and food service employees at the high school hot meals were able to be served throughout the long process of the elevator repair.

Motion carried unanimously by voice vote.

b. Review / Adoption of 2019-2020 Board of Education Budget

Mr. Goralski explained that there were two workshops and considerable dialog regarding the 2019-2020 budget with a PowerPoint presentation by the Superintendent. He thanked the administration and staff at all levels who participated in the budget process. He explained the budget process at length.

Mr. Baczewski thought that the request for a \$3,400 trailer was not necessary at this time.

Mr. Derynoski addressed the \$20,000 increase in Account #32324, Districtwide Computer Hardware, on page 18 in the budget book and where the description for the increase could be found in the budget regarding the VoIP phones (Voice Over Internet Protocol). Mrs. DiNello responded that the district was in year three of a three-year lease for upgrading the phone system. They would

be starting a brand-new three-year lease to upgrade additional phone systems at additional schools. The new lease funds are reflected in the budget with the payment amount kept the same in anticipation of continuing the process of upgrading the phones.

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

“Move that the Board of Education adopt the 2019-2020 operating budget with revisions for \$100,216,856.

All the Board members supported the budget as presented and discussed the reasons why they thought it should be supported by the town. Board members stated that they had an obligation to provide for all students in Southington, thought that there was no fluff in the budget, represented the needs of the students, and was well documented and justifiable.

Mr. Goralski read Mr. Oshana’s text message of support for the unaffiliated salaries and the 2019-2020 budget for public record (*Attachment #2*).

Mr. Derynoski thanked the business office, especially Mrs. DiNello, for an outstanding job of putting the budget together that was easy to read. Mrs. DiNello noted that it was a team effort.

ROLL CALL VOTE: YES – Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mr. Brown, Ms. Cammuso, Mr. Baczewski, Mrs. Queen and Mr. Goralski.

Motion carried unanimously.

12. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary

Non Union Approved Salary and Wages

ATTACHMENT #1

POSITIONS	2016-17 ADOPTED	2017-18 ADOPTED	2018-19 ADOPTED	2019-20 ADOPTED	\$ Increase	% Increase
SUPERINTENDENT	191,000	195,000	195,000	200,000	5,000	2.56%
ASSISTANT SUPERINTENDENT	158,000	165,100	165,100	175,000	9,900	6.00%
DIRECTOR OF PUPIL SERVICES	146,100	149,750	149,750	154,200	4,450	2.97%
DIRECTOR OF BUSINESS AND FINANCE	142,000	146,950	146,950	151,315	4,365	2.97%
OPERATIONS DIRECTOR ¹	112,000	115,925	115,925	125,000	9,075	7.83%
OPERATIONS DIRECTOR ²	112,000			141,000	16,000	12.80%
TECHNOLOGY DIRECTOR	130,875	134,150	134,150	137,500	3,350	2.50%
SUPERVISOR of BLDG & GRDS	88,700	90,475	90,475	90,475	0	0.00%
ACCOUNTING MANAGER ³	74,700	76,950	76,950	85,000	8,050	10.46%
ACCOUNTING MANAGER ⁴	74,700			90,000	5,000	6.50%
HUMAN RESOURCES MANAGER ⁵	80,050	95,000	95,000	97,825	2,825	2.97%
TECHNOLOGY ANALYSTS	50,149-67,835	51,403-69,531	51,403-69,531	52,688-71,269		2.50%
SOFTWARE SPECIALIST	28.79	29.51	29.51	30.25	0.74	2.50%
TECHNOLOGY ASSISTANT	14.35	14.71	14.71	15.08	0.37	2.50%
AUDIO VISUAL TECHNICIAN	55,623	57,014	57,014	58,439	1,425	2.50%
PAYROLL SUPERVISOR	30.43	31.34	31.34	32.44	1.10	3.50%
MAINTENANCE FOREMAN ⁶	72,959	75,148	75,148	80,000	4,852	6.46%
MAINTENANCE FOREMAN ⁷	72,959			85,000	5,000	6.25%
EXEC ASSISTANT SUPERINTENDENT	36.02	37.28	37.28	38.59	1.30	3.50%
EXEC ASST ASST. SUPERINTENDENT	31.21	32.30	29.29	30.32	1.03	3.50%
EXECUTIVE ASSISTANT DIR BUS & FIN.	29.29	30.32	30.32	31.38	1.06	3.50%
SUMMER SCHOOL DIRECTOR	6,377	6,505	6,505	6,635	130	2.00%
JUMP START DIRECTOR	4,646	4,739	4,739	4,834	95	2.00%
CONT. EDUCATION DIRECTOR	13,218	13,482	13,482	13,752	270	2.00%
PT. TIME CUSTODIAN	14.73-15.58	15.02-15.89	15.02-15.90	15.32-16.22		2.00%
SCHOOL PHYSICIAN	12,755	13,010	13,010	13,270	260	2.00%
MATRONS	16.58	16.91	16.91	17.33	0.42	2.50%
CROSSING GUARDS - per shift	17.00	17.00	17.00	17.43	0.43	2.50%
PART TIME CLERKS	15.66-19.86	15.97-20.26	15.97-20.27	16.29-20.68		2.00%
ESY/ JUMPSTART AIDES	9.05-9.64	9.23-9.83	9.23-9.84	10.10		2.60%
ESY/JUMPSTART PARAS (non union)	11.60-13.83	11.83-14.11	11.83-14.12	12.07-14.40		2.00%
SUBSTITUTE PARAS	10.67	10.88	10.88	11.10	0.22	2.00%
SUBSTITUTE CUSTODIANS	14.40	14.69	14.69	14.98	0.29	2.00%
SUBSTITUTE NURSES	20.29	20.70	20.70	21.11	0.41	2.00%
SUBSTITUTE SECRETARIES	12.80	13.06	13.06	13.32	0.26	2.00%
TUTORS- MATH & LITERACY	20.12	20.12	20.12	20.52	0.40	2.00%
HALL MONITORS DES	11.10	11.32	11.32	N/A		
SUBSTITUTE TEACHERS - per day	85-100	85-100	85-100	85-100		
NON UNION LPN	22.31	22.76	22.76	23.21	0.46	2.00%
MEETING VIDEOGRAPHER - per meeting	100	100	100	100	0	0.00%
BCBA	87,029	88,770	88,770	90,989	2,219	2.50%
BCaBA	62,912	64,170	64,170	65,774	1,604	2.50%
FOOD SERVICE DIRECTOR	68,957	70,336	70,336	72,095	1,758	2.50%
SECY/BOOKEEPER LUNCH	25.91	26.43	26.43	27.02	0.59	2.25%
FOOD SERVICE CLERK	15.35	15.66	15.66	16.01	0.35	2.25%
EARLY CHILDHOOD COLL. - DIRECTOR	41,208	42,032	42,032	43,083	1,051	2.50%
EARLY CHILDHOOD COLL. - COORD.	18.72	19.09	19.09	19.57	0.48	2.50%

Operations Director¹ July 1, 2019 Restructure, three positions into two, additional responsibilities
 Operations Director² November 9, 2019
 ACCOUNTING MANAGER³ July 1, 2019 Job responsibilities adjustment pending job description revision
 ACCOUNTING MANAGER⁴ January 1, 2020
 HUMAN RESOURCES MANAGER⁵ Shared position, BOE = 75%, Town = 25%
 MAINTENANCE FOREMAN⁶ Restructure, three positions into two, additional responsibilities
 MAINTENANCE FOREMAN⁷

Mr. Oshana's text message from the airplane to Mr. Goralski during the Board meeting:

“Hello from the plane. I am just realizing that my school email has been dead for a couple of days. I discovered that today and tried to get it fixed, but Jamie could not help me get it working. For tonight, I am, as you know, in agreement and would have voted “Yes” for the [unaffiliated] grid and to the budget as presented at our last executive session. The fact that for the last two years our budget was not a level service budget, it cut programs, teachers, and reduced what we are able to offer our students. Our job is to educate our students and to set a budget that will do that in the best possible way with the financial constraints we face is our job. We must do our job. There is no fluff in this budget and, in fact, it does not even bring us to where we were in services and staff two years ago. But, it is a start. We owe it to our students and to the town to provide the best education possible and if I were there I would be voting ‘yes’ to this budget as proposed.”

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**

**SPECIAL MEETING
FEBRUARY 13, 2019**

A special meeting of the Southington Board of Education was held on Wednesday, February 13, 2019 at 5:00 p.m. in the John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

CALL TO ORDER:

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

Administrators Present: Mr. Timothy Connellan, Superintendent, and Mr. Peter Romano, Director of Operations.

Others Present: Mr. Roger LaFleur, Project Manager, PM Resources, LLC and Mr. Thomas Hibbard, Architect, Hibbard & Rosa.

Mr. Brian Goralski, Chairperson, called the meeting to order at 5:03 p.m. and turned the discussion of the Educational Specifications for the Southington High School Roof over to Mr. Romano. Mr. Romano clarified information and answered questions about the project with the help of Mr. LaFleur, Project Manager, and Mr. Hibbard, Project Architect.

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

“Move to approve the Educational Specifications for the Partial Roof Replacement Project for Southington High School, as presented.”

Motion passed unanimously by voice vote.

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

“Move to adjourn.

Motion passed unanimously by voice vote.

The meeting adjourned at 5:13 p.m.

Respectfully submitted,

Colleen W. Clark

Secretary

Board of Education
Administrative Report
February 28, 2019



- 1. Interagency School Safety Committee**
 - a. ALICE - Introduction for students at Southington High School (Alert, Lockdown, Inform, Evacuate)**
www.alicetraining.com
 - b. Feedback on safety drills from SFD and SPD**
- 2. Donation of a golf cart to Southington High School**
- 3. District Equity Advisory Council, Leadership Team and Steering Committee – Collaboration with State Education Resource Center (SERC)**
- 4. Parent University ~ Thursday, March 7th (see attached)**



A unique opportunity for Southington parents and guardians to learn trends, gain awareness and develop skills to make prevention a priority in our community.

Thursday, March 7th

5:45-8:15pm

DePaolo Middle School, 385 Pleasant Street Southington, CT 06489

5:45-6:10pm Registration

6:15-7:00pm Workshop 1

7:15-8:00pm Workshop 2

8:00-8:15pm Closing

Workshops

Parents will be able to select two workshops. Each workshop will be offered twice.

Vaping & Addiction: What Parents Need to Know: Vaping is the latest epidemic our teens are facing. In this workshop, you will learn the latest trends, the negative effects on the developing adolescent brain and how vaping at an early age can trigger a pre-wired brain into addiction.

Hidden In Plain Sight: This is YOUR opportunity to browse through a mock teenager's bedroom and identify hidden drug paraphernalia that could be hidden right in plain sight! In this workshop, you will see and learn about the different products on the market today along with warning signs associated with drug or alcohol abuse by teens.

Ignite Their Spark; Building Assets with Youth: Building Developmental Assets is a proven strategy to limit risk-taking behaviors in youth. In this engaging workshop, you will learn the essentials of asset building, how this initiative is used throughout our school district and how it is connected to substance abuse prevention.

To register or for more information, please call 860-276-6284.

This event is brought to you by the STEPS Prevention Coalition and the Southington Drug Task Force.



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Curriculum Committee Meeting Minutes J.A. DePaolo Middle School February 11, 2019

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

BOARD OF EDUCATION

BRIAN S. GORALSKI
BOARD CHAIRPERSON

TERRI C. CARMODY
VICE CHAIRPERSON

COLLEEN W. CLARK
SECRETARY

JOSEPH BACZEWSKI

ROBERT S. BROWN

LISA CAMMUSO

DAVID J. DERYNOSKI

ZAYA G. OSHANA

PATRICIA A. QUEEN

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06489

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OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205

Committee Chairperson, Mrs. Carmody, called the Curriculum Committee meeting to order at 9:45 a.m.

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

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

1. World Language – Mandarin Program Proposal- Confucius Institute Representatives, Tina Riccio, Southington High School. (9:45 a.m.)

Representatives from the Confucius Institute of CCSU met with committee members and discussed the offering of a Mandarin program at SHS.

The committee discussed the following with Institute representatives: Cost, length of commitment and logistics. The district would be responsible for one half of the cost of an FTE. The Institute would cover the other half of an FTE, all benefits, travel and living expenses, licensure and certification, and costs of professional development. District administration assured the committee the cost of the FTE can be covered through entitlement grants and Choice funding and would not require any additional budget funds or FTE's being added to the Board's current 2019 adopted budget. The Institute assured the committee they could add FTE's if the program were to grow and would honor the commitment of extending the FTE and continue funding as long as the district continues to request it. **The committee feels this is an outstanding opportunity for SHS students at minimal risk and cost to the district.**

2. SHS WL Field Trips – Tina Riccio (10:30 a.m.)

SHS department chair presented three foreign field trips to the committee along with rationale for the suggested dates.

SHS WL Field Trips - Continued

- **Rome, Italy – April 13-20, 2020**
- **Rome and Mondavio, Italy – April 16-25, 2020**
- **Colegio Delibes Salamanca Spain – April 16-25, 2020**

Explanation of date changes for 2020 trips: Every trip typically requires students to miss two days of school. Next year, because Easter is at the start of the April vacation, we are requesting students be allowed to miss 4 ½ days of school (an additional 2 ½ days) for the following reasons:

1. Security concerns:
 - a. With this important religious holiday, increased security is always necessary because there is an increased risk of potential dangers/terrorism;
 - b. Embassies are often closed or minimally staffed on holidays - Easter Monday, Good Friday;
 - c. Large numbers of people traveling during this holiday means there is a higher potential for dangers.
2. Opportunities during this holiday season are limited - many monuments, parks, museums, and schools are closed during and immediately after this holiday.
3. Most host families are not willing to host students during this religious holiday.
4. During these trips, students attend language classes every day from 9-1. Students will lose at least one day of classes, possibly more, because schools are not open Easter Monday. Many directors of the language schools are away until after Easter Monday.
5. The increased crowds at this time can make it more challenging to get around and more difficult to find reasonably priced lodging - prices often increase during this holiday period.
6. Many chaperones and students celebrate this holiday and may not be willing to travel during this time.

Although students will miss approximately 30 hours of instructional time in the US, they will actually spend more hours learning: they will be in class for 20 hours and, because they live with the families and are immersed in the language during their tours and cultural activities, their learning hours are minimally about 50-60 hours during that week (minimally 10-12 learning hours a day). **The committee supports these trips as presented. They will come before you this evening for action.**

3. Grade 7 Historical Fiction Book Clubs – Stephanie Lawlor (11:00)

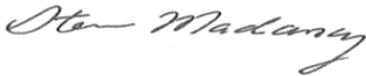
District ELA coordinator Stephanie Lawlor presented a new Grade 7 ELA Curriculum Unit to the committee for review. This unit is a revised unit that will build off the Grade 6 units of studying characters and social issue book clubs. Students will choose a time period to study by reading 2-3 novels and research the time period using nonfiction articles. There are three parts to this unit. In the first part, students will learn the reading skills necessary to orient themselves to a time period and study character traits. In the second part students will learn how to conduct on the run research to fill in gaps about the time period. The last part of the unit students are asked to consider how their characters change and grow. Students are also asked to consider lessons they can apply from the past. As quoted by renowned Literacy Expert Mary Ehrenworth when introducing the essence of this unit to teachers within their guides:

"Ultimately, the big work of the bend is to increase students' awareness of themselves and others. Reading historical fiction is an exercise in empathy."

The committee endorses this unit and it is presented to you this evening for a first read.

Meeting adjourned 11:30 am

Respectfully Submitted,



Steven G. Madancy
Assistant Superintendent for Curriculum and Instruction



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Policy and Personnel Committee Meeting John Weichsel Municipal Center February 13, 2019

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

BOARD OF EDUCATION

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200 NORTH MAIN ST.
SOUTHINGTON, CT
06489

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FAX
(860) 628-3205

Committee chairperson, Mrs. Patricia Queen called the Policy and Personnel Committee meeting to order at 5:36 p.m.

Committee Members Present: Mrs. Patricia Queen, Mr. Robert Brown, Mr. Zaya Oshana, Ms. Lisa Cammuso, Mrs. Colleen Clark

Admin Present: Steven Madancy, Assistant Superintendent

The committee reviewed and discussed the following policies:

3543.1 - Policy Regarding Holds on the Destruction of Electronic Information and Paper Records

This is a required policy that does not currently exist with the Board's policy manual. It is accompanied by administrative regulations.

3543 - Policy Regarding Retention of Electronic Records and Information

This is a required policy that does not currently exist within the Board's policy manual. It is accompanied by administrative regulations.

5145.14 - Uniform Treatment of Recruiters

Although this policy does exist within the Board's current policy manual, it has not been reviewed or revised since 2002. Shipman's proposed policy provides more recent citations to legal references, and the language appropriately captures the requirements relative to equal access which the current policy does not. It also appropriately spells out the process families should follow if they do not want their child's directory information shared with military recruiters and institutions of higher education.

3160 - Board Budget Procedures and Line Item Transfers

This is a revised version of an existing policy that more closely aligns with the district's current practices and procedures. The presented revised version is also more comprehensive and appropriately references recent CT statutes that align with district practice. This policy was last reviewed in April 2003.

3433 - IDEA Fiscal Compliance

The administration presented this model policy from Shipman with appropriate corresponding administrative regulations. This is a required policy that does not exist within the Board's current policy manual.

Page -2

3453 - School Activity Funds

This model policy will replace the Board's existing School Activity Fund Policy 6145.8. This policy was last reviewed in 2002 and no longer complies with state statute. One important change in district practice as an outcome of this policy revision will be the superintendent's designation of a bonded treasurer as required by state statute.

The following two policies were reviewed within committee:

3260 - Sales and Disposal of Obsolete Books, Equipment and Supplies

3280 - Gifts, Grants and Bequests

It is the recommendation of the administration that these policies remain as is with no changes. When compared to the corresponding Shipman model policies, the administration felt the Board's current policies more accurately reflect current district practice. Additionally, both continue to comply with current legislative requirements. Therefore, although reviewed, there will be no action needed by the Board for these two policies.

Meeting adjourned at 7:20 p.m.

Respectfully Submitted,



Steven G. Madancy
Assistant Superintendent for Curriculum and Instruction



SOUTHTON BOARD OF EDUCATION
Southington, Connecticut

FINANCE COMMITTEE MEETING

Thursday, February 21, 2019, 6:30 p.m.
Municipal Center Conference Room #2
200 North Main Street
Southington, CT 06489

Board Members Present: Colleen Clark, Chair, David Derynoski, Zaya Oshana
Present from Administration: Sherri DiNello, Director of Business & Finance; Jennifer Mellitt,
Accounting Manager

The Finance Committee meeting was called to order at 6:33 p.m.

1. **SELF INSURANCE REPORT:**

The committee reviewed the Expenditure Report through January 2019. Mrs. DiNello shared that the Self Insurance Committee recommended staying with Anthem after the Request for Proposals (RFP) process. Mrs. DiNello also shared that the Self Insurance Committee reviewed the 2019-2020 projections but chose to hold off on making any budget changes at their February meeting.

2. **TRANSFER OF FUNDS:**

The committee reviewed the Transfer of Funds and recommends approval of the Transfer of Funds, as presented.

3. **ATHLETIC TRAINING CONTRACT EXTENSION:**

Mrs. DiNello shared the negotiated three-year price increase with the committee. The committee recommends approving a three-year contract extension with Select Physical Therapy.

4. **YMCA BEFORE & AFTER CARE PROGRAM RATES 2019-2020:**

Mrs. DiNello presented the proposed rates that reflect union increases and MERS contributions increase. The committee recommends approving the 2019-2020 rates, as presented, to the full Board.

5. **PRESCHOOL TUITION RATES 2019-2020:**

Mrs. DiNello shared the recommendation to increase preschool tuitions for 2019-2020 by five percent (5%). The committee recommends approval of the preschool tuition rates for 2019-2020 to the full Board.

6. **SHS CUSTODIAL STAFFING PROPOSAL:**

The committee members had an opportunity to review the Southington High School custodial proposal submitted by Mr. Romano. Mrs. DiNello explained that it was provided as informational for now. Administration is planning to post for part-time custodial positions to see if we have a rich candidate pool to determine if the proposal is viable. The committee members had some questions regarding current staffing levels and oversight. Ms. DiNello shared that there are six (6) part-time custodians for the Southington High School and ASTE (Ag-Sci) buildings including a head custodian and assistant head custodian. No action is required at this time.

7. **MERS – EMPLOYER CONTRIBUTION – UPDATE**

Mrs. DiNello reviewed the MERS (Municipal Employees Retirement System) letter and budget impact of the employer contribution increase being proposed. Discussion took place regarding options and need for legislative change to employee contributions.

8. **FINANCIAL UPDATE:**

Mrs. DiNello distributed a financial update through December 31, 2018. The committee reviewed the report and recommends continuing holding back 25% of supply funds. The spending projection is within the budget.

9. **MISCELLANEOUS:**

a. **Energy Consultant:**

Mrs. DiNello informed the committee that after reviewing RFPs and interviewing vendors, the town is moving forward with recommending to the Town Council hiring Taylor Consulting for a three-year contract of \$15,000 per year to provide energy procurement consulting. They will also provide budget projections.

The meeting adjourned at 7:13 p.m.

Respectfully submitted,



Sherri DiNello
Director of Business & Finance

Southington Public Schools
Southington, Connecticut

2018 - 2019
TRANSFERS OF FUNDS
RECOMMENDED TO FINANCE COMMITTEE
February 21, 2019

SCHOOL	FUND	ACCOUNT	KEY #	DESCRIPTION	AMOUNT TRANSFERRED FROM	AMOUNT TRANSFERRED TO
SHS	10	42100	2250	Text Replacement	(4,000.00)	
	10	43100	2410	Library Books	(4,000.00)	
	10	42500	2355	School Based Software		8,000.00
TOTAL					(8,000.00)	8,000.00

Southington Public Schools

200 North Main Street
Southington, CT 06489



To: **DIRECTOR OF BUSINESS & FINANCE**
 From: Rich Aroian
 Location: SHS
 Subject: **REQUEST FOR TRANSFER OF FUNDS**

Please authorize the following transfers within the accounts assigned to my program location:

	FUND	ACCOUNT NUMBER	NAME OF ACCT.	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	10	42100	Text replacement	641	1000	462	2250	-\$4,000
TO:	10	42500	School based software	611	2220	462	2355	\$4,000
FROM:	10	43100	Library Books	642	2220	462	2410	-\$4000
TO:	10	42500	School based software	611	2220	462	2355	\$4,000

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

Our software account is no longer able to accommodate the expenses necessary to maintain classroom resources for our teachers. Due to the reduction in textbook purchases, classroom teachers are increasingly relying on online materials for content and research. Our software account started with \$1500 and immediately had to absorb \$3000 for a PLTW participation fee. In addition, we want to subscribe to Albert.io, which is software meant to prepare AP students for the exam. Last year we had 10 teachers utilize it. This year we have 12. It is proving very popular and effective for data tracking and test preparation. As we are now addressing the AP scores more consistently, it would prove very beneficial. There are many databases that are being subscribed to by our library account. It is probably more appropriate to pay for them out of software, rather than library book funds.

Signature: Principal - Administrator

9/14/18

Date

BUSINESS OFFICE USE ONLY

Approved

Denied

COMMENTS

- _____ Insufficient balance
- _____ Outstanding encumbrance
- _____ Other (See COMMENTS)

Director of Business & Finance

Date

2/14/19



SOUTHINGTON PUBLIC SCHOOLS

Sherri DiNello
Director of Business & Finance

MEMO

To: Board of Education Finance Committee
DATE: February 21, 2019
RE: ATHLETIC TRAINING CONTRACT

At our Finance Committee meeting on December 17, 2018, the committee agreed that I could work on a three-year contract extension with Select Physical Therapy.

The current contract for 2018-2019 is \$25,000. Select Physical Therapy has proposed an extension with the following pricing. All other terms will remain the same.

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
2019-2020	\$25,750	3.0%
2020-2021	\$26,500	2.91%
2021-2022	\$27,250	2.83%

The administration supports the extension of the contract with Select Physical Therapy.

SPD/lb



SOUTHTON PUBLIC SCHOOLS

Sherri DiNello
Director of Business & Finance



MEMO

TO: Board of Education Finance Committee
DATE: February 21, 2019
RE: YMCA RATES 2019-2020

Annually, the Finance Committee recommends reimbursement rates for the use of our buildings by the YMCA for their School-Age Child Care Program. The rates reflect contractual wage increases along with the increased MERS pension contributions.

**YMCA Proposed Rate Calculations for
2019-2020**

Hourly rate		FLANDERS	DERYNOSKI	STRONG	THALBERG	HATTON	KELLEY DERYNOSKI AM	KELLEY AM	Plantsville
		1 hour	1.5 hours	1.25 hours	1.25 hours	1.25 hours	1 hour	.5 hours	1 hour
HD CUSTODIAN	27.93 DES/ 27.30	40.95	41.90	40.95	40.95	40.95	40.95	41.90	40.95
		0.50	0.75	0.75	0.50	0.50	0.50	0.25	0.50
		20.48	31.42	30.71	20.48	20.48	20.48	10.47	20.48
NIGHT CUSTODIAN	25.89	38.84	38.84	38.84	38.84	38.84	38.84	38.84	38.84
		0.50	0.75	0.50	0.75	0.75	0.50	0.25	0.50
		19.42	29.13	19.42	29.13	29.13	19.42	9.71	19.42
TOTAL BILLABLE TIME AT TIME AND A HALF		39.89	60.55	50.13	49.60	49.60	39.89	20.18	39.89
SCHOOL DAYS		181.00	181.00	181.00	181.00	181.00	181.00	181.00	181.00
		7,220.54	10,959.10	9,073.53	8,977.83	8,977.83	7,220.54	3,653.03	7,220.54
SOCIAL SEC/MEDICARE MERF		552.37	838.37	694.13	686.80	686.80	552.37	279.46	552.37
(rate 11.74%- incr to 14.22%)		1,026.76	1,558.38	1,290.26	1,276.65	1,276.65	1,026.76	519.46	1,026.76
TOTAL MONTHLY (10)		8,799.68	13,355.85	11,057.91	10,941.28	10,941.28	8,799.68	4,451.95	8,799.68
Monthly Custodial reimbursement		880	1,336	1,106	1,094	1,094	880	445	880
Wear & Tear		80	80	80	80	80	80	70	80
Electricity (incr by 5%)		117	122	317	317	317	326	122	317
Supplies (incr by 4%)		32	34	33	33	33	32	34	34
PER YMCA AGREEMENT		120	120	120	120	120	120		
		1,228	1,692	1,656	1,645	1,645	1,438	671	1,311
Proposed Rates 19-20	TOTAL MONTHLY (10)	1,230	1,690	1,655	1,645	1,645	1,440	670	1,310



SOUTHTON PUBLIC SCHOOLS



Sherri DiNello

Director of Business & Finance

MEMO

TO: Board of Education Finance Committee

DATE: February 21, 2019

RE: **PRESCHOOL REGULAR EDUCATION TUITION**

Annually, the Finance Committee reviews the preschool fee structure and makes recommendations to the full Board of Education. Attached is comparative data from area preschools for the 2018-2019 school year along with a history of fee increases.

The revenues are used to offset the cost of two (2) paraprofessionals and benefits in the program.

SPD/lb
Attachment

PRESCHOOL FEES
2018-2019

Preschool Name	# of hrs Per day	YEARLY FEE 2 DAY	YEARLY FEE 3 DAY	YEARLY FEE 4 DAY	YEARLY FEE 5 DAY
Current Fees					
Southington Integrated Preschool	2.66	\$1,545	\$1,875	\$2,265	No Program
Plantsville Nursery School					
Southington Catholic	3.5	\$2,595	\$3,425	\$4,255	\$4,785
Village Green Nursery School	2.5	\$1,700	\$2,070	No Prgm	No Program
YMCA (Full Member)	2.5	\$1,550	\$1,920	Full Day	Full Day
YMCA (Program Member)	2.5	\$1,750	\$2,120	Full Day	Full Day
Zion Lutheran Nursery School	2.5	\$1,600	\$1,800	No Prgm	\$2,350
Proposed Fees 5% Increase 2019-20		\$1,625	\$1,970	\$2,375	

Integrated Preschool Revenue	Proposed Fee Increase	2018-2019 Current Year Fees
2 day program (9 students)	\$14,625.00	\$13,905.00
3 days program (13 students)	\$25,610.00	\$24,375.00
4 day program (15 students)	\$35,625.00	\$33,975.00
	\$75,860.00	\$72,255.00

Integrated Preschool Revenue	Proposed Fee Increase	2017-2018 Current Year Fees
2 day program (3 students)	\$4,635.00	\$4,410.00
3 days program (22 students)	\$41,250.00	\$39,270.00
4 day program (12 students)	\$27,180.00	\$25,860.00
	\$73,065.00	\$69,540.00

Integrated Preschool Revenue	Proposed Fee Increase	2016-2017 Current Year Fees
2 day program (5 students)	\$7,350.00	\$7,000.00
3 days program (20 students)	\$35,700.00	\$34,000.00
4 day program (14 students)	\$30,170.00	\$28,700.00
	\$73,220.00	\$69,700.00

PRESCHOOL FEES HISTORY

Preschool Name	YEARLY FEE 2 DAY	% of increase	YEARLY FEE 3 DAY	% of increase	YEARLY FEE 4 DAY	% of increase
Preschool Fees 2018-19 Southington Integrated Preschool	\$1,545.00	5%	\$1,875.00	5%	\$2,265.00	5%
Preschool Fees 2017-18 Southington Integrated Preschool	\$1,470.00	5%	\$1,785.00	5%	\$2,155.00	5%
Preschool Fees 2016-17 Southington Integrated Preschool	\$1,400.00	11%	\$1,700.00	10%	\$2,050.00	10%
Preschool Fees 2015-16 Southington Integrated Preschool	\$1,265.00	10%	\$1,540.00	10%	\$1,870.00	10%
Preschool Fees 2013-14 Southington Integrated Preschool	\$1,150.00	5%	\$1,400.00	8%	\$1,700.00	13%
Preschool Fees 2012-13 Southington Integrated Preschool	\$1,100.00	20%	\$1,300.00	16%	\$1,500.00	12%
Preschool Fees 2011-12 Southington Integrated Preschool	\$920.00	0%	\$1,120.00	0%	\$1,340.00	0%
Preschool Fees 2010-11 Southington Integrated Preschool	\$920.00	0%	\$1,120.00	0%	\$1,340.00	0%
Preschool Fees 2009-10 Southington Integrated Preschool	\$920.00	38%	\$1,120.00	13%	\$1,340.00	6%
Preschool Fees 2008-09 Southington Integrated Preschool	\$666.00		\$994.00		\$1,260.00	

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date February 28, 2019

Decision Requested X Agenda Code 9. 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 2018-2019.

Background: The attached report lists personnel activity from January 1, through January 31, 2019.

Alternative Strategies: _____

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

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



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. Personnel Report

Agenda – February 2019

PERSONNEL ACTIVITY REPORT

FOR: February 2019

APPOINTMENTS

Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Crouch, Simone	Lead TESOL Teacher	SPS		February 4, 2019	6 th Yr	Southern CT State University	\$93,751.00 prorated
Swerling, David	Special Ed Teacher	JFK		February 4, 2019	BA	University of CT	\$47,982.00 prorated

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Pelletier, Diana	Crossing Guard	Hatton	10.00	January 7, 2019	\$17.34
Feldhouse, James	Technology Assistant	District	25.00	January 14, 2019	\$14.71
Carrier, Dany	Evening Custodian	JAD	19.50	January 22, 2019	\$15.02
Swanson, Stacie	Special Ed Paraeducator	JAD	27.50	January 28, 2019	\$16.83
Seamon, Amanda	Special Ed Paraeducator	DES	27.50	January 28, 2019	\$16.83
Ashmore, Amy	Head Custodian	JAD	40.00	January 29, 2019	\$27.25
Welch, Beth	Special Ed Paraeducator	SHS	19.50	January 30, 2019	\$16.83
Saraceno, Margaret	Library Clerk	SHS	15.00	February 4, 2019	\$15.97
Robida, Theresa	Special Ed Paraeducator	Plantsville	25.25	February 5, 2019	\$19.98

ASSIGNMENT CHANGE

Certified

Name	From Position	To Position	School	Effective Date

Classified

Name	From Position	Hours per Week	To Position	Hours per Week	School	Effective Date
Meccariello, Marymargaret	Sp Ed Paraeducator	27.50	Sp Ed Paraeducator	31.25	JAD	February 1, 2019

RESCISSION of RETIREMENT

Certified

Name	Position	School	Effective Date
Horanzy, Thomas	Art Teacher	SHS	January 2, 2019

RESIGNATIONS/RETIREMENTS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Horanzy, Thomas	Art Teacher	SHS	June 30, 2019	35 years	Yes

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Tavalozzi, Patricia	Permanent Substitute Registered Nurse	SPS	January 4, 2019	3 months	No
Lada, Emily	Part-Time Special Education Paraeducator	DES	January 19, 2019	4 months	No
Colagiovanni, Kelly	Clerk	JAD	January 26, 2019	4 years	No
Stolz, Diane	School Nurse	South End	June 30, 2019	22 years	Yes

TRANSFERS

Certified

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

Classified

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

UNPAID LEAVES OF ABSENCE

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

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
Joy Cooney	Chronical Advisor	SHS	January 2019	\$1,506.00

Resignations

Name	From Position	School	Effective Date
No coaching / stipend resignations in the month of January			

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date February 28, 2019

Decision Requested _____ Agenda Code 10 a.

AGENDA REPORTING FORM

Agenda Topic: Town Government Communications

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

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date February 28, 2019

Decision Requested X

Agenda Code 11 a

AGENDA REPORTING FORM

Agenda Topic: Leonard and Gladys Joll Scholarship Committee Appointment

Summary of Issue: The Leonard and Gladys Joll Scholarship applications will be reviewed prior to the March 28, 2019 Board of Education meeting and a recipient will be selected to be recommended for Board approval.

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


Alternative Strategies: Reject

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

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



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date February 28, 2019

Decision Requested X

Agenda Code 11 b

AGENDA REPORTING FORM

Agenda Topic: **Out of State:** Approval of Out of State/Overnight Field Trips

Summary of Issue: The Board of Education must give approval to field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented with this packet are the following field trips:

- SHS Multicultural Student Union ~ Trip to New York City April 5, 2019
- SHS Key Club ~ Trip to Springfield, MA April 5, 2019 - April 7, 2019
- SHS Marching Band and Color Guard ~ Trip to Orlando, FL February 13, 2020 – February 17, 2020
- SHS ~ Latin Trip to Rome, Italy April 13, 2020 – April 20, 2020
- SHS ~ Italian Trip to Rome and Mondavio, Italy April 16, 2020 – April 25, 2020
- SHS ~ Spanish Trip to Colegio Delibes Salamanca, Spain April 16, 2020 – April 25, 2020

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 requests as presented by the administration.

Titles of Attachments:

1. Field Trip Applications


Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

**Southington High School
Multicultural Student Union
Metropolitan Museum of Art – New York City
April 5, 2019**

**Southington High School
Key Club**

**New England Key Club Convention – Springfield, MA
April 5, 2019 – April 7, 2019**

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

Submit to Assistant Superintendent

Date: 1/8/19

Out of State: Yes No

Overnight: Yes No

Miles Round Trip: 100

Southington High School Key Club 4/05/19- 4/07/19
School Class/Group Date of Trip

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

This is the New England Key Club convention. Students attend to more fully understand Key Club and its role in the community. There are full days workshops Saturday for incoming officers and those interested in greater role in their school Key Club. Friday night include welcome speeches and keynote speakers. Saturday night culminates with awards presentations. SHS Key Club has won many awards and are proud of students accomplishments.

Reasons for Field Trip _____

Itinerary (attach if needed) _____

Departure Date/Time Apr.05, 2019 at 2 :00 PM Return Date/Time Apr. 07, 2019 at 2:00 PM

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

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

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

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

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

COST AND FINANCING

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	\$3,200	
Board of Education Contribution	\$N/A	
Other	\$N/A	
Fundraising Activity	(\$N/A)	
BALANCE	\$3,200	
Student Contribution		
Transportation	\$0	20 Students @ \$0
Entrance Fees, Room & Board	\$3200	20 Students @ \$160
TOTAL Cost of Trip to Each Student	\$160	Students are encouraged to bring money, about \$30.00

SIGNATURES

Teacher *Katrick Wilson* Date 1/8/2019

Principal *Bin Alt* Date 1-9-19

Assistant Superintendent *SW* Date 1/14/19 Approved Not Approved

Board of Education Approval*** YES NO Date _____

**Southington High School
Marching Band and Color Guard
Disney World - Orlando, Florida
February 13, 2020 – February 17, 2020**

Southington Public Schools
Southington, Connecticut

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

Submit to Assistant Superintendent

Date: November 13, 2018

Out of State: Yes No

Overnight: Yes No

Miles Round Trip: 2,376

Southington High School School Marching Band and Color Guard Class/Group February 13-17 2020 Date of Trip

Name and Address of Destination Disney World

Reasons for Field Trip 2 Performance Opportunities-1 parade in Disney and 1 concert performance

Itinerary (attach if needed)

Departure Date/Time TBD Feb 13-17, 2020 Return Date/Time TBD

of Students TBD (140) # of Teacher/Chaperones 1 per 10 students # of Buses 3

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

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

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

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

COST AND FINANCING

Source of Funds	Totals	Additional Notes
TOTAL Anticipated Cost of Trip	\$1500.00 pp	Fundraisers will begin in January of 2019 for this trip.
Board of Education Contribution	\$	
Other	\$	
Fundraising Activity	(\$)	
BALANCE	\$	
Student Contribution		
Transportation	\$	Students @ \$
Entrance Fees, Room & Board	\$	Students @ \$
TOTAL Cost of Trip to Each Student	\$	

SIGNATURES

Teacher [Signature] Date November 13, 2018

Dept. Head [Signature] Date 11/13/18

Principal [Signature] Date 11/23/18

Comments _____

Assistant Superintendent [Signature] Date 11/28/18 Approved Not Approved

Board of Education Approval*** YES NO Date _____



P.O. Box 281
Plymouth, CT 06782
(860) 283-0397
1-800-246-1546

Southington High School Band
Orlando, Florida
Sample Itinerary

DATE: **TIME:**

Day 1

Motorcoaches arrive at Southington High School for boarding
Transfer to Bradley International Airport
Depart Bradley International Airport via airline
Arrive Orlando
You will be transferred via Disney's Magical Express to one of Disney's Resorts
The remainder of the day is yours to enjoy Animal Kingdom
A meal voucher that can be used for lunch or dinner in one of the parks is included.
Group returns to the resort at park closing

Day 2

Breakfast voucher to be used at the resort's food court
Group will be transferred to the Magic Kingdom
A meal voucher that can be used for lunch or dinner in the park is included.
Group will meet to go "backstage" to prepare for parade
Southington High School performs in the Disney Festival of Fantasy Parade
Group returns to the resort at park closing

Day 3

Breakfast voucher to be used at the resort's food court
Participation in the Disney Performing Arts Workshop *You're Instrumental*
Sight-read, prepare and record a polished performance of special Disney music selections in a studio environment like a professional musician.
Group has a day at leisure to enjoy Hollywood Studios
A meal voucher that can be used for lunch or dinner in the park is included.
Group returns to the resort at park closing

Day 4

Breakfast voucher to be used at the resort's food court
A concert performance by the Southington High School Concert Band will be arranged by Disney at one of the parks or Disney Spring. (Based on availability per request to Disney)
Group has a day at leisure to enjoy Epcot Center
A meal voucher that can be used for lunch or dinner in the park is included.
Group returns to the resort at park closing



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Southington High School Band
Orlando, Florida
Sample Itinerary
Page 2

DATE:
Day 5

TIME

Breakfast voucher to be used at the resort's food court

Group may have ½ day at leisure to enjoy one of the Disney Parks depending on air schedule

(Animal Kingdom, Epcot, Magic Kingdom or Hollywood Studios)

Meet at your resort to be transferred via Disney's Magical Express to the Orlando Airport

Depart Orlando International Airport via airline

Arrive Bradley International Airport

Transfer to Southington High School

NOTE: All times are approximate and will be dependent upon traffic, weather, road conditions and unforeseen circumstances. All touring inclusions are based upon our ability to safely accomplish the itinerary.

**Southington High School
Latin Trip to Rome, Italy
Grades 10-12
April 13, 2020 – April 20, 2020**

Southington Public Schools
Southington, Connecticut

Application for Foreign Field Trip

Submit to Assistant Superintendent

Date: 1/4/19

SHS	Latin students grades 10-12	April 2020
School	Class/Group	Date of Trip
Destination <u>Rome, Italy</u>		

Please attach a complete itinerary to this application

Reasons for Field Trip cultural and historical immersion for Latin students

Departure Date/Time Tuesday, April 13, 2020 Return Date/Time Tuesday, April 20, 2020

of Students 20 (estimated) # of Teacher/Chaperones 2 - Alicen Foresman, Megan Martin

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

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

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

COST AND FINANCING

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	\$64,800	All-inclusive price for airfare, hotel stays, transportation in Rome, entrance fees, meals (breakfast & dinner provided by Explorica, lunches at students own expense), bus to & from NY airport
Board of Education Contribution	\$0	
Other	\$	
Fundraising Activity	(\$TBD)	There will be opportunities for students to fundraise to reduce cost
BALANCE	\$64,800	
Student Contribution		
Transportation	\$1,100	20 Students @ \$55 (to & from NY airport)
Entrance Fees, Room & Board	\$63,700	20 Students @ \$3,185
TOTAL Cost of Trip to Each Student	\$3240	(plus individual travel insurance)

SIGNATURES

Teacher <u><i>Alicen Foresman</i> (Foresman)</u>	Date <u>1/4/19</u>
Dept. Head <u><i>Megan Martin</i></u>	Date <u>1/4/19</u>
Principal <u><i>Jim...</i></u>	Date <u>1-4-19</u>
Comments _____	

Assistant Superintendent *[Signature]* Date 1/14/19 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

Tentative* Trip Schedule:

Day 1 - Start Tour

Student drop-off at SHS
Travel from SHS to NYC airport by bus
Fly from NYC to Rome (overnight flight likely)

Day 2 - Arrive in Rome

Meet tour director/check into hotel
Rome city walk and sightseeing

Day 3 - Vatican City

Guided walking tour in Vatican City
Vatican Museum & St. Peter's Basilica visit

Day 4 - Ancient Rome

Ancient Rome guided walking tour
Colosseum, Forum Romanum
Catacombs

Day 5 - Pompeii day trip

Pompeii guided walking tour

Day 6 - Rome & Tivoli

Capitoline Museum
Tivoli guided excursion (Villa of Hadrian - ancient villa; Villa d'Este - 16th century villa)
Authentic trattoria dinner

Day 7 - Ostia day trip

Ostia Antica (port city of ancient Rome) guided walking tour

Day 8 - Return home

Fly from Rome to NYC
Travel from NYC airport to SHS by bus
Student pick-up at SHS

*site visits subject to change; order of visits subject to change

Roman Excursion & Study for Latin Students



Monday April 13 -
Monday April 20, 2020

Southington High School
Coordinators: Alicen Foresman
& Megan Martin

chaperones: Alicen Foresman & Megan Martin

Program Outline:

The focus of this program is to enhance the students' understanding and appreciation of the history of ancient Rome and its impact not only on the history, culture, and customs of Europe but also on those of America. The program will allow students of Latin to explore the city that spawned an empire - an empire that spoke, wrote, thought, and dreamed in Latin.

Please see attached document for the tentative schedule of events.

The Benefits of this Experience:

In an ever-changing society, our school system must remain on the cutting edge of education. This program provides the opportunity for our classroom curriculum and 21st century global education to merge. This opportunity will allow learners of all levels and styles to see and experience the physical evidence of Roman history and culture, while also exploring modern Italian culture and customs.

It is not realistic to expect that all SHS students will be able to have the opportunity to study abroad for a semester or an extended period of time. This program will allow students to see the remains of ancient Roman structures and artefacts in person, allowing for a deeper connection than can be experienced through photographs or written descriptions. The program also allows students to be immersed in modern Italian culture and language, both of which are heavily influenced by the ancient Roman culture and language (Latin). Although the students will not themselves be fully engaged with the modern Italian language, they will still have the opportunity to draw connections between the language they will see and hear everyday while on the trip and the Latin language they have been studying at SHS.

The importance of a study abroad program is a topic being discussed in classrooms across the nation. The following list was compiled by Diversity Abroad (a website) that discussed the importance of a study abroad experience. This list highlights the effectiveness of a study abroad experience and the fact that it is changing the face of education across the nation.

When studying abroad students will have the opportunity to gain skills such as:

- The ability to adapt to unfamiliar environments
- The ability to learn from different teaching styles
- The opportunity to learn to effectively communicate among diverse groups
- The willingness to challenge oneself and comfort zones
- The knowledge of a foreign language

Comparisons:

Learners use the language to investigate, explain, and reflect on the nature of language through comparisons of the language studied and their own.

Learners use the language to investigate, explain, and reflect on the concept of culture through comparisons of the cultures studied and their own.

Communities:

Learners use the language both within and beyond the classroom to interact and collaborate in their community and the globalized world.

Learners set goals and reflect on their progress in using languages for enjoyment, enrichment, and advancement.

One can continue drawing parallels between the benefits of this program and the Southington education standards. The curriculum is based on these as well as other standards set to make the students the highest quality of learners. The Latin curriculum for all levels discusses topics such as ancient history and culture, mythology and traditions, and daily life.

Connections to NEASC:

This program can help the school achieve its maximum potential. The goals set by NEASC states that the curriculum must emphasize depth of understanding and application of knowledge through:

- Inquiry and problem-solving
- Higher order thinking
- Cross-disciplinary learning
- Authentic learning opportunities both in and out of school
- Informed and ethical use of technology.

This program focuses on higher order thinking and cross disciplinary learning. This is an opportunity that will set us apart from the masses; we will be focusing on **authentic** learning opportunities in the target language and the epicenter of culture and traditions. The students will be pushed beyond their comfort zones and will be forced to inquire about new topics and problem solve to express themselves in a foreign country.

NEASC also states that the district must provide the school's professional staff with sufficient personnel, time, and financial resources for ongoing and collaborative development, evaluation, and revision of the curriculum using assessment results and current research. This opportunity will allow the teacher to delve deeper into the study of language and culture as well. This will become a learning experience that will affect all of the students in the Latin department at SHS for years to come.

Southington High School
Italian Trip to Rome and Mondavio, Italy
Grades 11-12
April 16, 2020 – April 25, 2020

Southington Public Schools
Southington, Connecticut

Application for Foreign Field Trip

Submit to Assistant Superintendent

Date: January 4th, 2018

<u>Southington High School</u>	<u>Italian students grades 11-12</u>	<u>April 16th-25th 2020</u>
School	Class/Group	Date of Trip
Destination <u>Rome and Mondavio Italy</u>		

Please attach a complete itinerary to this application

Reasons for Field Trip Improve Italian language skills and cultural experiences

<u>April 16th 12:00 pm</u>	<u>April 25th 9:00 pm</u>
Departure Date/Time	Return Date/Time

<u>22</u>	<u>2- Kate Tavera Collins & Alexa Marquardt</u>
# of Students	# of Teacher/Chaperones

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

Have met with nurse to address student health needs.

Nurse's Signature _____ Date _____

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

COST AND FINANCING

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	<u>\$57,200</u>	All-inclusive price for all meals except lunch in Mondavio (breakfast and dinner included), housing in Mondavio, airfare, transportation to and from Rome, language classes and excursions
Board of Education Contribution	<u>\$</u>	
Other	<u>\$</u>	
Fundraising Activity	<u>(\$TBD)</u>	There will be opportunities for students to fundraise to reduce cost
BALANCE	<u>\$57,200</u>	
Student Contribution		
Transportation	<u>\$28,600</u>	22 Students @ \$1,300- airfare, transportation to and from airport in USA and Italy and transportation to and from Mondavio
Entrance Fees, Room & Board	<u>\$28,600</u>	22 Students @ \$1,300
TOTAL Cost of Trip to Each Student	<u>\$2,600</u>	

SIGNATURES

Teacher	<u>Katherine Tavera Collins</u>	Date	<u>1/4/18</u>
Dept. Head	<u>[Signature]</u>	Date	<u>1/4/18</u>
Principal	<u>[Signature]</u>	Date	<u>1-4-19</u>
Comments	_____		

Assistant Superintendent [Signature] Date 1/14/19 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

Tentative Trip Schedule:

Thursday:

Depart Southington High School at 12:00 pm via bus to JFK Airport

Friday:

Arrival in Rome

Afternoon: Bus picks us up and we drop everything off at hotel

Night: Dinner in Rome

Saturday:

Morning: Tour of the Vatican and St. Peters

Afternoon: Tour of the Spanish Steps, the Trevi Fountain, the Piazza Navona, the Pantheon

Night: Dinner in Rome

Sunday:

Morning: Tour of the Colosseum and Roman Forum

Afternoon: Depart Rome late afternoon to Mondavio

Evening: Spend night with host families

Monday:

Morning: Class 9:00-12:00

Afternoon: Visit the Rocce di Mondavio and Pizza Making

Night: Spend night with host families

Tuesday:

Morning: Class 9:00-12:00

Afternoon: Visit the Grotte di Frassassi

Night: Spend night with host families

Wednesday:

Morning: Class 9:00-12:00

Afternoon: Visit Fano

Night: Play Volleyball all together at a local gym

Thursday:

Morning: Class 9:00-12:00

Afternoon: Visit San Marino

Night: Spend night with host families

Friday:

Morning: Class 9:00-12:00

Afternoon: Visit Urbino

Night: Goodbye dinner together in the Rocce di Mondavio

Saturday:

Depart Italy (Rome) and Arrive in NYC

Italian Study Abroad

Thursday April 16-
Saturday April 25 2020

Southington High School
Coordinators: Kate Tavera Collins
Alexa Marquardt

STUDY ABROAD CONTRACT

In order to participate in the Mondavio study abroad program the following criteria must apply to all applicants:

- The student is in good academic standing according to the Southington Board of Education student handbook rules.
- The student currently enrolled in an Italian course.
- The student has a 85% average in Italian
- The student has completed the "Mondavio makeup work packet" and has signatures and makeup work from all teachers.

N.B No student will be considered for this program if he or she does not meet the above criteria.

Parents please be aware of the following stipulations:

- Your student can be removed from the Italian exchange program if there are any academic, legal or school related problems. If this does occur all payments made are non-refundable.
- The students participating in this program will be chosen on the bases of academic, social and emotional stability.
- The teacher has the right to use personal discretion when choosing the participants in this study abroad opportunity
- There will be a curfew in place in Italy, the host families will report to the teacher each day to ensure that the students are abiding by all rules
- Due to the uncertain nature of world security and other unforeseeable events, field trip participants must understand that the Board of Education reserves the right to cancel field trips at any time prior to the time of departure of the trip. The Southington Board of Education or its agents will not be responsible for any financial losses or penalties incurred as a result of the cancellation of any field trip
- At the highest [red] alert, no field trips will be allowed out of the City of Southington for any reason

Please sign and return by _____

Parent's signature _____

Student's signature _____

Program Outline:

Scuola Dante Alighieri in Mondavio offers a unique learning opportunity for teachers and students interested in immersing themselves in the Italian language and culture. This study abroad program is being held April 2020 at the Scuola Dante Alighieri of Mondavio.

The focus of this program is to enhance language skills, cultural appreciation and oral proficiency with the intensity that only courses abroad can provide. The students from SHS will have the opportunity to study with people from all over the world. Faculty from Scuola Dante Alighieri will teach their lessons in a variety of modalities focusing on the topics of Italian traditions, past civilization and contemporary society. The rigorous course schedule will allow students to delve deeper into the language by means of the culture, art, architecture, and agriculture. The participants enrolled in this course will be reviewing advanced grammar concepts through verbal and written practice. The teachers and students enrolled in this study abroad opportunity will be required to give written and oral projects based on the subjects explored during this experience. The main goal of this study abroad opportunity is to enhance the participants' communicative abilities and comprehension of the Italian language, culture, history and arts. The program will offer 15 hours of classroom study, 18 hours of seminars and symposiums as well as excursions and after school activities. The time spent outside of the classroom will provide resources for written and oral work as well as individual research. Upon the completion of this course study the students will receive a grade and a certificate of completion to add to their college resume. Please see attached document for the tentative schedule of events.

Students will also spend two days in Rome, Italy's capital, to see many of its historical and cultural offerings including but not limited to the Coliseum, the Vatican, the Trevi Fountain and the Spanish Steps.

The Benefits of this Experience:

In an ever-changing society, our school system must remain on the cutting edge of education. This program provides the opportunity for our classroom curriculum and 21st century global education to merge. This opportunity will allow learners of all levels and styles to see, read and experience the Italian language and culture. All students who participate in this study will be tested into a level of study that is appropriate for each individual.

It is not realistic to expect that all SHS students will be able to have the opportunity to study abroad for a semester or an extended period of time. This program will allow total immersion in the Italian language and culture for a reasonable price. The importance of a study abroad program is a topic being discussed in classrooms across the nation. The following list was compiled by Diversity Abroad (a website) that discussed the importance of a study abroad experience. This list highlights the effectiveness of a study abroad experience and the fact that it is changing the face of education across the nation.

When studying abroad students will have the opportunity to gain skills such as:

- The ability to adapt to unfamiliar environments
- The ability to learn from different teaching styles
- The opportunity to learn to effectively communication among diverse groups
- The willingness to challenge oneself and comfort zones
- The knowledge of a foreign language

By studying abroad students will benefit from many unique experiences unavailable at the high school level. Such experiences include:

- Learning from students from different cultural, ethnic and national backgrounds
- Honing cross-cultural communication skills
- Mastering a foreign language
- Exposure to new ideas and philosophies

For many students study abroad is a life-changing experience. Students come back from study abroad more independent, confident and eager to take on any challenge, academic, professional or personal.

There are many personal benefits to study abroad. Some of these benefits include:

- Increased self-confidence
- Independence and maturity
- Global networking of friends
- Appreciation of other cultures as well as appreciation for the American culture
- Ability to face challenges in the future
- Learn to creatively solve problems
- Better understanding of personal strengths and weaknesses

The entire experience during this study abroad course can be transferred to the students of Southington High School. The knowledge gained during this program will continue far beyond the week time frame for both the students and the teacher. The knowledge that the students will receive from this experience is directly linked to the World Language Curriculum.

World-Readiness Standards for Learning Languages:

Communication: Communicate effectively in more than one language in order to function in a variety of situations and for multiple purposes

- 1.1 Interpersonal Communication: Learners interact and negotiate meaning in spoken, signed, or written conversations to share information, reactions, feelings, and opinions.
- 1.2 Interpretive Communication: Learners understand, interpret, and analyze what is heard, read, or viewed on a variety of topics.
- 1.3 Presentational Communication: Learners present information, concepts, and ideas to inform, explain, persuade, and narrate on a variety of topics using appropriate media and adapting to a various audiences of listeners, readers, or viewers.

Cultures: Interact with cultural competence and understanding

- 2.1 Relating Cultural Practices to Perspectives: Learners use the language to investigate, explain, and reflect on the relationship between the practices and perspectives of the cultures studied.
- 2.2 Relating Cultural Products to Perspectives: Learners use the language to investigate, explain, and reflect on the relationship between the products and perspectives of the cultures studied.

Connections: Connect with other disciplines and acquire information and diverse perspectives in order to use the language to function in academic and career-related situations

- 3.1 Making Connections: Learners build, reinforce, and expand their knowledge of other disciplines while using language to develop critical thinking and to solve problems creatively.
- 3.2 Acquiring Information and Diverse Perspectives: Learners access and evaluate information and diverse perspectives that are available through the language and its cultures.

Comparisons: Develop insight into the nature of language and culture in order to interact with cultural competence

- 4.1 Language Connections: Learners use the language to investigate, explain, and reflect on the nature of language through comparisons of the language studied and their own.
- 4.2 Cultural Comparisons: Learners use the language to investigate, explain, and reflect on the concept of culture through comparisons of the cultures studied and their own.

Communities: Communicate and interact with cultural competence in order to participate in multilingual communities at home and around the world

- 5.1 School and Global Communities: Learners use language both within and beyond the classroom to interact and collaborate in their community and the globalized world.
- 5.2 Lifelong Learning: Learners set goals and reflect on their progress in using languages for enjoyment, enrichment, and advancement.

One can continue drawing parallels between the benefits of this program and the Southington education standards. The curriculum is based on these as well as other standards set to make the students the highest quality of learners. The Italian curriculum for all levels discusses topics such as the geography of central southern Italy, the study of ancient history and culture and the study of tradition and daily life.

Connections to NEASC:

This program can help the school achieve its maximum potential. The goals set by NEASC states that the curriculum must emphasize depth of understanding and application of knowledge through:

- Inquiry and problem-solving
- Higher order thinking
- Cross-disciplinary learning
- Authentic learning opportunities both in and out of school
- Informed and ethical use of technology.

This program focuses on higher order thinking and cross disciplinary learning. This is an opportunity that will set us apart from the masses; we will be focusing on **authentic** learning opportunities in the target language and the epicenter of culture and traditions. The students will be pushed beyond their comfort zones and will be forced to inquire about new topics and problem solve to express themselves in a foreign country.

NEASC also states that the district must provide the school's professional staff with sufficient personnel, time, and financial resources for ongoing and collaborative development, evaluation, and revision of the curriculum using assessment results and current research. This opportunity will allow the teacher to delve deeper into the study of language and culture. The teacher will be able to attend lessons every day; this will become a learning experience that will affect all of the students in the Italian department at SHS for years to come.

Cross Curricular Connections- Included here are connections to the Southington School District's curriculum across disciplines:

Social Science World History

- Standard 2 Expanding zones of exchange and encounter.
- Standard 3 Demonstrate and understanding of the ways that cultural encounters and interactions of people have shaped new identities and ways of life.
- Standard 3 Give examples of the visual arts and architecture of the major periods of history and explain what they indicate about the values and beliefs of various societies.
- Standard 8 Develop proposals regarding solutions to significant international, political, economic, demographic or environmental issues.
- Demonstrate an understanding of the ways race, gender, ethnicity and class issues have affected individuals and societies.
- Students will go to an Etruscan Necropolis and investigate ancient burial grounds
- Students will analyze examples of Renaissance art and science- Curriculum Maps- World History #1-3
- Students will make comparisons of cultural norms and origins that have been brought to the U.S. from Italy

English

- Students will demonstrate understanding of the nature of language through comparisons of the language studied and their own.

Science-

- Students will go to a Chocolate Factory as well as a local Agricultural Business and observe the process of making different products in this region of Italy
- Students will observe and analyze the impact Italian culture has had on science especially during Renaissance

Math

- Students will convert currencies
- Students will budget their money for expenses- Curriculum Maps- Consumer Math
 - Understand the importance of budgeting process and determine an appropriate budget (based on your salary and living expenses)
 - Calculate and compare ordering costs of items from different stores
 - Anticipate and determine "hidden fees" and use this information to make purchasing decisions

Art-

- Students will analyze examples of Renaissance art and architecture- Curriculum Maps- World History #1-3
- Students will also analyze examples of art in time periods which they will have previously learned about in Italian class.

In conclusion:

This experience will bring a new vision to the Italian classrooms at Southington High School. The historical stories, grammar concepts and geographical studies one reads about in the textbook text will be brought to life. This groundbreaking educational jump will prove more valuable than simply retelling students about a specific city, concept or tradition; the students will be able to live it. This opportunity will put the Southington school system on the map for offering a study abroad program where the students attend an accredited Academy, 15 hours of schooling and the experience of a home stay program. Teachers and students should always be open to furthering their education. This opportunity will allow both the teacher and students to enhance their own knowledge and become better global citizens and lifelong learners.

FAQs**How much does the trip cost?**

The trip will cost approximately \$2600 per student, not including spending money. This price includes airfare and expenses for excursions. The price **does not** include spending money for gifts, souvenirs or extra meals/drink.

Who will my child be staying with? How do I know they're safe?

All families that chose to participate in this exchange are committing to the health and well being of a child. All families are vetted by Scuola Dante Alighieri and have been working for with the school for many years.

Students will share a room and each family is required to provide the student a means of transportation and breakfast and dinner.

***All students are required to get in touch with their host family at least once before departing for Mondavio. This is highly suggested as a means of getting to know the students and their family prior to your child leaving.

Southington High School
Spanish Trip to Colegio Delibes Salamanca, Spain
Grades 11-12
April 16, 2020 – April 25, 2020

Southington Public Schools
Southington, Connecticut

Application for Foreign Field Trip

Submit to Assistant Superintendent

Date: 1/10/19

SHS	Spanish students grades 11-12	April 2020
School	Class/Group	Date of Trip
Destination	<u>Colegio Delibes Salamanca Spain</u>	

Please attach a complete itinerary to this application

Reasons for Field Trip Improve Spanish language skills and cultural experiences

Departure Date/Time Thursday April 16, 2020 Return Date/Time Saturday April 25, 2020

of Students 20 # of Teacher/Chaperones 2 - Tina Riccio/Dave Smith

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

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

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

COST AND FINANCING

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	\$52,000	All-inclusive price for all meals in Salamanca (breakfast, lunch, and dinner), housing in Salamanca, airfare, insurance, hotel in Madrid for first night, transportation to and from Barajas Madrid airport, language classes, and excursions
Board of Education Contribution	\$0	
Other	\$	
Fundraising Activity	(\$TBD)	There will be opportunities for students to fundraise to reduce cost
BALANCE	\$52,000	
Student Contribution		
Transportation	\$24,000	20 Students @ \$1,200
Entrance Fees, Room & Board	\$28,000	20 Students @ \$1,400
TOTAL Cost of Trip to Each Student	\$2,600	

SIGNATURES

Teacher	<u>[Signature]</u>	Date	<u>1/3/19</u>
Dept. Head	<u>[Signature]</u>	Date	<u>1/4/19</u>
Principal	<u>[Signature]</u>	Date	<u>1-4-19</u>
Comments	_____		

Assistant Superintendent [Signature] Date 1/14/19 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.

Tentative Trip Schedule of activities:

April 2020

Thursday:

leave for Madrid - from Hartford/JFK

Friday/Saturday:

Arrival in Madrid. Tour of Madrid. Stay in hotel - 2 nights.

Sunday:

Meet family. Salamanca tour.

Monday:

Classes 9-1. Visit the city cathedrals - roman and gothic architecture and the university of Salamanca

Tuesday:

Classes 9-1. Literary route - legends of Salamanca

Wednesday:

Classes 9-1. Visit the House of Lis - museum of Art Nouveau and Art Deco.

Thursday:

Classes 9-1. Cooking class.

Friday:

Classes 9-1. Dance classes.

Saturday:

Depart Salamanca and Arrive in Hartford/JFK

Salamanca Spain Trip

Southington High School

Colegio Delibes

April 16-25, 2020

Coordinator: Tina Riccio

STUDY ABROAD CONTRACT

In order to participate in the Salamanca study abroad program the following criteria must apply to all applicants:

- The student is in good academic standing according to the Southington Board of Education student handbook rules.
- The student currently enrolled in Spanish course.
- The student has a 85% average in Spanish
- The student has completed the "Salamanca makeup work packet" and has signatures and makeup work from all teachers.

N.B No student will be considered for this program if he or she does not meet the above criteria.

Parents please be aware of the following stipulations:

- Your student can be removed from the Salamanca exchange program if there are any academic, legal or school related problems. If this does occur all payments made are non-refundable.
- The students participating in this program will be chosen on the basis of academic, social and emotional stability.
- The teacher has the right to use personal discretion when choosing the participants in this study abroad opportunity
- There will be a curfew in place in Salamanca, the host families will report to the teacher each day to ensure that the students are abiding by all rules
- After the first deposit, trip insurance will be purchased within 15 days including terrorism, cancel for no reason, and medical evacuation.
- Due to the uncertain nature of world security and other unforeseeable events, field trip participants must understand that the Board of Education reserves the right to cancel field trips at any time prior to the time of departure of the trip. The Southington Board of Education or its agents will not be responsible for any financial losses or penalties incurred as a result of the cancellation of any field trip.
- At the highest [red] alert, no field trips will be allowed out of the Town of Southington for any reason.

Please sign and return by _____

Parent's signature _____

Student's signature _____

Program Outline:

Traveling to Salamanca

This study abroad program is being held April 2020 at the Colegio Delibes. The private school is located in the heart of Salamanca, Spain, 5 minutes from the Plaza Mayor.

Colegio Delibes offers 20 hours of language and culture classes a week with all accompanying study materials. The accommodations with a host family give students the opportunity to experience the culture and practice the language outside of the classroom. The program is tailored to the students' needs and linguistic abilities; they take a written exam in the US a few weeks before the trip and then an oral exam when they arrive in Salamanca. Based on these results they are placed in the class that is appropriate for them - no more than 10 students in their class. The teachers are all native speakers. Additionally, the trip can be tailored to students' interests to include guided cultural visits, literary tours, visits to museums, cooking and dance lessons, picnic at a bull farm, excursions to other cities such as Toledo, Segovia, Avila, etc., and much more. This is a unique learning opportunity for students to immerse themselves in the language and culture in Spain.

The main focus of this program is to enhance language skills, specifically oral proficiency, and cultural appreciation. Being immersed in the Spanish language, requires them to use their skills thus improving their communicative abilities and interpretive skills. In the Spanish households they will learn the daily routines, traditions, and lifestyles of the Spanish people. Students will bring back extensive knowledge of Spain that they will share with students in their classes.

Colegio Delibes guarantees:

1. Availability of all the levels and courses offered in this brochure, whatever the number of students in each level.
2. A maximum of 10 students per class.
3. Correct and adequate placement of each student through an oral and a written test.
4. An exam on the last Thursday of each month, obtaining a certificate of course completion, and/or progress assessment to pass to the next level (for those studying for several months).
5. Native teachers with a degree in Philology.
6. Passing the D.E.L.E. Exam – to each student who has attended at least 95% of the classes for six months. Should a student fulfil these conditions and fail the exam, colegio Delibes will pay for a full month's course and accommodation, as well as for the registration fee for the next D.E.L.E. exam.

7. Accommodation selected following strict rules and requirements, revised and updated periodically and located in a maximum 10-minute walking distance from the school and the city centre.
8. The possibility to change the accommodation provided there is a non fulfilment of any characteristics described in this brochure.
9. A detailed programme of activities throughout the week, with organization and accompaniment by colegio Delibes' teachers.
10. A minimum of 70% of free activities throughout the week.
11. An offer of two excursions every weekend – on Saturdays and Sundays.
12. Significant discounts in bookshops, restaurants, bars ,etc... The establishments that offer these discounts are those that have a signed agreement with Colegio Delibes, the names of which will be published on the information leaflet that you will be given on the first day.
13. The confirmation and booking of flight tickets and accommodation.
14. An answer to all your information requests and confirmation of your enrolment within a maximum of 24 hours after your contacting our college.
15. Personalized attention to all our students.

In addition to classes, housing and meals (breakfast, lunch and dinner) the cost includes:

Assessment prior to the start of the course

All learning materials

Their book "los verbos en espanol"

A guided tour of the city

Books from the library

Free use of their 16 computers

Wi-fi connection

Four lectures every week: Spanish regions, Traditions and Myths, History, Arts, etc

Four films in Spanish each week

Sport activities (tennis, football, ping-pong, basketball)

The Benefits of this Experience:

In an ever-changing society, our school system must remain on the cutting edge of education.

This program provides the opportunity for our classroom curriculum and 21st century global education to merge. This opportunity will allow learners of all levels and styles to see, read and experience the a facet of Spanish language and culture.

It is not realistic to expect that all SHS students will be able to have the opportunity to study abroad for a semester or an extended period of time. This program will allow total immersion in the Spanish language and culture for a reasonable price. The importance of a study abroad program is a topic being discussed in classrooms across the nation. The following list was

compiled by Diversity Abroad (a website) that discussed the importance of a study abroad experience. This list highlights the effectiveness of a study abroad experience and the fact that it is changing the face of education across the nation.

When studying abroad students will have the opportunity to gain skills such as:

- The ability to adapt to unfamiliar environments
- The ability to learn from different teaching styles
- The opportunity to learn to effectively communicate among diverse groups
- The willingness to challenge oneself and comfort zones
- The knowledge of a foreign language

By studying abroad students will benefit from many unique experiences unavailable at the high school level. Such experiences include:

- Learning from students from different cultural, ethnic and national backgrounds
- Honing cross-cultural communication skills
- Mastering a foreign language
- Exposure to new ideas and philosophies

For many students study abroad is a life-changing experience. Students come back from study abroad more independent, confident and eager to take on any challenge, academic, professional or personal. There are many personal benefits to study abroad. Some of these benefits include:

- Increased self-confidence
- Independence and maturity
- Global networking of friends
- Appreciation of other cultures as well as appreciation for the American culture
- Ability to face challenges in the future
- Learn to creatively solve problems
- Better understanding of personal strengths and weaknesses

The entire experience during this study abroad course can be transferred to the students of Southington High School. The knowledge gained during this program will continue far beyond the week time frame for both the students and the teacher. The knowledge that the students will receive from this experience is directly linked to the World Language Curriculum.

World-Readiness Standards for Learning Languages:

Communication: Communicate effectively in more than one language in order to function in a variety of situations and for multiple purposes

- 1.1 Interpersonal Communication: Learners interact and negotiate meaning in spoken, signed, or written conversations to share information, reactions, feelings, and opinions.
- 1.2 Interpretive Communication: Learners understand, interpret, and analyze what is heard, read, or viewed on a variety of topics.
- 1.3 Presentational Communication: Learners present information, concepts, and ideas to inform, explain, persuade, and narrate on a variety of topics using appropriate media and adapting to a various audiences of listeners, readers, or viewers.

Cultures: Interact with cultural competence and understanding

- 2.1 Relating Cultural Practices to Perspectives: Learners use the language to investigate, explain, and reflect on the relationship between the practices and perspectives of the cultures studied.
- 2.2 Relating Cultural Products to Perspectives: Learners use the language to investigate, explain, and reflect on the relationship between the products and perspectives of the cultures studied.

Connections: Connect with other disciplines and acquire information and diverse perspectives in order to use the language to function in academic and career-related situations

- 3.1 Making Connections: Learners build, reinforce, and expand their knowledge of other disciplines while using language to develop critical thinking and to solve problems creatively.
- 3.2 Acquiring Information and Diverse Perspectives: Learners access and evaluate information and diverse perspectives that are available through the language and its cultures.

Comparisons: Develop insight into the nature of language and culture in order to interact with cultural competence

- 4.1 Language Connections: Learners use the language to investigate, explain, and reflect on the nature of language through comparisons of the language studied and their own.
- 4.2 Cultural Comparisons: Learners use the language to investigate, explain, and reflect on the concept of culture through comparisons of the cultures studied and their own.

Communities: Communicate and interact with cultural competence in order to participate in multilingual communities at home and around the world

- 5.1 School and Global Communities: Learners use language both within and beyond the classroom to interact and collaborate in their community and the globalized world.

- 5.2 Lifelong Learning: Learners set goals and reflect on their progress in using languages for enjoyment, enrichment, and advancement.

One can continue drawing parallels between the benefits of this program and the Southington education standards. The curriculum is based on these as well as other standards set to make the students the highest quality of learners.

Connections to NEASC:

This program can help the school achieve its maximum potential. The goals set by NEASC states that the curriculum must emphasize depth of understanding and application of knowledge through:

- Inquiry and problem-solving
- Higher order thinking
- Cross-disciplinary learning
- Authentic learning opportunities both in and out of school
- Informed and ethical use of technology.

This program focuses on higher order thinking and cross disciplinary learning. This is an opportunity that will set us apart from the masses; we will be focusing on **authentic** learning opportunities in the target language and the epicenter of culture and traditions. The students will be pushed beyond their comfort zones and will be forced to inquire about new topics and problem solve to express themselves in a foreign country.

NEASC also states that the district must provide the school's professional staff with sufficient personnel, time, and financial resources for ongoing and collaborative development, evaluation, and revision of the curriculum using assessment results and current research. This opportunity will allow the teacher to delve deeper into the study of language and culture. The teacher will be able to collaborate with other education professionals and be immersed in the language and culture of Spain. This will become a learning experience that will affect all of the students in the Spanish department at SHS for years to come.

Cross Curricular Connections- Included here are connections to the Southington School District's curriculum across disciplines:

Social Science World History

- Standard 2 Expanding zones of exchange and encounter.
- Standard 3 Demonstrate and understanding of the ways that cultural encounters and interactions of people have shaped new identities and ways of life.

- Standard 3 Give examples of the visual arts and architecture of the major periods of history and explain what they indicate about the values and beliefs of various societies.
- Standard 8 Develop proposals regarding solutions to significant international, political, economic, demographic or environmental issues.
- Standard 8 Describe and analyze the process by which foreign policy decisions are developed and executed.
- Standard 8 Identify and analyze the various domestic, political, economic and social interests which play roles in the development of foreign policy.
- Demonstrate an understanding of the ways race, gender, ethnicity and class issues have affected individuals and societies.

English

- Students will demonstrate understanding of the nature of language through comparisons of the language studied and their own.
- Students will visit the Universidad de Salamanca where Miguel de Unamuno, famous author and poet, was a professor. Students will use literary analysis techniques to analyze his essays and poetry.

Math

- Students will convert currencies
- Students will budget their money for expenses- Curriculum Maps- Consumer Math
 - Understand the importance of budgeting process and determine an appropriate budget (based on your salary and living expenses)
 - Calculate and compare ordering costs of items from different stores
 - Anticipate and determine “hidden fees” and use this information to make purchasing decisions

In conclusion:

This experience will bring a new vision to the Spanish classrooms at Southington High School. The cultural excerpts, grammar concepts and geographical studies one reads about in the textbook text will be brought to life. This groundbreaking educational jump will prove more valuable than simply retelling students about a specific city, concept or tradition; the students will be able to live it. This opportunity will put the Southington school system on the map for offering a study abroad program where the students attend a school in the community and the experience of a homestay program. Teachers and students should always be open to furthering their education. This opportunity will allow both the teacher and students to enhance their own knowledge and become better global citizens and lifelong learners.

FAQs

How much does the trip cost?

The trip will cost approximately \$2600 per student, not including spending money. This price includes airfare and expenses for excursions. The price **does not** include spending money for gifts, souvenirs or extra meals/drink.

Who will my child be staying with? How do I know they're safe?

All families that chose to participate in this exchange are committing to the health and well being of a child. All families are vetted by Colegio Delibes and have been working for with the school for many years.

Students have the option of a private room or a shared room and each family is required to provide the student a means of transportation and breakfast, lunch, and dinner.

***All students are required to get in touch with their host family at least once before departing for Salamanca. This is highly suggested as a means of getting to know the students and their family prior to your child leaving.

What are they going to be doing while there?

Our students will be engaged in a number of cultural and exploratory activities while in Spain. They will be attending Colegio Delibes every morning for 4 hours from 9-1. Then each day will have an excursion or extracurricular activity. These may include: a tour of the city - buildings and local foods; a cooking class; salsa or flamenco dance classes; museum visits; story and legend readings; etc.

Policy #3543.1

Policy Regarding Holds on the Destruction of Electronic Information and Paper Records

Administrative Regulations

A-3543.1 – Administrative Regulations Regarding Holds on the Destruction of Electronic Information and Paper Records



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

POLICY REGARDING HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References:

Rules 34 and 45 of the Federal Rules of Civil Procedure

General Letter 2009-2 of the Public Records Administrator Record Retention Schedules
Towns, Municipalities and Boards of Education

ADOPTED: _____

REVISED: _____

08/2010



SOUTHINGTON PUBLIC SCHOOLS

Series 2000 Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS REGARDING HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 3543.1 regarding holds on the destruction of electronic information and paper records. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

II. HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a “litigation hold” to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the district’s record retention policy.

The Records Custodian shall issue a “litigation hold” memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a “litigation hold” memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any “litigation hold” memorandum shall be sent to the District IT department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically



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stored information. He/she shall work with the District’s IT personnel to ensure compliance with the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the “litigation hold” memorandum and will ensure that the “litigation hold” memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:

General Letters 96-2, 2001-1, 2009-2 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education
Rules 34 and 45 of the Federal Rules of Civil Procedure
Silvestri v. General Motors Corp., 271 F.3d 583 (4th Cir. 2001)

ADOPTED: _____

REVISED: _____

8/2010

[Note: Although we have included this sample notice in our model policy documents for the convenience of our Board of Education clients, the notice does not need to be approved as a Board policy].

NOTICE REGARDING A LITIGATION HOLD CONCERNING ELECTRONIC INFORMATION AND PAPER DOCUMENTS

This memorandum places a “litigation hold” on all documents, both paper and electronically stored information, concerning **[identify the matter that is subject to the litigation hold]**. Materials that fall under this litigation hold include, but are not limited



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to, e-mail, word processing documents, spreadsheets, databases, calendars, voice mail, internet usage files and network access information [**the school district can be more specific in the identification of documents if that information is available**]. All District employees are to immediately suspend any and all document destruction, including any scheduled document destruction or electronic information deletion programs, for any materials that might fall within the parameters of this memorandum. If you have questions as to what materials are subject to the litigation hold, you are to contact the Records Custodian [**insert name and contract information**].

If you are in possession of materials subject to this litigation hold, you shall take steps to preserve and store these materials. Paper documents are to be copied and segregated in a separate hard copy file. Electronic information is to be stored in computer folders and saved on the network drive and/or saved to a removable disk which is to be clearly marked and stored in a safe and appropriate location [**the school district can develop its own set of storage guidelines for identified materials**]. Under no circumstances are you to destroy or delete materials, documents or electronic information that might be subject to this litigation hold without the written permission of the Records Custodian.

You must give prompt attention to the issues addressed in this memorandum, specifically the responsibility to identify and preserve documents and electronic information concerning [**the matter that is subject to the litigation hold**]. Serious consequences may result from the failure of District employees to take immediate and reasonable precautions to properly preserve information. Therefore, you must acknowledge your receipt and understanding of this memorandum in writing or via e-mail.

The restrictions put into place by this memorandum are ongoing until you receive notice in a memorandum from the Records Custodian that the litigation hold is no longer in effect. You are encouraged to direct any questions concerning this memorandum to the Records Custodian.

08/2010

Policy #3543

Policy Regarding Retention of Electronic Records and Information

Administrative Regulations

A-3543 – Administrative Regulations Regarding Retention of Electronic Records and Information



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

POLICY REGARDING RETENTION OF ELECTRONIC RECORDS AND INFORMATION

I. POLICY

The Board of Education (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees.

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the district's computer systems and/or network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Employees should



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bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use

discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2, and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at <https://ctstatelibrary.org/wpcontent/uploads/2015/05/EmailGuidelines.pdf>*.

ADOPTED: _____

REVISED: _____

8/27/18



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ADMINISTRATIVE REGULATIONS REGARDING RETENTION OF ELECTRONIC RECORDS AND INFORMATION

These regulations are designed to assist in implementation of Board Policy 3543 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. DEFINITIONS

- A. E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public Records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any method.
- D. Digital Imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.
- E. **Transitory Correspondence** consists of communication that does not relate to an employee's job responsibilities or has a short term administrative value.
- F. **Routine Correspondence** consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.



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ADMINISTRATIVE REGULATIONS REGARDING RETENTION OF ELECTRONIC RECORDS AND INFORMATION

III.E-MAIL CLASSIFICATION

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Employees shall use the following steps in determining whether to maintain e-mail messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

IV.DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the

reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:



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1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.
3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indexes, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

Permanent records are to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a "human-readable" format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.

Less than These records may be transferred to a digital imaging format with Permanent disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075.1, available from the Office of the Public Records



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Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form "Records Disposition Authorization" and attaching any supporting documentation, or by following the District's process for documenting document destruction.

V. RETENTION OF ELECTRONIC RECORDS

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according

to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not



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ADMINISTRATIVE REGULATIONS REGARDING RETENTION OF ELECTRONIC RECORDS AND INFORMATION

delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2, and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at* <https://ctstatelibrary.org/wpcontent/uploads/2015/05/EmailGuidelines.pdf>.

ADOPTED: _____

REVISED: _____

DRAFT

Policy #5145.14

Uniform Treatment of Recruiters



SOUTHINGTON PUBLIC SCHOOLS

Series 5000 Welfare

CIVIL AND LEGAL RIGHTS AND RESPONSIBILITIES

UNIFORM TREATMENT OF RECRUITERS

Subject to the provisions of law, all recruiters, including commercial, military and nonmilitary concerns, recruiters representing institutions of higher education, and prospective employers shall be provided equal opportunities of access to students enrolled in Southington High School. Access may be granted through programs conducted by the Guidance Department.

Except as provided below, military recruiters and institutions of higher education shall, upon request, be given access to the names, addresses and telephone numbers of secondary school students.

On an annual basis, the school district will notify parents of secondary school students of their right to object to the disclosure of the student's name, address and telephone number to military recruiters or to an institution of higher education. If a secondary school student or the parent of a secondary school student objects in writing to the disclosure of a student's name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student's name, address or telephone number to a military recruiter or an institution of higher education. The objection shall remain in force until the district re-issues the annual notification referenced above, after which time the parents and/or secondary school student must inform the school district in writing again of their objection to the disclosure of the information described above.

Legal References:

Conn. Gen. Stat. §10-221b

No Child Left Behind Act, 20 U.S.C. § 7908

National Defense Authorization Act for Fiscal Year 2002, Pub. L. No. 107-107, 115 Stat. 1012.

ADOPTED: _____

REVISED: _____

Policy #3160

Board Budget Procedures and Line Item Transfers



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education shall prepare an itemized estimate of its budget each year for submission to the fiscal authority for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories are divided into one or more line items.

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other
- Supplies
- Property
- Utilities
- Grounds Maintenance
- Other

The Board of Education shall review the recommendations and suggestions made by the fiscal authority (i.e. Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) as to how it may consolidate noneducational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations it shall provide the fiscal authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board of Education shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in the same format as the annual budget showing for each line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers from one line item (as set forth above) to another as needed.



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BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board of Education and a written explanation of such transfer shall be provided to the fiscal authority (i.e. Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

The Board of Education shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by Board of Education, the Chairperson of the Board shall notify the fiscal authority (i.e. Board of Finance, Board of Selectmen, Town Council or other appropriating municipal authority) and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference:

Conn. Gen. Stat. § 10-221 § 10-222

ADOPTED: _____
REVISED: _____

Policy #3160

Board Budget Procedures and Line Item Transfers



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

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The Board of Education shall review the recommendations and suggestions made by the fiscal authority (i.e. Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) as to how it may consolidate noneducational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations it shall provide the fiscal authority a written explanation of the reason for the rejection.

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BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

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Legal Reference:

Conn. Gen. Stat. § 10-221 § 10-222

ADOPTED: _____
REVISED: _____

Policy #3260

Sales and Disposal of Obsolete Books, Equipment and Supplies



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

SALES AND DISPOSAL OF OBSOLETE BOOKS, EQUIPMENT AND SUPPLIES

Sales and Disposal of Equipment, Supplies and Books

When equipment, supplies and books become worn out, obsolete, surplus or otherwise unusable in the schools, the Superintendent may authorize their disposal in a manner to the district's best advantage.

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and/or have been determined to be obsolete by the professional administrative staff.

Any proceeds from the disposition of equipment, supplies and books shall be deposited in the town general fund.

Legal Reference:

Connecticut General Statutes

10-220, Duties of Boards of Education

10-240, Control of schools

10-241, Powers of School Districts

Southington Town Charter, Chapter VII

Policy adopted: October 1988

Policy reviewed: April 2003

Policy reviewed: February 2019

Policy #3280

Gifts, Grants and Bequests



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

GIFTS, GRANTS AND BEQUESTS

The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated.

The Superintendent of Schools shall set up criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The Board recognizes that many gifts will be designated for particular schools or programs and every consideration will be given to assigning gifts as requested by the donor. However, donors should be aware that all gifts shall be accepted for the school district as a whole.

Legal Reference:

Connecticut General Statutes
10-240, Powers of School Districts
10-237

Policy adopted: October 1988
Policy reviewed: April 2003
Policy reviewed: February, 2019

Policy #3433

IDEA Fiscal Compliance

Administrative Regulations

A-3433 – Administrative Regulations Concerning Individuals With Disabilities Education Act Fiscal Compliance



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

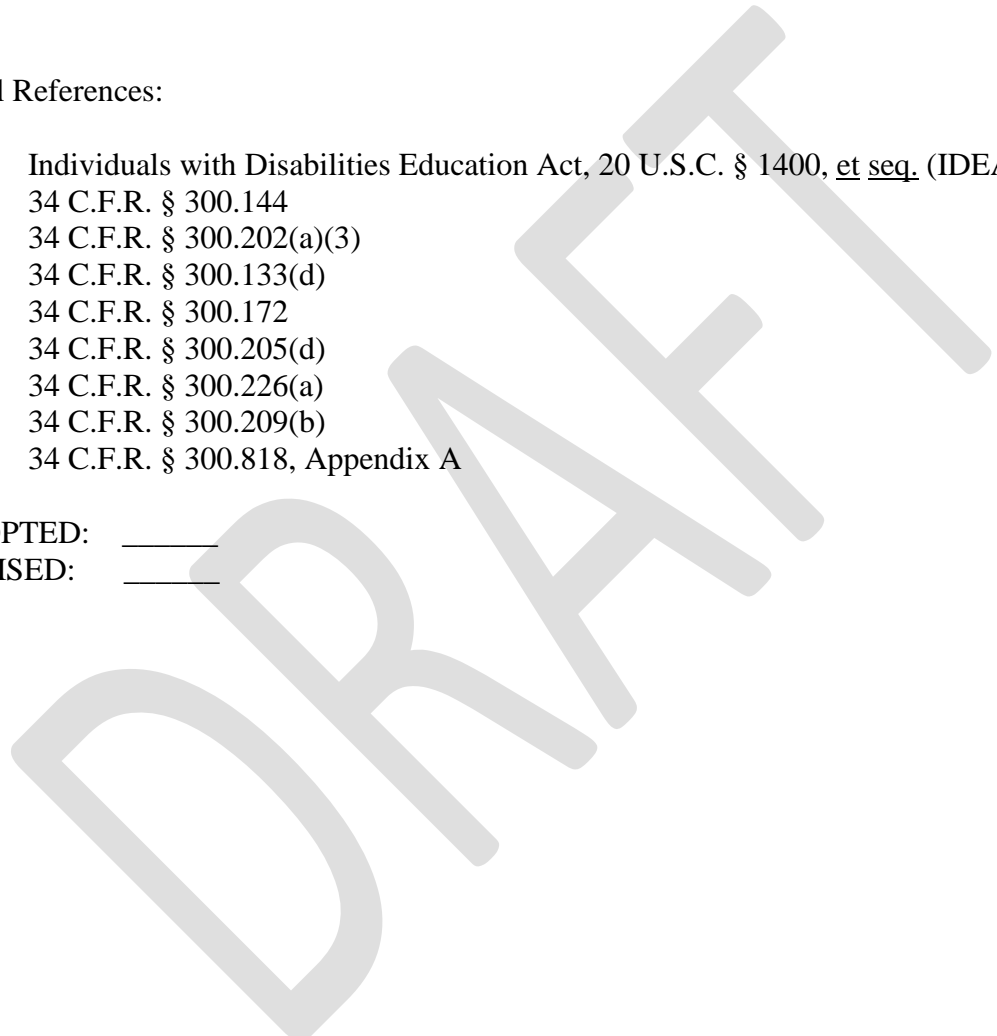
IDEA FISCAL COMPLIANCE

The Southington Board of Education will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time. The Superintendent or designee shall develop administrative regulations with regard to such fiscal compliance.

Legal References:

- Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)
- 34 C.F.R. § 300.144
- 34 C.F.R. § 300.202(a)(3)
- 34 C.F.R. § 300.133(d)
- 34 C.F.R. § 300.172
- 34 C.F.R. § 300.205(d)
- 34 C.F.R. § 300.226(a)
- 34 C.F.R. § 300.209(b)
- 34 C.F.R. § 300.818, Appendix A

ADOPTED: _____
 REVISED: _____





SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS CONCERNING INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL COMPLIANCE

The Southington Board of Education will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time.

1. Property, Equipment and Supplies

The Board, through the Director of Special Education or designee, shall ensure that any property, equipment or supplies purchased with funds from an IDEA grant shall be purchased, used and maintained in accordance with such grant requirements. Among any other statutory or regulatory requirement, the Director of Special Education or designee must ensure that:

- A. All property, equipment and supplies purchased with IDEA grant funds are labeled as such, including equipment supplied to students with disabilities attending private schools at parental expense;
- B. A labeling procedure is in place for all property, equipment and supplies purchased with IDEA grant funds;
- C. All property, equipment and supplies purchased with IDEA grant funds are used for assistive technology, instructional or educational purposes;
- D. Copies of purchase orders for property, equipment and supplies purchased with IDEA grant funds indicate the source of funding for such purchases;
- E. A tracking procedure is in place for all property, equipment and supplies purchased with IDEA grant funding.

Any procedures mentioned above shall be developed and maintained by the Director of Special Education or designee.

2. Supplanting

Funding provided to the Board through an IDEA grant must be used to supplement state, local and other federal funds, not to supplant those funds. The Board shall comply with all federal and state laws in this regard.



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Series 3000 Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS CONCERNING INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL COMPLIANCE

3. Parentally Placed Private School Special Education Students - Expenditures

The Director of Special Education or designee will maintain an ongoing census of all students with disabilities who are eligible for special education and related services and attend school within the geographical bounds of the district. Eligible students with disabilities who attend private schools within the geographical bounds of the district will receive services equal to a proportional share of the IDEA grant funds received annually by the district. The proportionate share shall be calculated on an annual basis in accordance with federal law, but no later than October 1st of any given year. Calculation of the proportionate share shall be the responsibility of the Director of Special Education or designee.

The proportional share is determined by dividing the number of eligible students with disabilities that have been placed by their parents in private schools located within the district's geographical boundaries by the total number of students with disabilities identified on the October 1st census, as provided to the Connecticut State Department of Education, for all students attending the Southington Public Schools and private schools, including religious schools, that fall within the district's geographical boundaries. Thus, the proportional share is determined by the following formula:

$$\frac{\text{Total Number of Eligible Students with Disabilities Attending Private Schools}}{\text{Total Number of All Eligible Students with Disabilities (Public and Private)}}$$

The percentage, as calculated above, is the percentage of funding for special education services that the district must provide to eligible private school students that have been privately placed by their parents.

The Director of Special Education or designee shall meet annually with all private school representatives to consult on matters related to the distribution of funds under the IDEA. Documentation regarding annual meetings shall be maintained by the Director of Special Education or designee.

The Director of Special Education or designee shall annually maintain budgets with regard to the manner in which IDEA grant funds are expended for eligible parentally placed private school students with disabilities.



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ADMINISTRATIVE REGULATIONS CONCERNING INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL COMPLIANCE

4. National Instructional Materials Accessibility Standard

The Board shall ensure compliance with the National Instructional Materials Accessibility Standard (“NIMAS”). In this regard, the Director of Special Education or designee shall

maintain procedures to inform all staff within the district how a blind and/or print disabled student shall be referred in order to receive materials from the National Instructional Materials Access Center (“NIMAC”). Such procedures shall include, but not be limited to, the following:

- A. Initial referral to a planning and placement team (“PPT”), or if such child is already identified as having a disability under the IDEA, direct referral to the child’s PPT;
- B. Identification of the name of the district personnel who shall receive, and are responsible for, referrals for the receipt of materials from NIMAC; and
- C. The requirement that either (i) publishers prepare and, on or before delivery of the print instructional materials, provide to the NIMAC electronic files containing the contents of the print instructional materials using the standards of the NIMAS; or (ii) instructional materials are purchased from the publisher that are produced in, or may be rendered in, specialized formats.

5. Coordinated Early Intervening Services

Coordinated Early Intervening Services (“CEIS”) may be used to support students in grades K-12 who are not currently identified as needing special education or related services, but who need additional academic or behavioral support to succeed in a general education environment. Up to 15% of IDEA grant funds may be used for CEIS. In this regard, the Director of Special Education or designee shall maintain procedures to ensure that:

- A. The funds used for CEIS are used only for the K-12 levels;
- B. Students receiving CEIS are tracked directly over a three-year period to determine if, at any time during this period, these students should be referred for special education services; and
- C. Documentation of funds spent on professional development are maintained, which documentation shall include the teachers who receive professional development for CEIS and the names of the students of those teachers who would have benefited from the teacher receiving the professional development.



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Series 3000 Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS CONCERNING INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL COMPLIANCE

6. Charter Schools

In compliance with federal law, the Board shall ensure that all eligible students with disabilities who attend charter schools that are part of the district receive special education services in the same manner as eligible students with disabilities who attend other district schools. Further, the

Board shall ensure that IDEA grant funds are provided to charter schools within the district that serve eligible students with disabilities on the same basis as the district provides funds to other public schools within the district.

7. Excess Costs Calculation - Federal Requirement

The Board shall comply with federal law with regard to the calculation of excess cost. The Director of Special Education or designee shall maintain documentation regarding the separate excess cost calculations for elementary and secondary school students, as well as the formulas used for each level of students.

Legal References:

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

34 C.F.R. § 300.144

34 C.F.R. § 300.202(a)(3)

34 C.F.R. § 300.133(d)

34 C.F.R. § 300.172

34 C.F.R. § 300.205(d)

34 C.F.R. § 300.226(a)

34 C.F.R. § 300.209(b)

34 C.F.R. § 300.818, Appendix A

ADOPTED: _____

REVISED: _____

Policy #3453

School Activities Funds



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

SCHOOL ACTIVITY FUNDS

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; 3) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amount received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any school activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference:

Conn. Gen. Stat. §10-237.

ADOPTED: _____

REVISED: _____

Last revised 1/27/05