

Southington Board of Education Meeting

Thursday, March 14, 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
 - a. Brian Kalwat ~ Receiving First Place in the Securities Industry & Financial Markets Association Foundation's InvestWrite National Essay Competition.
 - b. Gianna Wadowski & Nicole Wang for Receiving the 2019 Connecticut Affiliate NCWIT Award for Aspirations in Computing.
6. Approval of Minutes
 - a. Board of Education Meeting Minutes ~ February 28, 2019
 - b. Middle School Activities Committee Meeting Minutes ~ March 5, 2019
7. Public Communications
 - a. Communications from Public
 - b. Communications from Board of Education
 - c. Communications from Administration
 - d. Communications from Student Representatives
8. Superintendent's Report
 - a. Personnel Report
9. Old Business
 - a. Town Government Communications
 - b. Policy 3543.1, Policy Regarding Holds on the Destruction of Electronic Information and Paper Records ~ Second Reading
 - c. Policy 3543, Policy Regarding Retention of Electronic Records and Information ~ Second Reading
 - d. Policy 5145.14, Uniform Treatment of Recruiters ~ Second Reading
 - e. Policy 3160, Board Budget Procedures and Line Item Transfers ~ Second Reading
 - f. Policy 3433, IDEA Fiscal Compliance ~ Second Reading
 - g. Policy 3453, School Activities Funds ~ Second Reading
10. New Business

- a. ELA - Grade 7 Historical Fiction Book Clubs ~ First Reading
 - b. ASTE Program Enrollment / Staffing 2019-2020
 - c. Robotics Field Trip Approval
11. Adjournment

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

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

FEBRUARY 28, 2019

The regular meeting of the Southington Board of Education (Committee of the Whole – Operations) was held on Thursday, February 28, 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 6:30 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, Mr. Zaya Oshana, and Mrs. Patricia Queen.

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

2. EXECUTIVE SESSION ~ STUDENT MATTERS AND UPSEU PARAEDUCATORS, ABA THERAPISTS, AND ENGLISH LANGUAGE TUTORS NEGOTIATIONS

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

"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing Student Matters and UPSEU Paraeducators, ABA Therapists and EL Tutors Negotiations, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

Mr. Goralski declared Executive Session ended at 7:15 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

Mr. Goralski reconvened the Board of Education Regular Session at 7:17 p.m.

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

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

Student representatives present were Bianca Spataro and Nicholas Mangene.

4. PLEDGE OF ALLEGIANCE

The student representatives led in reciting the Pledge of Allegiance.

5. CELEBRATION OF EXCELLENCE – SHS ART STUDENT AWARDS

In Celebration of Excellence, the Board recognized two Southington High School students who received Connecticut Scholastics Art Awards at the Connecticut Art Education Association’s annual event held at the University of Hartford. The award recipients were Elaina Rivers, who won Gold Key for drawing and Michaela Hughes, who won Gold Key for photography. Gold key is the highest award to receive. The Board presented them with a Certificate of Excellence.

Mr. Goralski called for a brief recess at 7:25 p.m.

The Regular Board of Education meeting reconvened at 7:31 p.m.

6. APPROVAL OF MINUTES

a. Board of Education Regular Meeting Minutes – January 24, 2019

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

“Move to approve the regular Board of Education minutes of January 24, 2019, as submitted.”

Motion carried by voice vote with Mr. Oshana abstaining.

b. Board of Education Special Meeting Minutes – February 13, 2019

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

“Move to approve the special Board of Education minutes of February 13, 2019, as submitted.”

Motion carried unanimously by voice vote.

7. PUBLIC COMMUNICATIONS

a. Communications from Public

Deborah Garner, 60 Round Hill Road, addressed racism and discrimination in the community and the Southington Public Schools as a follow-up to a previous Board meeting in which students spoke. She read two scriptures and addressed the emotional, racially charged tirade

of a high school student that previously occurred, which she thought was a harbinger on the community. She addressed school policies, codes of ethics, and whether the Board was putting children first. She acknowledged that she will no longer remain silent addressing these issues.

b. Communications from Board of Education

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

“Move to add Agenda Item 11.k ‘All Night Graduation Party Raffle Approval’ to the agenda.”

Motion carried unanimously by voice vote.

Board members discussed the following:

- An Oratorical Contest, sponsored by the American Legion, was held on January 30, 2019 at Southington High School with six students participating and Mrs. Carmody a judge. The students spoke on the meaning of the Constitution for them in their life and gave an unprepared speech on search and seizure. The student who won for Southington was Matthew Luponio.
- For the record, Mrs. Carmody commented on remarks that were made by the news media and social media suggesting that the Board was comprised of a “good old boys’ system.” She added that it was being disrespectful to three Board members who have volunteered many years to the community that should be praised for their service giving countless time working to better the school system. To suggest that the present Board of Education members just rubber stamp a budget is very disheartening because hours are spent going over each item and Board members ask questions to ascertain what is necessary to continue to do what is best for the school system. The public has the right to disagree; but, should be informed of all the facts that go in to making these decisions. She acknowledged that freedom of speech and press are the foundation of which our country was founded and asked that the public does not malign the elected officials who volunteer their time to do what they believe is right.
- Mr. Brown attended a Rotary meeting with a presentation by Joanne Kelleher who runs the Early Childhood Collaborative. The presentation was about the problems young people are bringing with them when they attend school for the first time. There are diminished fine motor skills, less empathy for others, declining ability to self-regulate their own behavior and more difficulties with interpersonal relationships and playing together. He stated that the students that teachers are presented with today need more services than 20 years ago, which need to be added to the budget, not cut from the budget.
- Mrs. Queen stated that she read a book recommended to her by Mr. Madancy well before the incident that was a catalyst for the current racial conversation. She read a quote from the book titled, Waking Up White by Debbie Irving about why there are still problems with racism. Mrs. Queen noted that Mr. Connellan went on public radio in January and spoke to how the community has reacted to the incident.
- Bread for Life is hosting a Lunch and Learn on Thursday, March 7, 2019 regarding public transportation in Southington.
- Derynoski School will be hosting the annual Michael Casale Basketball Game fundraiser after school on March 27, 2019, which benefits two scholarships.
- Mr. Goralski encouraged the public to attend the budget workshops and hearings and acknowledged that the proposed Board of Education budget would serve the students well and continue to grow programs. He explained that he wrote a response letter to a newspaper editor

stating that he was proud of every Board member, past and present, whom he has worked with over the 16 years that he has served on the Board of Education. The Board members do their absolute best for the children and the community, despite what was said in a recent editorial.

c. Communication from Administration

Administration reported on the following:

1. Interagency School Safety Committee: Mr. Connellan reported that the committee introduced ALICE (Alert, Lockdown, Inform, Evacuate) Training to some students at the high school. The website is www.alicetraining.com. He noted that no other school system is doing collaborative work with their police and fire departments like what is being done in Southington. The Southington Fire Department and Police Department continue to give administration positive feedback on the unannounced safety drills that they hold at the schools. He thanked and praised the fire and police departments for their collaborative efforts.
2. Donation of Golf Cart to Southington High School: Mr. Connellan announced that a private citizen, Joseph Colwick, donated a golf cart to the high school.
3. Parent University: Mr. Connellan reported that the STEPS Prevention Coalition and the Southington Drug Task Force will be presenting a workshop called "Parent University" on Thursday, March 7, 2019 from 5:45 p.m. to 8:15 p.m. at DePaolo Middle School for parents/guardians to learn trends and develop skills for substance abuse prevention.
4. District Equity Advisory Council: Mr. Connellan reported that administration has been trying to take a reasoned and non-knee jerk reaction to all the events and discussions that have occurred since the December racially charged video by a student. They are trying to be intentional and create vehicles to facilitate change. They have put into place a District Equity Advisory Council, Leadership Team and Steering Committee in collaboration with the State Education Resource Center (SERC), who has experience with and will facilitate this work to create something positive. The planning meeting with SERC will take place next week. Mr. Madancy stated that CREC (Capitol Region Education Council) was sponsoring a "Dine & Discuss" on Monday, March 4 that administrators would be attending where the West Hartford Public Schools would share their Diversity and Equity Leadership Team model. Mr. Goralski explained that this would be a recurring agenda item under the Administrative Report.

d. Communication from Students Representatives

Bianca Spataro announced that for the student board report they would be discussing Social Justice Week that was taking place at the high school this week with the ICC (Intercultural Competence Committee). She, Miss Aliya Sarris, representative for the ICC, and Miss Heaven Fraser, representative for the Multicultural Student Union, gave a PowerPoint presentation.

Aliya Sarris explained that ICC was formed two years ago and meets once a month with a focus on building students' skills to respond appropriately to micro aggressions and to facilitate conversations and act as peer mediators. ICC's goal is to teach students to act interculturally with students of other backgrounds. In November, they had training on bias and how to respond to it facilitated by Troy Brown from the Department of Justice in New Haven.

Bianca explained that for Social Justice Week, which started on Monday and will end on Friday, posters were hung around the school for promotion and morning announcements were made on how students could be more inclusive and engage in their communities or groups. The biggest occurrence included members of the ICC going into World Language classrooms to give an

informational presentation/lesson about language and how it plays into their everyday lives. The goal was to make students more aware of any biases or stereotypes they may have so they can open their mind more and learn about cultural competence. The ICC wanted students to see that there are different forms of English including slang. The Spoken Word Essay video that was played for students was called, “Three-Ways to Speak English.” In the video, a woman talks about her experience in speaking different dialectics of English and how each is a fundamental part of her culture and identity. Part of the presentation was a packet with six questions and an “Exit Ticket”, which Bianca discussed at length. She thought that this discussion helped to create a more positive culture at the high school.

Aliya explained that she facilitated four conversations during the week regarding the video and during a French class the response was overwhelmingly positive. NBC News came to see the discussion, which was on TV at 6:30 p.m. tonight. It was a segment showcasing some of her comments as well as Abby LoPresti and the news reporter interviewed them individually. The video, “Three-Ways to Speak English” can be found on YouTube.

Heaven explained the CREC training that she participated in with other students and staff members. It was a two-day training to give students skills to facilitate a civil discourse across differences and have a dialogue in racial, ethnic, religion, and politics in a respected manner. They are learning how to constructively address comments and actions from bias and discriminatory conversations. She discussed and showed photos of the activities of the training.

Mr. Goralski thanked the three students for their leadership and being role models.

Nicholas Mangene reported on the following:

- The Next Generation Science Standards (NGSS), which is a science test that all juniors must take, will be taken on the computers in the school library from March 5-11, 2019.
- Navigating the College Process and the NTAA meetings were cancelled for February 12 and February 20, 2019 due to snowstorms.
- Surround Sound is scheduled for March 1, 2 and 3 starting at 7:00 p.m.
- The spring drama show “Grease” will be held on March 15 and 16.
- The National World Language Honor Society induction is on March 21.
- The Unified Theater show is March 22, 2019.
- He participated in the American Legion Oratorical Contest and thanked the American Legion.

Board members questioned the opportunities that the students have in real time regarding the training that they received on peer mediation and discussed Instructional Learning Teams.

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

“Move to move Agenda Item 11.b ‘Approval of Out of State/Overnight Field Trips’ to Agenda Item 7.e.”

Motioned carried unanimously by voice vote.

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

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

“Move that the Board of Education approve the foreign and out of state overnight field trip requests as presented by the administration.”

Motion carried unanimously by voice vote.

8. COMMITTEE REPORTS

a. Board of Education Curriculum & Instruction Committee Meeting – February 11, 2019

Mrs. Carmody reported that Mr. Madancy and Mrs. Riccio, World Language Dept. Chair, met with a representative from the Confucius Institute at CCSU and discussed offering a Mandarin Chinese program at the high school with the institute and a grant paying for a teacher from China. There are 130 Southington students who showed interest in taking the course. The committee recommends this opportunity at minimal risk and cost to the district. The committee also discussed the proposed World Language field trips for 2020 and Grade 7 Historical Fiction Book Clubs unit presented by Mrs. Stephanie Lawlor, ELA Coordinator, which the committee endorses.

b. Board of Education Policy & Personnel Committee Meeting – February 13, 2019

Mrs. Queen reported that the committee reviewed the mandatory 3000 series policies identified by Shipman & Goodwin and discussed the policies that are on tonight’s agenda as a first reading. Policy 3260, Sales and Disposal of Obsolete Books, Equipment and Supplies, and Policy 3280, Gifts, Grants and Bequests, were reviewed and will remain as is with no changes; therefore, these two policies will need no action.

c. Board of Education Finance Committee Meeting – February 21, 2019

Mrs. Clark, Chair of the Finance Committee, had laryngitis; therefore, Mr. Oshana gave the Finance Report. He reported that the Town Self Insurance Committee did a Request for Proposal (RFP) for the medical benefits for the municipal employees and decided to stay with Anthem.

1. Transfer of Funds

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

“Move to approve the Transfer of Funds, as submitted.”

Motion carried unanimously by voice vote.

2. Athletic Training Contract Extension

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

“Move to approve the three-year contract extension with Select Physical Therapy. as recommended by the Finance Committee.”

Motion carried unanimously by voice vote.

3. YMCA Before & After Care Program Rates 2019-2020

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

“Move to approve the 2019-2020 YMCA Before & After Care Program Rates, as recommended by the Finance Committee.”

Motion carried by voice vote with Mrs. Clark abstaining.

4. Preschool Tuition Rates 2019-2020

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

“Move to approve the Preschool Tuition rates for 2019-2020, as recommended by the Finance Committee.”

Motion carried by voice vote with Mrs. Clark abstaining.

Mr. Oshana stated that a proposal for Southington High School custodial staffing was submitted by Mr. Romano. Mrs. DiNello explained that it was informational. Administration is planning to post for part-time custodial positions to see if there is a rich candidate pool instead of contracting out the services. The committee also discussed MERS (Municipal Employees Retirement System) and the budget impact if there is a legislative change. The committee also reviewed the financial update and recommends continuing holding back 25% of supply funds and discussed the town’s RFP for hiring an Energy Consultant.

9. SUPERINTENDENT’S REPORT

a. Personnel Report

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

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

Motion carried unanimously by voice vote.

10. OLD BUSINESS

a. Town Government Communication

Mrs. Carmody reported that she is on the Tax Relief Committee and the committee is working on getting information to senior citizens and disabled citizens and veterans who might be eligible. The committee will reconvene in May.

Mr. Goralski reported that the Farm Heritage Committee met and fine-tuned their approval of the Master Plan for Pleasant Street and the Grosky Farm. The committee will be presenting the Master Plan with Milone & MacBroom at the March 25, 2019 Town Council meeting for approval.

Mr. Goralski gave a reminder of the following 2019-2020 Budget dates:

- 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. with the Board of Education workshop on Thursday, March 7, 2019.
- 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.

Mr. Connellan explained that the presentation of the Board of Education budget to the Board of Finance took place on February 13, 2019. He encouraged the public to view that video on the Town website www.southington.org with the presentation starting at about 45 minutes into the recording. The budget information can also be found on the school district website www.southingtonschools.org under the business tab. Mrs. Queen requested that a link to that video be put on the first page of the school district webpage.

11. NEW BUSINESS

a. Leonard & Gladys Joll Scholarship Committee Appointment

Mr. Goralski appointed the following Board members to serve on the Leonard & Gladys Joll Scholarship Committee: Mr. Derynoski, Mr. Brown, Ms. Cammuso, and Mr. Baczewski.

- b. **Approval of Out of State/Overnight and Foreign Field Trips** (*Moved to Agenda Item 7.e*)
- 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 Graduation Party Approval**

Mr. Madancy explained that a member of the All-Night Graduation Party Committee requested an approval to conduct a raffle in March to sell tickets in the high school cafeteria to students for a pair of Senior Prom tickets with the proceeds going to the All-Night Graduation Party. There will be 500 raffle tickets sold for \$5.00 each or five for \$20. The raffle tickets have been donated. The individual obtained the proper state gaming certificate from the police department to hold the raffle. Mr. Derynoski recommended that Mr. Madancy obtain a copy of the signed document for his office.

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

“Move that the Board of Education approve the All-Night Graduation Raffle of Prom Tickets to raise funds for the event. The state approval document will be delivered to the Assistant Superintendent.”

Mr. Baczewski offered to sponsor another pair of Senior Prom Tickets.

Motion carried unanimously by voice vote.

12. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:59 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

Middle School Activities Committee

Municipal Center, Conference Room #2 – 5:30 p.m.

March 5, 2019

Present: Casie Messina, Dave Marek, Beth Huard, Timothy Connellan, Patricia Queen, Zaya Oshana

Meeting began at 5:30 p.m.

The committee reviewed the income and expense accounting for the 2017–2018 school year and the status of the 2018-2019 school year. To date, the committee is in the black with additional fundraisers to take place. We discussed where they stood in funding and what was expected for the upcoming Spring season.

A big fundraiser is coming, Flavors of Southington. It will be held Friday, March 29th from 6-8p.m. at the John F. Kennedy Middle School. Chef Ralph Secondo is a huge part of this program and they are up to 20 participating restaurants.

There was discussion around the Cheer squads at Joseph A. DePaolo and John F. Kennedy Middle Schools. There is a very strong program at John F. Kennedy but the Joseph A. DePaolo team is not getting off the ground. Talk surrounded how to revitalize that program and, if that does not happen, would it be possible to have the Joseph A. DePaolo members join in with the John F. Kennedy team. Logistics and transportation would be the biggest impediment. This is being looked at as an equity issue to be sure that both schools have the ability to offer the same activities.

There was discussion regarding the budget line item for \$15,000 that was added this year to assist the Middle School Sports. The item was put in originally to help with transportation costs, but the Board changed that and moved it to help cover the salaries of the coaches.

Additional discussion took place around the offerings at both schools. We wanted to be sure we were equitable in activities by school and offerings for both boys and girls.

We discussed sustainability of an active and effective committee. The current members felt strongly about this and are looking to have better and more effective communications with the parents of the incoming 5th grade students. The committee will work with the administration to find better ways of getting information to the parents about Middle School Activities and Sports and how the per roster spot fee works. The goal is to get this done earlier and more often to build enthusiasm for the program, to get the students and parents interested before the move into the middle school and to eliminate any confusion as to how the program works.

Meeting adjourned at 6:40 p.m.

Respectfully Submitted,
Zaya G. Oshana

Board of Education

Administrative Report

March 14, 2019



- 1. Certificate of Special Congressional Recognition presented to The Unified Theater, Unified Sports and Best Buddies**
- 2. Southington DECA's Connecticut DECA State Competition Results**
- 3. Southington Public Schools Coalition for Social Justice**

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date March 14, 2019

Decision Requested X Agenda Code 8. a.

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for 2018-2019.

Background: The attached report lists personnel activity from February 1, 2019, through February 28, 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 – March 2019

PERSONNEL ACTIVITY REPORT

FOR: March 2019

APPOINTMENTS

Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
No certified appointments in the month of February							

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Cortes, Ashley	Special Education Paraeducator	SHS	27.50	TBD	\$16.83
Kee, George	Custodian, Evening Shift	Strong	40.00	March 5, 2019	\$23.50

ASSIGNMENT CHANGE

Certified

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

Classified

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

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
No certified resignations in the month of February					

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Gesner, Andrew	Custodian, Evening Shift	Strong	February 19, 2019	3 months	No
Esposito, Jacquelyn	Full-Time Special Education Paraeducator	SHS	February 27, 2019	19 years	Yes

TRANSFERS

Certified

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

Classified

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

UNPAID LEAVES OF ABSENCE

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

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
Wojsnarowicz, Gerald	Head Coach, Baseball	JAD	March 8, 2019	\$3,681.00
Zenowitz, Thomas	Head Coach, Softball	JAD	March 8, 2019	\$3,681.00
Lefkowitz, Matt	Head Coach, Baseball	JFK	March 8, 2019	\$3,681.00
Cristelli, Jason	Head Coach, Softball	JFK	March 8, 2019	\$3,681.00
McAloon, James	Assistant Coach, Baseball	SHS	March 8, 2019	\$4,284.00
Meccariello, Tyler	Freshman Coach, Baseball	SHS	March 8, 2019	\$4,044.00
Lembo, Charles	Head Coach, Baseball	SHS	March 8, 2019	\$6,714.00
DiNello, James	Head Coach, Golf	SHS	March 8, 2019	\$4,984.00
Kapell, Louis	Assistant Coach, Golf	SHS	March 8, 2019	\$3,243.00
Slade, Dylan	Assistant Coach, Boys Lacrosse	SHS	March 8, 2019	\$4,284.00
Chase, Ronald	Head Coach, Boys Lacrosse	SHS	March 8, 2019	\$6,714.00
Marquardt, Alexa	Assistant Coach, Girls Lacrosse	SHS	March 8, 2019	\$4,284.00
Luddy, Erin	Freshman Coach, Girls Lacrosse	SHS	March 8, 2019	\$4,044.00
Pomposi, Jillian	Head Coach, Girls Lacrosse	SHS	March 8, 2019	\$6,714.00
Beaudoin, Rachel	Assistant Coach, Softball	SHS	March 8, 2019	\$3,374.00
Burkell, Scott	Freshman Coach, Softball	SHS	March 8, 2019	\$4,044.00
Hernandez, Davina	Head Coach, Softball	SHS	March 8, 2019	\$6,714.00
Thompson, Robin	Head Coach, Girls Tennis	SHS	March 8, 2019	\$4,984.00
Mauro, Anthony	Head Coach, Boys Tennis	SHS	March 8, 2019	\$4,984.00
Lombardi, William	Assistant Coach, Boys Outdoor Track	SHS	March 8, 2019	\$4,284.00
Dachelet, Daniel	Head Coach, Boys Outdoor Track	SHS	March 8, 2019	\$6,714.00
Pierce, Heather	Assistant Coach, Girls Outdoor Track	SHS	March 8, 2019	\$3,374.00
Green, Connor	Head Coach, Girls Outdoor Track	SHS	March 8, 2019	\$6,714.00
Gianacopolos, Louis	Head Coach, Boys Volleyball	SHS	March 8, 2019	\$6,714.00
Casey, Timothy	Assistant Coach, Boys Volleyball	SHS	March 8, 2019	\$4,284.00

Resignations

Name	From Position	School	Effective Date
Mannion, Devon	Assistant Coach, Football	SHS	January 4, 2019
Bird, Derek	Freshman Coach, Football	SHS	January 4, 2019
Maddalena, Marguerite	Unified Sports Site Coordinator	SHS	June 30, 2019

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date March 14, 2019

Decision Requested _____ Agenda Code 9 a.

AGENDA REPORTING FORM

Agenda Topic: Town Government Communications

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

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date March 14, 2019

Decision Requested X

Agenda Code 9 b

AGENDA REPORTING FORM

Agenda Topic: Policy 3543.1, Policy Regarding Holds on the Destruction of Electronic Information and Paper Records – Second Reading

Summary of Issue: The Board of Education Policy and Personnel Committee reviewed a draft of the above policy.

Background: The Policy and Personnel Committee regularly reviews and updates policies to ensure that they are updated, within state statute, and reflect current district practice.

Alternative Strategies: _____

Cost (if applicable): N/A

Funding Source: N/A

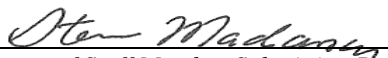
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A


Recommendation or Comment: Policy 3543.1 is brought forward for a second read this evening. Also included for informational purposes are Administrative Regulations A-3543.1. As indicated within BOE bylaws, no action is required for administrative regulations.

Titles of Attachments:

1. Policy 3543.1 (including A-3543.1),



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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



SOUTHTINGTON 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

Source S&G Model Policy Manual - 08/2010

ADOPTED: March 2018



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Series 3000 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)



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

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

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 contact 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. 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.

ADOPTED: March 2018

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date March 14, 2019

Decision Requested X

Agenda Code 9 c

AGENDA REPORTING FORM

Agenda Topic: Policy 3543, Policy Regarding Retention of Electronic Records and Information – Second Reading

Summary of Issue: The Board of Education Policy and Personnel Committee reviewed a draft of the above policy.

Background: The Policy and Personnel Committee regularly reviews and updates policies to ensure that they are updated, within state statute, and reflect current district practice.

Alternative Strategies: _____

Cost (if applicable): N/A

Funding Source: N/A

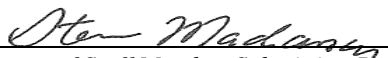
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Policy 3543 is brought forward for a second read this evening. Also included for informational purposes are Administrative Regulations A-3543. As indicated within BOE bylaws, no action is required for administrative regulations.

Titles of Attachments:

1. Policy 3543 (including A-3543),



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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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POLICY REGARDING RETENTION OF ELECTRONIC RECORDS AND INFORMATION

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>.

8/27/18 Source S&G Model Policy Manual

ADOPTED: March 2018



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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.



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In its use of digital imaging, the District shall:

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



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



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ADMINISTRATIVE REGULATIONS REGARDING RETENTION OF ELECTRONIC RECORDS AND 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: March 2018

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date March 14, 2019

Decision Requested X

Agenda Code 9 d

AGENDA REPORTING FORM

Agenda Topic: Policy 5145.14, Uniform Treatment of Recruiters – Second Reading

Summary of Issue: The Board of Education Policy and Personnel Committee reviewed a draft of the above policy.

Background: The Policy and Personnel Committee regularly reviews and updates policies to ensure that they are updated, within state statute, and reflect current district practice.

Alternative Strategies: _____

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: Policy 5145.14 is brought forward for a second read this evening.

Titles of Attachments:

1. Policy 5145.14



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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: _____

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date March 14, 2019

Decision Requested X

Agenda Code 9 e

AGENDA REPORTING FORM

Agenda Topic: Policy 3160, Board Budget Procedures and Line Item Transfers – Second Reading

Summary of Issue: The Board of Education Policy and Personnel Committee reviewed a draft of the above policy.

Background: The Policy and Personnel Committee regularly reviews and updates policies to ensure that they are updated, within state statute, and reflect current district practice.

Alternative Strategies: _____

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: Policy 3160 is brought forward for a second read this evening.

Titles of Attachments:

1. Policy 3160



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policy #3160

Board Budget Procedures and Line Item Transfers



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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: _____

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date March 14, 2019

Decision Requested X

Agenda Code 9 f

AGENDA REPORTING FORM

Agenda Topic: Policy 3433, IDEA Fiscal Compliance – Second Reading

Summary of Issue: The Board of Education Policy and Personnel Committee reviewed a draft of the above policy.

Background: The Policy and Personnel Committee regularly reviews and updates policies to ensure that they are updated, within state statute, and reflect current district practice.

Alternative Strategies: _____

Cost (if applicable): N/A

Funding Source: N/A

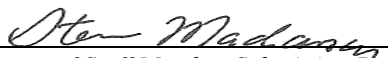
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Policy 3433 is brought forward for a second read this evening. Also included for informational purposes are Administrative Regulations A-3433. As indicated within BOE bylaws, no action is required for administrative regulations.

Titles of Attachments:

1. Policy 3433 (including A-3433),



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policy #3433

IDEA Fiscal Compliance

Administrative Regulations

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



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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: March 2018



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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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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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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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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: March 2018

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date March 14, 2019

Decision Requested X

Agenda Code 9 g

AGENDA REPORTING FORM

Agenda Topic: Policy 3453, School Activities Funds – Second Reading

Summary of Issue: The Board of Education Policy and Personnel Committee reviewed a draft of the above policy.

Background: The Policy and Personnel Committee regularly reviews and updates policies to ensure that they are updated, within state statute, and reflect current district practice.

Alternative Strategies: _____

Cost (if applicable): N/A

Funding Source: N/A

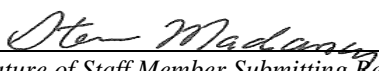
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Policy 3453 is brought forward for a second read this evening.

Titles of Attachments:

1. Policy 3453



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policy #3453

School Activities Funds



SOUTHTON 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.
Source S&G Model Policy Manual 1-27-05

ADOPTED: March 2018

ELA – Grade 7 Historical Fiction Book Clubs

Planning Tool: Teaching Points

A Letter to Teachers

Bend I Historical Fiction Characters and the Conflicts that Shape Them

1. Read-Aloud: Orienting Oneself to the Story

Today, through read-aloud, I want to remind you that when you read historical fiction, you are reading *fiction*, you are reading story. At the beginning of any story, the first reading work you'll need to do will inevitably involve figuring out who the story is mostly about, and figuring out what's going on.

2. Filling in the Backstory

Today I want to teach you that as you read on in your book, you'll not only make two timelines—a personal and a historical one—but also, you'll add onto both ends of those timelines. Yes, you'll learn about new things that are happening in the evolving present, but you'll also learn about the backstory of both the people and of the situation.

3. Analyzing How Characters Respond to Trouble

Today I want to teach you that characters—like people—inevitably face different kinds of trouble. You can learn a lot about characters, and from characters, from how they respond to trouble.

4. Read-Aloud: The Collision of Internal Traits with External Conflict

Today, through read-aloud, I want to teach you that readers recognize that in historical fiction, the protagonist's traits often collide with the expectations or demands of the era in which the story is set.

5. Attending to Minor Characters and Missing Perspectives

Today I want to teach you that minor characters are in a story for a reason. They, like the main character, help to carry the big messages or big ideas of the story. One way to improve your interpretation of a story is to reread, trying to understand the point of view—the perspective—of a minor character, then to revise your interpretation to include what you learn.

6. Looking Back from the End of Stories with New Insights about Themes

Today I want to teach you that readers develop new insights about their books by pausing to look back on the earlier parts and asking, “What is the author communicating in the ending? What parts of the book do I now see in a new light? Do any themes emerge as I reconsider?”

7. Clubs Analyze Their Progress and Plan Reading Projects

Today I want to teach you that readers of historical fiction mark their growth as readers and students who can sustain literary conversations, and they take the opportunity to consider how they might contribute to other readers.

Bend II Studying an Era

A Letter to Teachers

8. Read-Aloud: Readers Become Students of an Era

Today, through read-aloud, I want to teach you that when historical fiction readers become fascinated by an era, they read multiple texts about that time period, each one giving them a different perspective and window on that era.

9. Reading Outside the Text to Build Up Background Knowledge

Today I want to teach you that readers of historical fiction often layer in nonfiction texts that help to illuminate the era they're studying. They use every tool at their disposal to get to know the era: maps, timelines, primary source images, informational texts, even documentary clips.

10. Perspectives Clash with Each Other and with History

Today I want to teach you that readers come to realize that characters' perspectives, like people's perspectives, can change. In historical fiction, one of the main ways that characters' perspectives often change is that they begin to see injustices that they were previously unaware of.

11. Reading Differently Because You Have Knowledge of the Era

Today I want to teach you that readers of historical fiction—and really of any fiction—use background knowledge to fill in missing parts of a story and to visualize more vividly. By engaging in even quick bits of nonfiction research, readers develop wells of knowledge they can draw upon.

12. Learning Truth from Fiction

Today I want to teach you that if you have heard that nonfiction is true and fiction is not, you need to know that actually, fiction can be deeply true. As you ponder passages in historical fiction books that seem especially meaningful, it is helpful to ask: "What truths am I learning about the time in which this story is set?"

13. Clubs Curate Their Work in Reading Projects

Today I want to teach you that readers of historical fiction often end up assembling a variety of resources as they study an era. It's worth curating these collections as a legacy for future readers, who might like to follow in the footsteps of a club.

Bend III Characters and Readers Come of Age

A Letter to Teachers

14. Characters Come of Age

Today I want to teach you that characters in historical fiction aren't just changed—they are transformed. They come of age. And some of that work rubs off on readers of historical fiction as well. The stories we read help us figure out the kinds of people we want to be, the kinds of lives we want to live. They help us come of age.

15. Analyzing Power in the Midst of Conflict

Today I want to teach you that in historical fiction novels, as in history itself, characters often don't have the power to change what happens overall—to end a war or stop tyranny. But like characters in books, we can achieve power over ourselves. We can find within ourselves a moral power. We can resist evil and embrace goodness.

16. Read-Aloud (Video-Aloud): Change Can Be Complicated

Today, through read-aloud (video-aloud), I want us to investigate how change in a character can be complicated. Not all changes are positive. Sometimes, especially in historical fiction, the ways characters become brave or steadfast are entangled with other ways they become hardened.

17. The Past Is Always with Us

William Faulkner said this: “The past is not dead. It’s not even past.” What he suggests is that events and injustices of long ago are still with us. Historical fiction readers, then, consider how their novels are very much about the now and the here, and they think about how stories may give us the courage and vision to tackle hard things in the world today.

18. Clubs Leave a Legacy

Today I want to teach you that readers see their influence in how they inspire other readers to read the books they've read, talk about the ideas they've raised, or use the resources they've curated.

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only _____ Board Meeting Date March 14, 2019

Decision Requested X Agenda Code 10.b

AGENDA REPORTING FORM

Agenda Topic: ASTE Program Enrollment / Staffing 2019-2020

Summary of Issue Interest from Southington students to enroll in the Agriculture, Science and Technology Education (ASTE) Program has increased. There are 55 Southington applicants and 91 from sending districts. The program would need an additional teacher before they could increase enrollment.

Background: The per pupil allocation from the State Department of Education has been increasing. These funds must be used by the ASTE Program and there is a no supplant clause.

Alternative Strategies: _____

Cost (if applicable): SEA Contract **Funding Source:** ASTE Grant

Beginning Date of Program or Project: August 2019

Ending Date of Program or Project: _____

Recommendation or Comment: The Board of Education approves the addition of a full-time teacher for the ASTE program beginning with the 2019-2020 school year.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. March 7, 2019 Memo
2. ASTE Revenues / Expenditures
3. ASTE Grant Amount



SOUTHINGTON PUBLIC SCHOOLS

Sherri DiNello

Director of Business & Finance

MEMO

TO: Board of Education Members

DATE: March 7, 2019

RE: ASTE Program Enrollment/Staffing 2019-2020

The Board meeting scheduled for March 14th includes an agenda item for ASTE Program Enrollment/Staffing 2019/20. I wanted to provide some background info prior to the meeting. Marion Stannard has been reviewing applications for the incoming freshman class for 2019-2020 and the interest from Southington students has increased. There are 55 applications from Southington students and 91 applicants from our sending districts. Southington applicants usually range between 20 and 35 and she generally accepts an average of 25 grade 9 students from our town.

Marion shared that there are several potential implications of the increased number of Southington applicants because the program is at capacity in our other grades with current staffing. She would like to accept more grade 9 students; however, it would place us above State Department of Education regulations for total enrollment and laboratory class size. Therefore, she is requesting that we add an additional teacher next school year. The position could be funded 100% by the additional ASTE grant funds we are receiving because of the increase in the per pupil amount.

Below is a breakdown of the current school year enrollment and projected enrollment if an additional teacher were to be added to the program:

<u>Current Year</u>	<u>Southington</u>	<u>Out of District</u>	<u>Totals</u>
Grade 9	16	32	48
Grade 10	26	19	45
Grade 11	16	18	34
Grade 12	16	22	38
Totals	74	91	165

<u>Projections</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>
Grade 9	70	50	50	50
Grade 10	45	65	45	45
Grade 11	40	40	60	45
Grade 12	32	40	40	60
Totals	187	195	195	200

Applications criteria considered for acceptance include:

- a) academic records including grades
- b) teacher comments
- c) behavioral records
- d) recommendations
- e) student's applicant statement about their interests and experience related to agriculture (a higher weight)

There is a scoring rubric; but, ratings are subjective, which would make it difficult to turn away so many Southington applicants with such a large pool of interest.

There are **no State regulations regarding ratio** of in-district/out of district acceptances. However, our breakdown has primarily been 85% of Southington applicants are accepted and 30% of out of district applicants are accepted.

Attached is some additional information regarding the budget and revenues for the ASTE program. Please let me know if you have any questions so that Marion can be prepared to respond during our meeting.

**ASTE Program
Revenues Expenditures**

2018-19

Town Revenues:

Revenues from ASTE grant	\$ 621,880
Tuitions billed to sending districts	\$ 668,934
Total	<u>\$ 1,290,814</u>

Portion of ASTE grant-comes back to the BOE for program	<u>\$ (248,480)</u>
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	\$ 1,042,334
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Budgeted Expenditures ASTE program	<u>\$ (964,407)</u>
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	<u><u>\$ 77,927</u></u>
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5 Year History ASTE Grant

ASTE GRANT AMOUNT

2014-15	\$	444,507
2015-16	\$	462,393
2016-17	\$	415,868
2017-18	\$	437,776
2018-19	\$	621,880