

Southington Board of Education Meeting

Thursday, September 13, 2012 7:00 PM
Town Council Chambers 75 Main Street Southington, CT 06489
200 North Main Street
Southington, CT 06489



REGULAR BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session for SEA Contract ~ 7:00 p.m.
3. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
4. Pledge of Allegiance
5. Approval of Minutes ~ August 16, 2012
6. Communications
 - a. Communications from Audience
 - b. Communications from Board Members and Administration
 - c. Communications from Student Representatives
7. Report of Superintendent
 - a. Personnel Report
8. Committee Reports
 - a. Policy and Personnel Committee Meeting ~ August 20, 2012
 - b. Curriculum and Instruction Committee Meeting ~ August 21, 2012
9. Old Business
 - a. Town Government Communications
 - b. Construction Update
 - c. Update Southington High School: Fontana Field - Turf
 - d. K-5 Class Size Update 2012-2013
 - e. Southington Public Schools ~ 2020 Vision: Long Term Planning
 - f. Relocation of Board of Education Central Office to Municipal Center
 - g. Obsolete Textbooks
10. New Business
 - a. K-12 Technology Update 2012-2013
 - b. Special Education Outplacements, June 2011-June 2012
 - c. UPSEU ~ Contract for Paraprofessionals
 - d. Staffing Security ~ Southington High School
11. Adjournment

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

AUGUST 16, 2012

The regular meeting of the Southington Board of Education was held on Thursday, August 16, 2012 at 7:30 p.m. in the Town Council Chambers, Southington Town Hall, 75 Main Street, Southington, Connecticut.

1. CALL TO ORDER

2. EXECUTIVE SESSION FOR SEA CONTRACT NEGOTIATIONS, UPSEU PARAPROFESSIONAL NEGOTIATIONS, AND STUDENT MATTERS

An Executive Session meeting was held at 6:30 p.m. (*Minutes attached*).

3. BOARD RECOGNITIONS

Dr. Erardi recognized two students, Aidan Reilly from Kelley Elementary School who recently celebrated his 10th birthday, and McKenzie Pelletier from the high school who celebrated her confirmation. Both students unselfishly made donations to the Southington Community Services in lieu of gifts.

4. RECONVENE MEETING ~ REGULAR SESSION

The Regular Session was reconvened at 7:48 p.m. by Chairperson, Mr. Brian Goralski. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent was Mr. David Derynoski.

Present from the administration were Dr. Joseph Erardi, Jr., Superintendent of Schools, Mrs. Karen Smith, Assistant Superintendent; Mr. Frederick Cox, Director of Operations; and Dr. Perri Murdica, Senior Coordinator of Pupil Personnel Services.

There were approximately 12 people in the audience.

5. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

6. APPROVAL OF MINUTES ~ July 12, 2012

MOTION: by Mrs. Notar-Francesco, seconded by Mr. Oshana:

“Move to approve the minutes of July, 12, 2012.”

Motion carried by voice vote with Mrs. Carmody and Mrs. Clark abstaining.

7. COMMUNICATIONS

a. Communications from Audience

Mr. Arthur Cyr, 103 Berlin Avenue praised Mrs. Queen for diligently speaking into the microphone at the meetings so the audience can hear. Mr. Cyr stated that he attends the Middle School meetings and felt that the town should be grateful for the hard work of those who serve on that committee.

Mr. Mike Drury, Head Football Coach at Southington High School. He apologized for missing the last Board of Education meeting and thanked the Board for approving the preseason field trip/camp starting August 24. He was at this meeting to answer any questions that the Board might have regarding the camp.

Mrs. Queen was concerned about impact and concussions at football practices and what was being done to address this. Mr. Drury replied that the most important thing was a proper fitting helmet and proper equipment. Secondly, it is the way that the coaches teach how to play the game of football, to hit properly, and how not to use the helmet as a use of force. There has been neither legislation nor mandates from the CIAC about limiting the hours of practice or contact time. Mr. Eric Swallow, Athletic Director, stated that he provides the service of baseline testing to all student athletes. Mrs. Queen asked if they could educate parents via the Student-Athlete Handbook or online about what to look for in concussed athletes. Mr. Swallow explained that the coaches are required to have a parent meeting and they are encouraged to address concussions. He thought about having a district-wide meeting with Dr. Carl Nissen who wrote the legislation and the laws associated with concussions. Dr. Erardi concluded that administration will work with Mr. Swallow and the coaches and come back to the Board at the end of the fall season with the data of how many concussions there were during that season and the heightened awareness they will bring to parents of the student-athletes. This will most likely be done in November.

b. Communications from Board Members and Administration

Communication from the Board Members:

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

“Move to add Agenda Item 11.g, Student Discipline at Southington High School, to the agenda.”

Motion carried unanimously by voice vote.

Mrs. Notar-Francesco reported that the Flanders PTO made a very generous collection of 1,400 non-perishable items to the Southington Food Pantry. They worked in collaboration with Lowe’s who donated a shed. In exchange for food items there were donated, the PTO would give the parents a raffle ticket for every item that they donated.

Mr. Goralski announced the following:

- Mr. Derynoski was not in attendance due to a business engagement.
- A Top Scholar in last year's class was working on her Gold Award with the Girl Scouts of America and will be holding an Open House on Monday, August 20 at the high school to showcase her project.
- The Girls Volleyball team was nationally recognized for the 10th straight year for academic excellence.
- There will be a celebration for Leon Peschel on August 23 starting at the library at 6:30 p.m. and walking to the Barnes Museum to celebrate the garden that he built there as part of his Boy Scout Eagle Project.

Communication from Administration:

Dr. Erardi distributed a packet for his Administration Report and noted that the Board received a hard copy due to the intermittent Internet access in the Town Council Chambers (*Attachment #1*).

Dr. Erardi noted that the Annual Administrative Institute took place August 16 and 17. He congratulated Mrs. Smith and her committee for the very organized, high-level professional development activities.

1. BOE / School Liaison ~2012-2013: Dr. Erardi asked the Board members to contact Mrs. Albaitis if there were changes to their proposed adopted school.
2. Building Tour – Opening Day: The Board will meet in the high school main office conference room at 7:15 a.m. for the Annual Opening Day (August 30) building tour to all schools.
3. Breakfast Program ~ K-12 Update: The Bread for Life program, through the generosity of Mr. Curtis Robinson, will sponsor the entire K-12 Breakfast Program. They refuse to let children start their day hungry.
4. CABE Workshop: Dr. Erardi attended the CABE workshop with Mrs. Notar-Francesco and the document attached to this report is what CABE believes illustrates high-yield local Boards' of Education.
5. Saturday Spanish Academy: This attachment was informational. There was a correction regarding the potential sponsor for the Saturday Spanish Academy. It is Achieve Financial Credit Union, not TD Bank. The Saturday Spanish Academy is the continuation of the work of Ms. Tina Riccio. Mrs. Lombardi, as a former Spanish teacher, volunteered to work with this program.

Mr. Goralski explained that, in the future, Dr. Erardi and Mrs. Albaitis will work to put the Administrative Report as an attachment in the CABE Portal. Dr. Erardi commented that the Board would most likely be using the Town Council Chambers for the months of September and, possibly, October because the meeting room at the Municipal Government Center will be the last room finished. He noted that next week a Wi-Fi upgrade will be taking place at the Town Council Chambers and they should not have the problems that they were experiencing this evening.

8. REPORT OF THE SUPERINTENDENT

a. Personnel Report

MOTION: by Mrs. Carmody, seconded by Mrs. Notar-Francesco:

“Move to accept the Personnel Report.”

Motion carried unanimously by voice vote.

Dr. Erardi noted that the school district will be in terrific shape to open the school year.

9. COMMITTEE REPORTS

a. Curriculum & Instruction Meeting ~ July 23, 2012

Mrs. Carmody reported that the committee discussed All-Day Kindergarten beginning the 2013-2014 school year. They discussed topics and meeting dates for the 2012-2013 school year. The committee received an overview of the CMT and CAPT scores and was very pleased with the results.

b. Policy & Personnel Committee Meeting ~ July 23, 2012

Mrs. Clark reported that the committee continued the review of the 1000 Series and received the guidelines from Lieutenant DePalma of the Southington Police Department regarding police activity at schools. They will continue this discussion at their next meeting. They also looked at Policy #5144.1, Restraint and Seclusion, due to the change in Connecticut legislation that requires a change in the reporting of restraint or seclusion. Mrs. Smith will report back to the committee if the district can restrain / seclude a student if the student is not identified as a student-at-risk. In addition, the committee discussed future meeting dates.

c. Finance Committee Meeting ~ August 8, 2012

MOTION: by Mrs. Notar-Francesco, seconded by Mrs. Clark:

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

Mrs. Notar-Francesco explained that the move of these dollars was occurring at Strong and Flanders Elementary School from the Textbook Replacement Account and Consumable Texts to Content Area Literacy Support. The Finance Committee recommends transferring these requested books for classroom libraries to meet curriculum requirements. They were unable to fund this item through the Purchase Plan because the plan did not end the year with significant dollars.

Motion carried unanimously by voice vote.

MOTION: by Mrs. Notar-Francesco, seconded by Mrs. Carmody:

“Move to remove the pay phones at Southington High School as recommended by the Finance Committee.”

The committee would like to remove the two pay phones at the high school due to lack of activity. This will result in a monthly savings of approximately \$183, which is a total savings of \$2,200. Between the two pay phones there were 46 calls made in a 10-month timeframe.

Motion carried unanimously by voice vote.

MOTION: by Mrs. Notar-Francesco, seconded by Mrs. Carmody:

“Move to approve Bid #2012-BID-16, Snow Removal and Sanding for DePaolo Middle School, Plantsville and Flanders Elementary Schools, as submitted.”

Mr. Oshana stated that he spoke to Philip Goodwin, Purchasing Agent, because he did not see information regarding who or what was the bidder. He felt that someone may bid on this and the Board does not know their background. *“Do they have any legal liability against them? Have they had any cases brought against them? Has there been any issue associated with that particular bidder?”* Mr. Oshana would like to see some additional language added into this bid as well as any future bids that go forward. He recommended that it not only be for the Board of Education but for the Town as well. Mr. Goodwin had a conversation with the Town Attorney Mark Sciota today regarding this.

Mr. Goodwin stated that the town attorney gave him some verbiage that they could put into the boilerplate of all the bids going forward. It will give them that latitude to ask those questions; although, Attorney Sciota told him they always had that latitude. This will make it clearer and upfront in the bidding process. He noted that there were some other questions and he was not certain if this was something they wanted to bring forward today or to look at it again in more detail.

Mr. Goralski summarized that Mr. Oshana would like to add language, similar to what the town attorney recommended to them, to this particular bid document in front of them now. Mr. Goralski asked what impact this would have on submitting bids and delaying the process. Mr. Goodwin replied that if the motion was to adjust the bid and put this language in, they can make the adjustment and put out the bid. Mr. Goodwin noted that there were some questions that came up after Mr. Oshana asked the original question that would need to be discussed. They could have that discussion tonight or it could go back to the Finance Committee.

Mrs. Notar-Francesco thought that it would raise other questions that she felt the Finance Committee should discuss first to iron out and bring back to the full Board. They would discuss where to put the language and what to do with their current vendors now. Do they make this a requirement for the current vendors? She would also like Mr. Derynoski, who serves on the Finance Committee, to have the opportunity to weigh-in on this discussion. She asked if they could approve this document “as is” going forward, and then look at it at the next Finance Committee meeting. Mr. Oshana replied that he would not want to delay things because they want to make sure these processes move along; but, he thought safety was more important than looking at a delay. He thought it was very important that they have the protection for people in the bid upfront in a situation like this. If this is a three-year bid, they could potentially be locked in to somebody for three years. He felt that they should end their potential liabilities now. Mr. Oshana recommended that they bring this forward to the Town Council as well to do the same thing.

Mrs. Johnson noted that these were valid points that Mr. Oshana brought up; but, she was of the opinion to go forward with the bid “as is.” It was her understanding that all of the bidders are ones who were vetted by Mr. Goodwin. Due to the fact that they have been caught with early snowstorms in the past, she felt that this bid should go through without delay and then addressed at the next Finance Committee meeting. Mr. Oshana did not think it would delay it if they have the language; they could actually insert this language into the bid and get the bid out now.

As a member of the Finance Committee, Mrs. Lombardi had confidence in their legal counsel to put something in over the next 24-48 hours and move forward with this bid at the same time. The committee then can utilize what the counsel gives them, discuss it further, and if needed, make amendments and put that language in for future contracts. She did not think they should delay it.

Mrs. Carmody asked Mr. Goodwin if they evaluate those vendors that they have used in the past. Mr. Goodwin replied that they normally do a reference check. Mrs. Carmody asked if he gets an evaluation from the high school principal on how the vendor performed that year. Mr. Goodwin replied that he does. Mrs. Carmody asked if there was a written report that the Board could review on the evaluation of these vendors. Mr. Goodwin replied that there was not a formal written report; however, through his office, after every snowstorm they have a checklist and contact the school for critique. They also speak to the principal at the beginning and the end of the season. They also use other checks and balances in evaluating, such as curb damage.

Mr. Goralski trusted Attorney Sciota and the Finance Committee. He recommended that Mr. Goodwin and Attorney Sciota begin work tomorrow on getting that language in the bid. This is a boilerplate document that we have been using for years. He did not want to delay the bid. If a friendly amendment was added to the motion regarding this bid, he would ask that once the language is inserted that the four Board members who serve on the Finance Committee be polled and then with their approval the bid be sent out. Mr. Oshana pointed out that the work has been done with the initial language drafted and he did not think that they had to wait until tomorrow to start. Mr. Goralski noted that there was a motion on the floor and to poll the Board as is.

Mrs. Lombardi asked for clarified on the motion. Mr. Goralski replied that the motion is for the bid document “as is” without the language inserted and discussed at the next Finance Committee meeting.

ROLL CALL VOTE: YES – Mrs. Notar-Francesco, Mrs. Clark, Mrs. Johnson. NO – Mrs. Lombardi, Mr. Oshana, Mrs. Queen, Mrs. Carmody, Mr. Goralski. **Motion did not pass with five opposed and three in favor.**

Mr. Goralski asked that the friendly amendment be added to the motion.

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

“Move to approve Bid #2012-BID-16 with an added amendment that states we would work with the Town Attorney and Purchasing Agent to come up with language to insert into this bid regarding the issues discussed.”

Mrs. Lombardi stated that she would like some time parameters in the motion in terms of inserting the language in the bid document. Mr. Goralski would like it to go back to the four Board members who serve on the Finance Committee for their approval.

MOTION WITHDRAWN: Mr. Oshana withdrew his motion, along with Mrs. Queen, so they could have discussion outside of the committee.

Mr. Goralski asked Mr. Goodwin what a reasonable expectation was to add that language within this bid document and then come back and poll the Finance Committee. Mr. Goodwin replied that he had a draft tonight if they would like to review it; otherwise, he could have it ready tomorrow via e-mail through Dr. Erardi's office. Mr. Goralski was comfortable with the review through Dr. Erardi's office on Friday. He noted that Mrs. DiNello [Director of Business and Finance] returns from vacation on Monday; he would like to wait for her return and have this sent out through her office. He was comfortable supporting the committee to electronically respond through Mrs. DiNello's office supporting the modifications. Mr. Oshana noted that it would include one business day.

Mrs. Notar-Francesco asked Mr. Goodwin to assure the Board that would be enough time to get this language put into motion and back to them before they actually need to have it signed. Mr. Goodwin believed it was possible to do that.

Mrs. Clark summarized that they would wait until Mrs. DiNello returned, the language would be inserted in the bid where it is appropriate, Mrs. DiNello would give it her approval, and then the Finance Committee would approve it. She questioned if the full Board had to approve the bid too. Mr. Goralski stated that the Board could make a motion tonight to approve the modification if approved by the Finance Committee or they could table it to the next meeting. Mr. Goralski explained that the Board would be approving the bid and the Finance Committee would be approving the language.

Mrs. Johnson felt that this was becoming a juggling act and did not see any problem with just putting the bid out the way it was, and has been, because they have not had any difficulties with it. She noted that there was language in the bid to give the control to the Board of Education in case there are issues where they would not want the vendors to continue. She felt this was a lot of convolution and she was not comfortable with this at all. Mrs. Johnson felt it should be clean and was uncomfortable with this. She would not approve where they would vote on something with additional language to be decided at a later date by a few members.

MOTION: by Mrs. Johnson, seconded by Mrs. Notar-Francesco:

“Move that the Board sends out bid #2012-BID-16, as submitted.”

ROLL CALL VOTE: YES – Mrs. Clark, Mrs. Johnson, Mrs. Notar-Francesco, Mr. Goralski.
NO – Mrs. Carmody, Mrs. Lombardi, Mr. Oshana, Mrs. Queen. **The motion was tied four to four.**

Dr. Erardi pointed out that the entire Board wanted to get this done this evening and it appeared that the majority of the Board wanted to add the language suggested by Mr. Oshana. He requested that the Board consider moving on the motion that Mr. Oshana withdrew in the spirit of empowering Attorney Sciota, Mr. Goodwin and Mrs. DiNello to do due diligence to the

language, which is really boilerplate language. They will get that out and share it with the Board of Education and it allows them to move on a bid that is very timely. They have to get this bid out. He would be very reluctant and concerned if they wait until the second or third week in September. Dr. Erardi stated that it would be sent to the Board of Education concurrently with it being sent out. It would go back to the Finance Committee to be vetted and then to the Board-at-large for further bid opportunities.

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

“Move to approve bid #2012-BID-16 with the amended language as discussed tonight regarding the legal issues described, with the conditions as outlined by the Superintendent in terms of the approval process.”

Mr. Goralski clarified that the motion was for bid document #2012-BID-16, Snow Removal and Sanding of DePaolo, Plantsville and Flanders, with the amendment including the legal language discussed at the meeting, completed by Attorney Sciota, Mrs. DiNello, and Mr. Goodwin, and then shared with the Board of Education.

ROLL CALL VOTE: YES – Mrs. Carmody, Mrs. Clark, Mrs. Lombardi, Mr. Oshana, Mrs. Queen, Mr. Goralski. NO – Mrs. Johnson, Mrs. Notar-Francesco. **Motion carried with six in favor and two opposed.**

Mrs. Notar-Francesco reported that the Finance Committee gave administration permission to move forward and work with Select Physical Therapy to negotiate an athletic training contract extension beginning July 1, 2014.

Mrs. Notar-Francesco reported that the state legislature Bill #PA-1216 has increased the annual state funding for each student attending the Ag-Science and Technology Education Program and raised the per student tuition from \$1,355 to \$1,750 resulting in an increase of revenue of \$64,300. The stipulation of the Bill allows the local School Boards to receive this money and spend the increase for the Vo-Ag Program. They cannot supplant these educational funds with this money. Administration will request an appropriation from the town for the \$64,300 when the town receives the funds. Within the 2013-2014 budget, the town can increase the anticipated revenues and the Vo-Ag budget will subsequently be required to also increase by this per pupil amount from the grant.

10. OLD BUSINESS

a. Town Government Communications

Mr. Goralski reported that the Town Council is in the process of assembling the Turf Advisory Committee. It is in the design phase and it should be done by the middle of October.

b. Construction Update

Mr. Cox reported that he was still waiting for the state to review the \$70,000-\$80,000 in change orders before the South End and Plantsville School projects can be closed out.

Mr. Cox reported that the flooring materials at the former North Center School would be installed next week in the upper Board of Education level. The walls were painted and ceilings were in the process of being completed. Site paving would take place next week along with the state doing the final elevator inspection. They cannot get a final Temporary Certificate of Occupancy because the offices are above grade level. The traffic light will not be installed until mid-September.

Mr. Cox reported that a lot of progress and work has taken place regarding the Middle School projects. Newfield Construction put together their first preliminary estimate for the construction costs and the numbers are showing that we are within 2% of the appropriated funds.

Mrs. Johnson asked if the actual construction for the Turf project had begun. Mr. Cox replied that it had not and to date all they did was remove the irrigation sprinkler heads and put up safety fencing. Dr. Erardi asked Mr. Goralski if he wanted to invite Mr. DeFeo to the next Board of Education meeting to answer any questions that the Board members might have regarding the Turf project. The Board members agreed with that idea.

c. Summary Results of District Survey of Families of Students with Disabilities

Dr. Murdica provided the results of a 22 question parent survey of all students who receive special education services. She pointed out that Denise Feltz, a former special education teacher in our district, helped her with this survey. A 5-point Likert Scale was used to assess the survey participant's feelings regarding current practices, the Planning and Placement Team (PPT) process and extracurricular and community-based activities. The response from survey participants was higher from the elementary school participants than the middle schools and high school. The survey response rate was 21%. She noted that 41.8% agreed that there is adequate communications between school and home. The overall results for the Planning and Placement Team process were very positive. The extracurricular and community-based activities were where the responses varied the most from a low of 26.5% agreeing that the Town of Southington Department of Parks and Recreation has adequate programming for children with special needs to a high of 65.3% agreeing that their child feels that he/she belongs to the school community. She felt that even though the results were positive, she could see some areas that needed to be built upon. These results indicate families are interested in a regular monthly parent support group where topics pertaining to children with special needs and their families would be presented. Overall, the parents want more information. She summarized that based on those who responded to the survey, there are a few areas that should be further examined for implementation.

Mrs. Lombardi questioned the parent involvement at home that reinforces what the school environment was doing. Dr. Erardi pointed out that he and Dr. Murdica attended a national conference that focused on disabled youngsters. The entire focus of the conference was the education of the parent component to keep that youngster in our district rather than to outplace and that is the focus of the work of Pupil Services this year.

Mrs. Queen was particularly interested in the concept of long-term planning for families who have students where the parents or caregivers retain the guardianship past the age of 18. She felt that those families need a lot of support in order to plan long-term.

d. Class Size Report

Dr. Erardi stated that markers that administration looks to establish when they put their class size grid together is to have 18 students or fewer in the Kindergarten classes, Grade 1 and 2 with 22 students, and no greater than 24 students in Grades 3, 4 and 5. He pointed out that all 38 parents for the Strong Elementary School A.M. and P.M. Kindergarteners were contacted and the numbers will remain at 19 A.M. and 19 P.M. He anticipated there would be two students who would need the English Language Learners (ELL) program as well as students entering with special needs. The greatest change that administration made was that they held the 1.0 FTE to Derynoski Elementary School where they had one bubble in a grade level. The present staff that they have budgeted is now all embedded into the enrollment matrix.

Mrs. Lombardi remarked that the Board has had the philosophy of 18 students or fewer in Kindergarten. The research indicates that it is the beginning point and the predicator of success for those students. With two ELLs and three special needs students, it puts an additional load on both Strong School Kindergarten classes. She strongly proposed adding a .5 teacher to the Strong Kindergarten classes.

Mr. Goralski felt that the ELL students and the special needs students often come with some support that may address some of Mrs. Lombardi's concerns. He noted that with Mrs. Lombardi's proposal they would have two classes with 12 students and one class with 13 students if they added a .5 teacher. Those class sizes are not in line with other class sizes across the district. He did not think the full Board would support that. He was happy with the matrix as is and commended the administration on the class sizes; especially, after reducing the workforce by 14 teachers and 13 paraprofessionals the last budget season. Mr. Goralski noted that the state of Connecticut lost 343 teachers this year.

Mrs. Clark did not like the numbers of 25 students in Grade 5 at Kelley School. Dr. Erardi replied after consulting with the Kelley School principal, the plus one student is a student who has been redistricted to Kelley with the request granted because the youngster will be a positive contribution to the class.

Mrs. Notar-Francesco agreed with Mrs. Lombardi that the two sections of 19 each in the Strong School Kindergarten were too high. She supported adding a .5 teacher at Strong. She felt that they could use the North Center rental money to fall back on since administration has not made the move there yet.

Mrs. Carmody noted that it was two weeks before the start of school and asked Dr. Erardi if there was any indication that these numbers will change with increased enrollment. Dr. Erardi replied that there was nobody in line who had booked an appointment with Mrs. Passamano, District Registrar that would affect the Strong School Kindergarten number. Mrs. Carmody noted that they have three classes of 18 in the Derynoski School Kindergarten and other schools and they are trying to be equitable. She would like to see the classes reduced too; but, the Board had to look at the whole picture.

MOTION: by Mrs. Lombardi, seconded by Mrs. Notar-Francesco:

“Move to add a .5 FTE position to the Strong School Kindergarten.”

Mrs. Carmody questioned if there was money available to do this. Dr. Erardi replied that there was breakage in rental fees as Mrs. Notar-Francesco mentioned in July and August. The rental contract of approximately \$13,000 will begin with Borghese on September 1, 2012. Administration had planned to request from the Board to use that breakage money of \$26,000 for furniture, fixtures and equipment at the new facility.

Mr. Oshana questioned how the administrators at the schools felt about the enrollment matrix. Dr. Erardi replied that he, Mrs. Smith and Mrs. Hunt met with every elementary school administrator multiple times. The conversation with Mrs. Lackner was that she strongly advocated for a third section of Kindergarten. His concern was that they do not have Kindergarten class size numbers of 12, 13 or 14 students at all of the other elementary schools. He did not know what would happen between now and the start of the school year with the numbers. The grid before the Board tonight was the endorsement and recommendation of the administration. He added that at some point during the day there was also paraprofessional support in Kindergarten.

Mr. Oshana asked what the administration has seen in terms of Kindergarten numbers over the last several years. Mrs. Smith replied that 18 students in a Kindergarten classroom was extremely reasonable. She cautioned the Board to be aware that school has not started and there are other Kindergarten classrooms throughout the district with 18 students. If school opens, and some of these potential hotspots turn into 19 students, administration would have to think about what to do as a reaction because once they do it one time the philosophy has to hold across the board. She would love to see 15 or 16 students or even lower across the board in Kindergarten and Grades 1 and 2.

Mrs. Lombardi questioned about taking in more Project Choice students at the Kindergarten level at Strong School and then add another section. Mrs. Smith replied that they had to declare the Project Choice numbers that the district was willing to accept by an early spring date in order to be eligible for reimbursement. The district declared that they would welcome 15 additional students into our Kindergarten program at three locations. We had four principals come forward who indicated their willingness, based on their enrollment and current programming, to take Project Choice students and those were the schools that administration went with. Mrs. Smith will inquire if they are able to declare additional seats in locations that administration had projected would be available.

Mrs. Johnson noted that they always have the opportunity to bring paraprofessionals into the classrooms. She suggested to wait until after school starts and at the next Board meeting, if needed in classes, put in some extra adult help.

Mr. Goralski was uncomfortable to say that they had classes of 13 students when there is no parity that equals classes of 12 or 13 students.

ROLL CALL VOTE: YES – Mrs. Lombardi, Mrs. Notar-Francesco. NO – Mr. Oshana, Mrs. Queen, Mrs. Carmody, Mrs. Clark, Mrs. Johnson, Mr. Goralski. **Motion did not pass with two in favor and six opposed.**

e. **Staff Update 2012-2013**

Dr. Erardi reported that the annual New Teacher Orientation will be held August 23 and 24, 2012. There are approximately 24 new staff members. He thanked Kimberly Hunt, Personnel Manager, for her outstanding work in the hiring of new staff.

11. NEW BUSINESS

a. Superintendent’s Annual Report

Dr. Erardi explained that if the Board approves this document it would then be distributed as per Connecticut state statute.

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

“Move to approve the Superintendent’s Annual Report for the 2011-2012 school year, as submitted.”

Mrs. Clark and Mrs. Queen were impressed with the list of extraordinary accomplishments and commended administration and staff.

Mrs. Queen questioned about attracting a larger pool of substitute teachers. Dr. Erardi explained that the Board took action within the operational plan and that on or around January 1st an additional \$5.00 per diem would added. They plan to add another additional \$5.00 within the 2013-2014 operational plan to be competitive with surrounding towns.

Motion carried unanimously by voice vote.

b. Superintendent’s Proposed Goals for 2012-2013

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

“Move to approve the proposed Superintendent’s Goals for 2012-2013, as submitted.”

Mr. Goralski and Mrs. Queen agreed that the superintendent’s goals were always ambitious; but, every year they have been met under Dr. Erardi’s leadership. Dr. Erardi replied that the goals were a district-wide effort.

Motion carried unanimously by voice vote.

c. Opening of School Dates 2012-2013

These were key dates for August, September and early October for Board members to consider.

Mrs. Johnson understood that the school system was no longer distributing calendars to parents and questioned what was being done instead. Dr. Erardi replied the calendar will be posted on the school district’s website and parents will be informed through a voicemail blast along with monthly newsletters from the schools on where to view the calendar.

d. Closeout of 2011-2012 Budget

Mrs. Notar-Francesco announced that the 2011-2012 budget was closed out with a remaining balance of \$3,742.16, which would remain in the town's general fund.

MOTION: Mrs. Notar-Francesco, seconded by Mrs. Carmody:

“Move to approve the fiscal year closeout for 2011-2012.”

Motion carried unanimously by voice vote.

e. Obsolete Textbooks

Mrs. Smith reported that this year, if they are not able to constructively dispose of the obsolete textbooks, Mr. Goodwin and Mr. Cox have been involved with establishing companies that would be interested in the obsolete textbooks. Every year is different and sometimes for free they would be able to dispose of some books and other times they would get a reimbursement.

Dr. Erardi explained that Rachel Wache from the American Legion Auxiliary was interested in the opportunity to look at the obsolete books and would get first look.

Mrs. Notar-Francesco was concerned because this was a request from the Board last year and it seemed to have fallen through the cracks and now they have a concise plan on how to move forward. Every year the Board has talked about having donations made and, obviously, the donations were not accomplished.

There was some discussion on the reading books included on the list.

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

“Move to approve the disposal of the outdated textbooks, as submitted”

Motion carried unanimously by voice vote.

f. Sequestration ~ Budget Control Act

Dr. Erardi explained the “Super Committee” assigned through the federally Legislated Budget Control Act failed to identify spending reductions (\$1.2 trillion over 10 years). Congress moved a 9% reduction across all the federal money that comes to local school boards. In our school district, it represents an approximately \$125,000 reduction in grants for the 2013-2014 school year.

Mrs. Johnson felt that the Board should contact all our Washington representatives and send them a letter telling them exactly what this particular impact is having on Southington. The Board approved having Mr. Goralski send a letter to all the candidates. Dr. Erardi explained that he had a conversation with the Connecticut delegation and the common theme was that nothing will change until after the November elections.

g. Student Discipline at Southington High School

MOTION: by Mrs. Carmody, seconded Mrs. Notar-Francesco:

“Move for the expulsion of student #1213-1 as stipulated by the Superintendent.”

Motion carried unanimously by voice vote.

MOTION: by Mrs. Carmody, seconded by Mrs. Notar-Francesco:

“Move for the expulsion of student #1213-2 as stipulated by the Superintendent.”

Motion carried unanimously by voice vote.

12. ADJOURNMENT

MOTION: by Mrs. Notar-Francesco, seconded by Mrs. Clark:

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary

**SOUTHINGTON BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

**EXECUTIVE SESSION
AUGUST 16, 2012**

Board of Education Members Present: Mrs. Terri Carmody, Mrs. Colleen Clark, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana, Mrs. Patricia Queen, and Mr. Brian Goralski.

Board of Education Members Absent: Mr. David Derynoski.

Administration Present: Dr. Joseph V. Erardi, Jr., Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent, and Dr. Perri Murdica, Senior Coordinator Pupil Personnel.

Others Present: Attorney Jessica Ritter, Shipman & Goodwin LLP.

1. CALL TO ORDER

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

2. EXECUTIVE SESSION FOR SEA CONTRACT NEGOTIATIONS, UPSEU PARAPROFESSIONAL NEGOTIATIONS, AND STUDENT MATTERS

MOTION: by Mrs. Carmody, seconded by Mrs. Notar-Francesco:

“Move to go into Executive Session, excluding the public and the press, for the purpose of discussing SEA Contract Negotiations, UPSEU Paraprofessional Negotiations, and Student Matters, and upon conclusion reconvene to public session.”

Motion carried unanimously by voice vote.

Attorney Jessica Ritter left Executive Session at 6:59 p.m.

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

“Move that the Board come out of Executive Session.”

Motion carried unanimously by voice vote.

The Board came out of Executive Session at 7:20 p.m.

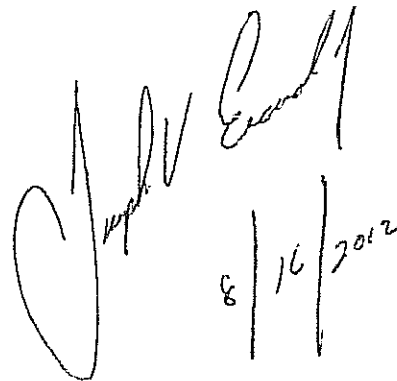
Respectfully submitted,



Jill Notar-Francesco, Secretary
Southington Board of Education

Administration: Board of Education Update August 16, 2012

1. BOE / School Liaison: 2012-2013 (Attachment #1)
2. Building Tour – Opening Day: Thursday, August 30th
3. Breakfast Program: K-12 Update
4. CAFE Workshop – Effective Local Boards (Attachment #2)
5. Saturday Spanish Academy – Grant Proposal (Attachment #3)



Handwritten signature and date: 8/16/2012

**2012-2013
PROPOSED ADOPT-A-SCHOOL
BOARD REPRESENTATIVES**

| SCHOOL | SCHOOL BOARD REPRESENTATIVE |
|--------------------------------------|--|
| ALTA @ Pyne Center | Brian S. Goralski Terri C. Carmody |
| Southington High School | Brian S. Goralski Terri C. Carmody Patricia P. Johnson Zaya G. Oshana Patricia A. Queen |
| DePaolo Middle School | Terry G. Lombardi Patricia A. Queen |
| Kennedy Middle School | Colleen W. Clark Patricia P. Johnson Zaya G. Oshana |
| Derynoski Elementary School | David J. Derynoski Patricia P. Johnson |
| Flanders Elementary School | Jill Notar-Francesco |
| Hatton Elementary School | Patricia A. Queen |
| Kelley Elementary School | Terry G. Lombardi |
| Plantsville Elementary School | David J. Derynoski Jill Notar-Francesco |
| South End Elementary School | Colleen W. Clark |
| Strong Elementary School | Brian S. Goralski |
| Thalberg Elementary School | Terri C. Carmody David J. Derynoski |
| Open Choice | Colleen W. Clark Jill Notar-Francesco |

Conditions and Indicators

| <i>Condition for Productive Change</i> | <i>Indicators in the Environment</i> |
|---|--|
| <p style="text-align: center;">-1- Connections Across the System</p> <p>People working together because it is important to them to improve education for students.</p> | <ul style="list-style-type: none"> ◦ Shared decision making rather than mechanically making/mandating things happen. ◦ Information flows in all directions with a high degree of involvement at all levels. ◦ An ongoing emphasis on improvement (continuous effort to get even better) rather than seeing improvement as a way to solve a single problem or maintain the status quo. ◦ People are connected across the system through involvement structures such as shared decision making and school improvement processes. ◦ All people in the system are working together around a shared purpose that is important to them. ◦ Collective efforts to improve because it's the right thing to do for kids – not because it's a mandate. |
| <p style="text-align: center;">-2- Knowing What it Takes to Change Achievement</p> <p>A shared understanding about the type of learning culture needed to improve achievement and how to organize the district to make it happen.</p> | <p>Understanding the importance of key elements such as:</p> <ul style="list-style-type: none"> ◦ Using data and information to focus initiative and select best practice strategies to improve instruction. ◦ Various groups existing to support staff learning. ◦ An intensive focus on implementation as well as effects for students. ◦ Improvement efforts that are led and shaped by clear vision, goals, school improvement plans, teams, continuous study, processes for decision making, collective effort, etc. ◦ Close alignment of curriculum/instruction/ and assessment to inform improvement efforts. ◦ A reasonable level of agreement, adequate amount of professional development, staff organized to work together to achieve implementation, a focus on teaching and learning. ◦ Resources aligned to support implementation. ◦ Improvement initiative is intentionally protected from fragmentation. ◦ All parts of the system working together. |
| <p style="text-align: center;">-3- Workplace Support</p> <p>Staff are supported in ways that help them succeed at improving student learning.</p> | <ul style="list-style-type: none"> ◦ Confidence in the ability of the system to improve learning for all students. ◦ Restructured time to allow for collective study as part of the work day. ◦ School staff organized into small study groups/teams that are connected to the larger community but responsible for one another. ◦ Individual's work and results are public, scrutinized, supported, and responsibility is shared. ◦ Staff feels efficacious/effective and confident they can succeed. |

| | |
|--|---|
| <p style="text-align: center;">-4-</p> <p style="text-align: center;">Professional Development</p> <p>An understanding of the purpose for and process of developing people as professionals.</p> | <ul style="list-style-type: none"> • Professional development is an embedded feature of the work place. • Professional development is structured as an ongoing inquiry into the focus area for improvement (reflective study content, instruction, and effects for students). • Professional development is consistent with what research says it takes to change practice at the classroom level. • Instructional practice improves in ways that have a significant impact on student learning. |
| <p style="text-align: center;">-5-</p> <p style="text-align: center;">A Balance Between Districtwide Direction and Building Level Autonomy</p> <p>Reliance on data to establish a balance between focus and direction from a district perspective with latitude at the building level - in order to achieve equity across the system.</p> | <ul style="list-style-type: none"> • Relentless use of data and information to determine districtwide needs and to help buildings determine their contribution to the districtwide effort. • Focused alignment of improvement goals across the entire system. • Use of action research processes, such as: <ul style="list-style-type: none"> - Deep reliance on data and information to guide and monitor improvement efforts – internal and external information about student learning and the learning environment (which includes instruction, assessment, materials, etc.). - The district is connected to the external knowledge base on teaching and learning. - Regular monitoring of progress by monitoring implementation and effects for students. - Actions are modified based on results. |
| <p style="text-align: center;">-6-</p> <p style="text-align: center;">A Strong Community Connection</p> <p>An understanding of how to generate community involvement and shared responsibility for improvement.</p> | <ul style="list-style-type: none"> • There is a close connection to the community. • The distinctions between the professional and lay community are "blurred" because of level of involvement, support, and shared responsibility. • The community is involved in the functions of the district wherever possible. • The school district is responsive to community needs and wishes. • The community feels responsible for the success of the school district. • Staff and board regularly comment on the community support. |
| <p style="text-align: center;">-7-</p> <p style="text-align: center;">Distributed Leadership</p> <p>Broad-based leadership to provide direction and focus for the improvement work. Strong but sensitive leadership, at all levels of the system, from dynamic leaders.</p> | <ul style="list-style-type: none"> • Vigorous, integrative leadership is generated and supported at all levels. • The leadership in the organization keeps the focus on the few things the organization must do well in order to succeed. • There is a democratic process that holds the organization together around their improvement efforts. • Leaders are effective diagnosticians, problem solvers, and able to help others identify needs and create solutions. |

Saturday Spanish Academy Program
Southington Public Schools
Southington, CT (Hartford Country)

Organization Background

The Southington Public Schools district has 6,826 students enrolled at its eight elementary schools, two middle schools, and one comprehensive high school. High school students are offered a four-year program in five languages: French, Spanish, Italian, German, and Latin. Middle school students are offered a two-year program in French or Spanish. Students who continue their language study, begun in middle school, effectively complete a five-year foreign language study. High school students can elect to continue the language they studied in middle school, switch to a different language, or add a second language. The SPS world language department focuses on active communication and aims to prepare students to become culturally competent in the language(s) and culture(s) that they study.

Program Description

The Saturday Spanish Academy (SSA) program would be a newly implemented program, serving 60 to 80 elementary students in Grades 3, 4, and 5 in Southington, CT. The SSA would be located at Derynoski Elementary School, which is a centrally located school in our community. The program would run for two hours on each of ten Saturdays in two separate sessions (one spring session and one fall session). Two qualified, state-certified Spanish language teachers would be hired to run this enrichment program. Parents would be responsible for providing transportation to and from the program location.

All Southington students in Grades 3, 4, and 5 would be eligible to participate in the program. Parents would be required to complete a lottery application form, listing simply their child's name, grade, school, and telephone number; and providing consent for their child to participate in the program. Thirty to forty students would be randomly chosen via the lottery system for each session.

The academy would offer exposure to Spanish culture by using music, games, art, stories, and food as it instructs its students in the use of the Spanish language.

The two primary objectives of the SSA will be (1) to instruct students in introductory vocabulary via spoken and written Spanish and (2) to foster in students a greater appreciation of Spanish culture including common celebrations, customs, and geography.

Need for Program

The Southington Public Schools district recognizes the need to expose children at a very young age to a variety of languages and culture. However, our current economic situation and the many demands of the public schools do not

allow for full expansion of the SPS's current world language offerings into the elementary schools. The Saturday Spanish Academy (SSA) would provide opportunities for enrichment and diversity in Southington's elementary students in Grades 3, 4, and 5. Spanish is the predominant second language in communities throughout Hartford County, and thus, the SSA would assist the school system in providing Southington students with the skills they need in order to complete in an increasingly diverse and global economy.

Timetable

If notified in December that the Saturday Spanish Academy will be funded by the TD Foundation, then the Southington Public Schools would proceed as follows:

December, January, and February – Purchase all necessary program supplies; hire two qualified, state-certified Spanish language teachers; advertise the program's spring session in school newsletters, local newspapers, and on the district website; provide lottery applications; hold selection lottery to choose participating students

March, April, and May – Fully implement the Saturday Spanish Academy by conducting the spring ten-week session; pre-test all participants in Spanish vocabulary and knowledge of Spanish customs during first Saturday class and post-test at last Saturday class

June and July – Evaluate effectiveness of program by comparing pre- and post-test scores; make curricular and/or program adjustments, as needed

August through mid-September – Advertise the program's fall session in school newsletters, local newspapers, and on the district website; provide lottery applications; hold selection lottery to choose participating students (Lottery preference would be extended to those who were not selected in the spring session.)

Mid-September through November – Conduct the fall ten-week session; pre-test all participants in Spanish vocabulary and knowledge of Spanish customs during first Saturday class and post-test at last Saturday class

December – Conduct a final program evaluation by comparing pre- and post-test scores; seek funding to continue program if the Saturday Spanish Academy is found to be successful

Program Budget

The program budget of \$5,000 is dependent on two items, teacher salaries (\$3,600) and program materials/supplies (\$1,400). Classroom space, janitorial expenses, and utilities will all be provided in-kind by the Southington Public Schools.

Teacher Salaries – Two teachers per session will be paid for twenty hours of instruction plus ten hours of program preparation time. The hourly contractual wage for extracurricular work is \$30. Two teachers @ \$30/hour x 30 hours/session x two sessions = \$3,600.

Materials/Supplies – Estimated costs of purchasing materials (such as Spanish games, cultural food items, art supplies, books, printing of lottery applications, etc.) is \$700 per session x two sessions = \$1,400.

Other Funding Sources

At this time, there are no additional funding sources. If the TD Charitable Foundation generously supports our program in its initial year, we will seek additional community support to continue the program.

Description of Measurement Tools

The two teachers hired to implement the Saturday Spanish Academy will devise a pre-test to assess student's knowledge of introductory Spanish vocabulary (both written and spoken) as well as knowledge of basic Spanish culture. Representative faculty members from Southington's middle schools and high school world language departments will provide input and approval to the design of the Saturday Spanish Academy pre-test. At the conclusion of each ten-week session, students will retake the test as a post-measurement. Comparison of student pre- and post-scores will be used to measure the program's success. Additionally, student participation attendance records will be maintained.

Communication and Public Relations Plan

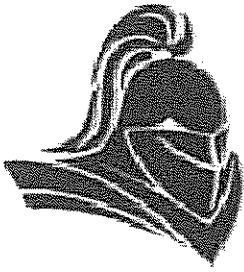
Information regarding the Saturday Spanish Academy (SSA) will be communicated via monthly school newsletters, our local newspapers, and our district website. Additionally, announcements will be made in all 3rd, 4th, and 5th grade classrooms to explain the SSA to students and to generate student enthusiasm for academy participation. Lottery applications will be provided to all students in Grades 3, 4, and 5. These applications will also be provided in each elementary school office. At the conclusion of the program's initial year, an evaluation of the program's effectiveness will be shared with parents, world language staff members, school administrators, and board of education members.

In all communications, the generosity of the TD Charitable Foundation will be mentioned. Southington's TD Bank employees will be invited to attend any and all Saturday classes. (TD Bank has three full-service locations in Southington as well as a branch at Southington High School.) Photo opportunities showcasing the involvement of the TD Charitable Foundation will be provided (with approval from TD employees) to ensure that our community is fully aware of the foundation's support of education in Southington's public schools.

Administration: Board of Education Update September 13, 2012

1. **School Opening 2012-2013**
2. **Veterans' Partnership: October 5th** (Attachment #1)
3. **STEPS Partnership** (Attachment #2)
4. **CABE Awards** (Attachment #3)
5. **Concussion Data** (Attachment #4)
6. **Ribbon Cutting – Municipal Center**

Joseph W. Egan
9/13/12



Blue Knights Friends of Soccer

September 10, 2012

Dr. Joseph Erardi
Superintendent of Schools
Main Street
Southington, CT 06489

Dear Dr. Erardi:

The Southington High School Boy's Soccer team and its booster club, Friends of Soccer, would like to invite you to attend Headers for Heroes on Friday October 5th at 3:30 PM. Headers for Heroes is a benefit, varsity soccer match against Bristol Central High School organized to raise awareness and raise funds for Wounded Warrior Project.

The mission of Wounded Warrior Project is "to honor and empower wounded warriors." Its stated Purpose is:

- To raise awareness and enlist the public's aid for the needs of injured service members
- To help injured service members aid and assist each other
- To provide unique, direct programs and services to meet the needs of injured service members

The players on the team and Friends of Soccer are committed to furthering this cause. We intend to raise money and raise awareness in support of this tremendous organization. 100% of the fundraising proceeds from this event will go to Wounded Warrior Project. This is not a fundraiser for the soccer program.

We sincerely hope that you will be able to attend and we thank you in advance for your support. We believe that this event affords the Boy's soccer program the opportunity to give back to the community in a very special way. We encourage you to visit <http://www.woundedwarriorproject.org/> in order to learn more about this cause.

Sincerely,

SHS Boys Soccer Team and Friends of Soccer

This Week

A Unique Family Opportunity
for you and your children.

Be Creative!

Say: "I'M IN!"



STEPS WEEK 2012

SEPTEMBER 17TH - 23RD

Parents and Kids

Get Ready To Accept the
STEPS 7-DAY CHALLENGE

**The Theme is STEPS Asset # 2: Promoting POSITIVE FAMILY COMMUNICATION.
Make each day a unique opportunity for the future of your children.**

DAY 1 Monday, 9/17

Make Good Decisions Monday

Take the time to talk to your kids about their making positive, healthy life choices. Teach them resistance skills and how to resolve conflicts peacefully. Ask about a problem they may be having; guide them in planning solutions. Your children deserve no less.

DAY 2 Tuesday, 9/18

Twenty Questions Tuesday

Each family member writes 3 to 5 questions. Put them in a hat. While around the house, during the course of the day, pull out a question and talk about it. Questions can be simple as: *What was your favorite hobby growing up?* More into at www.southingtonSTEPS.org

DAY 3 Wednesday, 9/19

Walk the Trail Wednesday

Walk our beautiful Southington trail with your kids and maybe a few of their friends. Enjoy the outdoors, get them to appreciate our town while you get to know *each other* better !

DAY 7 Sunday, 9/23

Say Goodnight Sunday

No matter how old your child is, remind them each night that you love them. Before bedtime, check in and say goodnight to your son or daughter. Ask how about their homework and plans for the week.

DAY 4 Thursday, 9/20

Three-Text Thursday

Text your child 3 times today. If you don't text, put notes where they'll see them (in a lunch, on bathroom mirror, or a pillow), Say "have a good day, good luck on your test or game. Say "I love you". This means a lot to kids; it builds greater trust, communications and love.

DAY 5 Friday, 9/21

Family Dinner Friday

Make a favorite family meal together or enjoy a meal at a local restaurant. Spend quality time to create a positive environment. Let it become a habit. Include fun family activities, board games, word games!

DAY 6 Saturday, 9/22

Simple Share Saturday

A busy day for errands, laundry, baseball, visiting. But stay in touch with a *simple share*. Ask each one in the family what their "*peak and pit*" was, *peak* being your favorite point in the day and *pit* being the worst. Takes only a few minutes to share at the end of the day!

For the love of your kids and their future, make STEPS WEEK a family priority.



Connecticut Association of Boards of Education, Inc.

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 · (860) 571-7446 · Fax (860) 571-7452 · www.cabe.org

August 13, 2012

TO: Chairmen and Superintendents in CABE Member Boards of Education
CABE Board of Directors, Education Affiliate Members and RESCs

FROM: Lydia Tedone, CABE President and Robert Rader, CABE Executive Director

RE: CABE Board Recognition Awards

The CABE Board Recognition Awards are designed recognize boards which provide effective leadership to their districts through the use of good practices. This program, which acknowledges the importance of school board members and superintendents working together as **effective teams**, strengthens public education in Connecticut and across the country.

The Board Recognition Awards was redesigned last year.

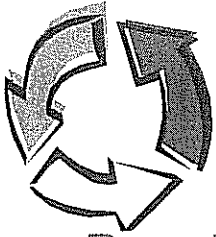
- **CABE Board Leadership Award - Level One** includes 34 items and boards need to fulfill 22 of these with at least three completed in each of the following areas: board leadership/ student achievement, board member professional development, policy, community relations, and related organizational leadership.
- **CABE Board of Distinction Award - Level Two** recognizes Boards which are truly exemplary. To be eligible for this higher level of award, the Board must have achieved Level One distinction at least **twice** in the past **four** years. Boards must achieve at least **two** Level Two items in each Level Two category to receive this award.

An optional question in Level One and Level Two, asks about what makes your Board's leadership especially effective. These responses will be printed in the *CABE Journal*.

The Awards will be presented at the CABE Leadership Awards Reception at the CABE/ CAPSS Convention on Friday, November 16, at the Mystic Marriott Hotel in Groton. Winning Board Chairs and Superintendent will be notified by email the week of October 15. All members of your board of education who are attending the Convention are invited to attend the ceremony.

Districts receiving the award for the first time will receive a plaque; in years following, plates for the plaque will be provided. Winning districts will also be honored, for one year, on a plaque that hangs in the Leonard Rovins Conference Room at the CABE Office and will be recognized in the December *CABE Journal*. (See enclosed Brochure)

DEADLINE for Submission: OCTOBER 12, 2012



CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

CABE believes that Boards of Education and Superintendents which exhibit the most effective leadership are characterized by their ability to work together as "teams." The CABE Board Recognition Awards are designed to recognize Boards which work effectively in this manner. Boards which fulfill 22 of the following 34 Level One criteria, including a minimum of three in each area, will earn the Level One CABE Board Leadership Award.

In order to appropriately recognize those Boards which are truly exemplary, CABE has now established a second level of awards, the Board of Distinction Award. Only Boards which have achieved Level One distinction at least twice in the prior four years are eligible to receive the Board of Distinction Award. Boards must achieve at least two Level Two items in each Level Two category to receive this award.

All awards are presented at the CABE/CAPSS Convention.

Please respond to the criteria requested on this form and send your information, with supporting data, to CABE when you believe your Board has earned a Leadership Award or a Board of Distinction Award. If you have any questions, need further information, or require help in satisfying any of the criteria, please contact us for assistance.

REQUIRED CRITERIA

1. Board Leadership/Student Achievement

Level One (minimum of three)

- A. The Board has developed district goals for this year. *(send copy of goals)*
- B. The Board has conducted a self-evaluation and developed plan for improvement in the past 12 months. *(send copy of plan)*
- C. The Board has conducted a superintendent evaluation in past 12 months.
- D. The Board monitors its performance against a Board of Education code of conduct. *(send copy of code)*
- E. The Board has conducted meetings pursuant to Board policy.
- F. The Board has established a calendar to ensure all responsibilities are conducted in timely manner. *(send copy of meeting calendar)*
- G. The Board conducts orientation for new Board members.

Level Two (minimum of two)

- A. The Board of Education works to improve student achievement. *(describe)*
- B. The Board relates the mission statement and goals to agenda items. *(give examples)*.
- C. The Board supports the appropriate use of technology in educational programming. *(give examples)*.
- D. The Board uses data to make informed decisions regarding student achievement. *(give examples)*

2. Board Member Professional Development

Level One (minimum of three)

- A. A majority of Board members have taken part in workshops or other in-service training during the last year.
- B. The Board provides adequate funds to permit Board members to take part in training.
- C. A majority of the Board attended the CABE/CAPSS Convention in last 12 months.
- D. A majority of the Board participated in the CABE Board Member Academy in last 12 months.
- E. The Board has used a CABE facilitator or other outside group for Board workshop/retreat in last 12 months.
- F. New Board members are provided orientation, including attending CABE New Board Member Orientation.
- G. At least one Board member has participated in the CABE Leadership Academy during this year.



CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

Level Two (minimum of two)

- A. The Board has developed district goals and reviews them on a regular basis. (include examples)
- B. At least 2 members of the Board have participated in the CABE Leadership Institute.
- C. The Board has incorporated Board professional development into policy? (provide examples)
- D. The Board holds a retreat outside of a regular meeting with a component offering professional development. (include copy of agendas)

3. Policy

Level One (minimum of three)

- A. The Board has developed and adhered to procedure for policy review. (send procedure)
- B. The Board has reviewed all policies over the last three years.
- C. The Board uses CABE or a similar policy update service to ensure that policies remain current.
- D. The Board has adopted all required policies.
- E. The Board has reviewed appropriate policies as law and regulations have changed.
- F. The Board relies on policies as "living documents," by referring to them at Board meetings or in Board agendas.
- G. The Board provides the district policy manual in a searchable online version.

Level Two (minimum of two)

- A. The Board relates all agenda items to appropriate policies. (show sample agendas that show this practice)
- B. Policy discussions are a regular part of Board meetings. (include agendas where this takes place)

4. Community Relations

Level One (minimum of three)

- A. The Board has clear, written policies on Community-Board Relations. (send copy)
- B. The Board provides opportunities for appropriate participation at meetings by members of the community. (send copies of two recent agendas)
- C. The Board seeks active community involvement with the schools.
- D. The Board demonstrates cooperation with news media.
- E. The Board promotes the school system to the public. (send copies of information disseminated)
- F. The Board disseminates information to the public on its decisions in unified, timely manner. (send copy of information provided)

Level Two (minimum of two)

- A. The Board sponsored a community-wide discussion of issues (courageous conversations, community conversations, etc.) during the past year. (show agenda and report the end results of the program).
- B. The Board has successfully worked with other community leaders. (include description and/or supporting documentation).
- C. The Board works with the community's local cable access channel. (describe)
- D. The Board works with other Boards of Education. (describe)

5. Related Organizational Leadership

Level One (minimum of three)

- A. A Board member serves on the CABE Board of Directors.
- B. One or more Board members are active participants in the Convention Committee, CABE Government Relations Committee, Resolutions Committee or Federal Relations Network.
- C. One or more Board members actively serves on a RESC Board.



CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

- D. One or more Board members participated in NSBA Convention, CUBE or other NSBA-sponsored activity in last 12 months.
- E. One or more Board members have participated in the CABE Delegate Assembly or Day-on-the-Hill in last 12 months.
- F. The Board has submitted a resolution to CABE for consideration by the CABE Delegate Assembly in last two years.
- G. The Board ensures that all collective bargaining agreements and the superintendent's contract are sent in a timely manner to CABE's Negotiations Service.

Level Two (minimum of two)

- A. Representatives of the Board presented a workshop related to a district initiative at the annual CABE/CAPSS Convention or NSBA Convention. (attach a copy of any handouts and presentation materials)
- B. The Board has sponsored a Legislative Breakfast or some other legislative event.
- C. The Board works closely with its local legislative delegation to improve the schools. (describe)
- D. The Board sponsors an annual area meeting.

Optional Question:

Level One

Please tell us what, in your opinion, makes your Board's leadership especially effective.

Feel free to provide any information that other Boards would find beneficial in learning about your Board's leadership.

Level Two

Please tell us what, in your opinion, makes your Board's leadership especially effective in improving student achievement.

| | |
|----------------|------|
| Board Chair | Date |
| Superintendent | Date |



CABE Board Recognition Awards Board of Distinction Award (Level Two)

To be eligible for the Board of Distinction Award, all Board members must sign the application

Board Member

Date

Board Member

Date

Board Member

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Board Member

Date



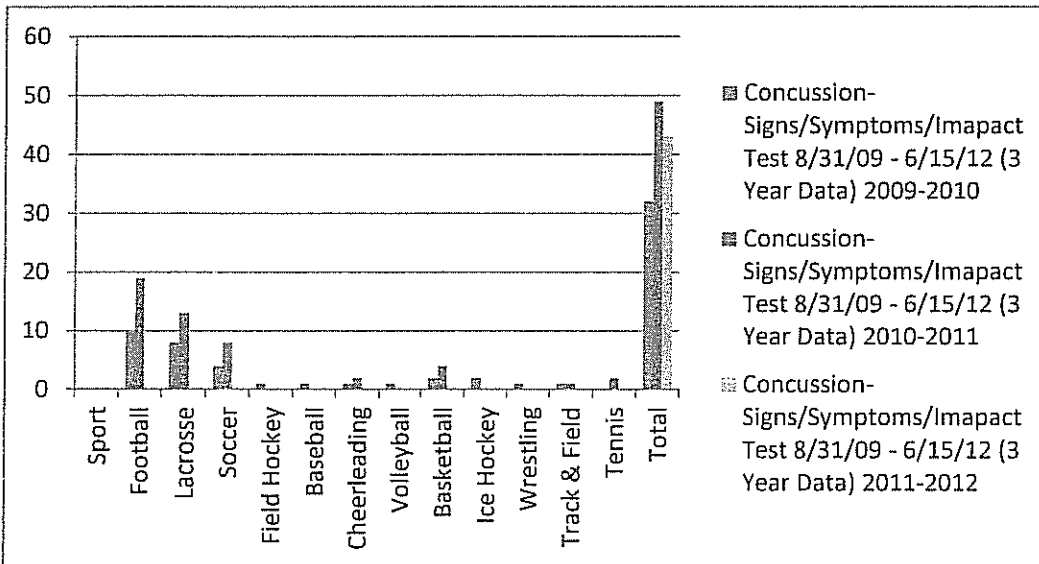
Connecticut Association of Boards of Education
81 Wolcott Hill Road • Wethersfield, CT 06109
860-571-7446 • 800-317-0033 • 860-571-7452 (fax) • www.cabe.org

**Concussion- Signs/Symptoms/Impact Test
8/31/09 - 6/15/12 (3 Year Data)**

Year 2009-2010 2010-2011 2011-2012

Sport

| | | | |
|---------------|-----------|-----------|-----------|
| Football | 10 | 19 | |
| Lacrosse | 8 | 13 | |
| Soccer | 4 | 8 | |
| Field Hockey | 1 | | |
| Baseball | 1 | | |
| Cheerleading | 1 | 2 | |
| Volleyball | 1 | | |
| Basketball | 2 | 4 | |
| Ice Hockey | 2 | | |
| Wrestling | 1 | | |
| Track & Field | 1 | 1 | |
| Tennis | | 2 | |
| Total | 32 | 49 | 43 |



**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 13, 2012

Decision Requested X

Agenda Code 7.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 2012 – 2013.

Background: The attached report lists personnel activity from August 1, 2012 through August 31, 2012.

Alternative Strategies: _____

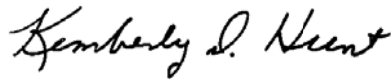
Cost (if applicable): N/A

Funding Source: Board of Education

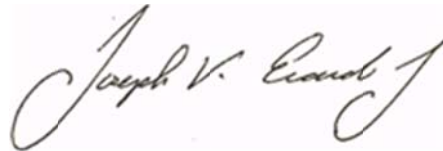
Beginning Date of Program or Project: N/A

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

PERSONNEL ACTIVITY REPORT

FOR: September 2012

APPOINTMENTS

Certified

| Name | Position | School | FTE If Less Than 1.0 | Effective Date | Highest Degree | University / School | Salary |
|--------------------|--|------------------|----------------------------------|-----------------|----------------------|------------------------------|-------------|
| Robertson, Julie | Director of Guidance | SHS | | August 13, 2012 | MA | Central CT State University | \$91,583.26 |
| Solek, Marissa | PE / Health Teacher | SHS | | August 27, 2012 | BA | Central CT State University | \$42,745.00 |
| Hoganson, Lauren | Art Teacher | SHS | .5 | August 27, 2012 | BA | Central CT State University | \$21,372.00 |
| Raccio, Nicole | Physics/Earth Science Teacher | SHS | | August 27, 2012 | 6 th Year | University of Connecticut | \$75,100.00 |
| Fenton, Kerri | Language Arts Teacher | JAD | | August 27, 2012 | MA | University of Connecticut | \$46,060.00 |
| Wright, Annita | Social Worker | TH | .4 | August 27, 2012 | 6 th Year | University of Connecticut | \$22,236.00 |
| Rosario, Myrna | Interim World Lang Teacher | JAD | | August 27, 2012 | MA | Central CT State University | \$56,890.00 |
| Lennon, Emily | Kindergarten Teacher Kindergarten Teacher | Hatton Strong | .5 .5 | August 27, 2012 | MA | University of Bridgeport | \$46,060.00 |
| Opalenik, Michelle | Interim English Teacher | SHS | | August 27, 2012 | BA | Southern CT State University | \$42,745.00 |
| Bouffard, Timothy | Technology Teacher | JAD | | August 27, 2012 | BA | Central CT State University | \$42,745.00 |

Classified

| Name | Position | School | Hours Per Week | Effective Date | Salary / Hourly Rate |
|---------------------|--------------------------------------|----------|-------------------|------------------|-------------------------|
| Brooks, Rachel | Part-Time Sp Ed Paraprofessional | SHS | 19.5 | To be determined | \$13.60 |
| Del Debbio, Kelly | Clerk | JFK | 15.0 | August 30, 2012 | \$14.68 |
| Lamb, Beth | Part-Time Cafeteria Paraprofessional | JAD | 15.75 | August 30, 2012 | \$13.60 |
| Storm, Daniele | Part-Time Sp Ed Paraprofessional | DES | 15.75 | August 30, 2012 | \$13.60 |
| Olson, Lisa | Part-Time Sp Ed Paraprofessional | DES | 16.0 | August 30, 2012 | \$13.60 |
| Mitchell, Stephanie | Part-Time Sp Ed Paraprofessional | Strong | 15.0 | August 30, 2012 | \$13.60 |
| Fournier, Maria | Part-Time Sp Ed Paraprofessional | Strong | 15.0 | August 30, 2012 | \$13.60 |
| Holbrook, Lydia | Part-Time Sp Ed Paraprofessional | JAD | 19.5 | August 30, 2012 | \$13.60 |
| Manente, Laura | Part-Time Sp Ed Paraprofessional | Thalberg | 15.75 | August 30, 2012 | \$13.60 |
| Meade, Rhonda | Part-Time Sp Ed Paraprofessional | SHS | 19.5 | August 31, 2012 | \$13.60 |

RESIGNATIONS

Certified

| Name | Position | School | Effective Date | Years of Service | Retire |
|---------------------|---------------------------------------|--------|-----------------|------------------|--------|
| Gamzon, Allison | Earth Science / Physics Teacher | SHS | August 2, 2012 | 5 years | No |
| Potter, Dorothy | Mathematics Teacher | JAD | August 9, 2012 | 5 years | No |
| Friedrichs, Michael | Technology Teacher | JAD | August 14, 2012 | 2 years | No |
| Tartarelli, Daniel | English Teacher | SHS | August 15, 2012 | 13 years | No |
| Fenton, Kerri | Interim Grade 8 Language Arts Teacher | JAD | August 20, 2012 | | No |

Classified

| Name | Position | School | Effective Date | Years of Service | Retire |
|----------------------|----------------------------------|----------|-----------------|------------------|--------|
| LaPoint-Cusano, Teri | Sp Ed Paraprofessional | SHS | August 6, 2012 | 10 years | Yes |
| Damboise, Thomas | PT Evening Custodian | Flanders | August 10, 2012 | 1 year | No |
| Neagle, Molly | Part-Time Paraprofessional | Flanders | August 10, 2012 | 1 year | No |
| Cox, Katarina | Part-Time Sp Ed Paraprofessional | Thalberg | August 14, 2012 | 1 year | No |
| Del Debbio, Kelly | Part-Time Sp Ed Paraprofessional | JFK | August 14, 2012 | 2 years | No |
| Petrucelli, Stefanie | Part-Time Sp Ed Paraprofessional | JFK | August 16, 2012 | 2 years | No |
| Starr, Lee Ann | Part-Time Sp Ed Paraprofessional | DES | August 17, 2012 | 2 years | No |
| Malizia, Dolores | Crossing Guard | District | August 20, 2012 | 17 years | No |
| Martocchio, Jodie | Part-Time Sp Ed Paraprofessional | JAD | August 28, 2012 | 2 years | No |
| Manente, Laura | Part-Time Sp Ed Paraprofessional | JAD | August 29, 2012 | 1 year | No |

TRANSFERS

Certified

| Name | From Position | From School | To Position | To School | Effective Date |
|---------------------|--|---------------|--------------------|---------------|--------------------|
| Longo, Christopher | Maintenance Tech II | District | Maintenance Tech I | District | August 20, 2012 |
| Colonero, Kathryn | .5 FTE Kindergarten Teacher .5 FTE Kindergarten Teacher | Hatton Strong | Grade 5 Teacher | Derynoski | August 27, 2012 |
| Disantis, Catherine | English Teacher | JAD | English Teacher | SHS | August 27, 2012 |
| Smolinski, Patricia | Secretary Class I | Kelley | Secretary Class II | Coord. Office | September 12, 2012 |

Classified

| Name | From Position | From School | To Position | To School | Effective Date |
|----------------|----------------------|-------------|----------------------|-----------|-----------------|
| Jones, Cynthia | Part-Time Sp Ed Para | JAD | Part-Time Sp Ed Para | Derynoski | August 30, 2012 |

UNPAID LEAVES OF ABSENCE

| Name | Position | School | Start Date | End Date | Reason |
|--------------------|----------------------------|----------|-----------------|--------------------|----------|
| LeBlanc, Nancy | ELL Tutor | District | August 30, 2012 | September 28, 2012 | Personal |
| Francis, Elizabeth | Part-Time Paraprofessional | JFK | August 30, 2012 | September 21, 2012 | Personal |

COACHING / STIPENDS

Appointments

| Name | To Position | School | Effective Date | Stipend |
|----------------------|------------------------------------|--------|-----------------|------------|
| Cavanaugh, Karen | Class Advisor, Freshman | SHS | August 27, 2012 | \$1,007.00 |
| Proffitt, Nicole | Class Advisor, Freshman | SHS | August 27, 2012 | \$1,007.00 |
| Groom, Ann | Assistant Coach, Cross Country | SHS | August 27, 2012 | \$2,170.00 |
| Migliaro, Rebecca | Class Advisor, Junior | SHS | August 27, 2012 | \$1,237.00 |
| Forgione, Michael | Head Coach, Freshman Football | SHS | August 27, 2012 | \$4,998.00 |
| Gasser, Danielle | Assistant Coach, Girls Volleyball | SHS | August 27, 2012 | \$3,038.00 |
| Bass-Lamberto, Heidi | Newspaper Advisor | JAD | August 27, 2012 | \$826.00 |
| Pryzbek, Nathaniel | Assistant Coach, Football | SHS | August 27, 2012 | \$4,336.00 |
| Coles, Garry | Assistant Coach, Freshman Football | SHS | August 27, 2012 | \$2,331.00 |
| Migliaro, Rebecca | Department Facilitator – English | SHS | August 27, 2012 | \$1,067.00 |

Resignations

| Name | From Position | School | Effective Date |
|---------------|-----------------------------|--------|-----------------|
| Nunes, Joseph | Freshman Coach, Boys Soccer | SHS | August 15, 2012 |
| Daponte, Cara | Red / White Team Leader | JAD | August 15, 2012 |
| Knox, Byron | Head Coach, Gymnastics | SHS | August 28, 2012 |



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut
Policy and Personnel Committee Meeting
August 20, 2012

The meeting was called to order by Chairperson, Mrs. Colleen Clark at 5:35 p.m.

Committee Members Present: Mrs. Colleen Clark, Mrs. Patricia Johnson, Mr. Zaya Oshana

Committee Members Absent: Mrs. Patricia Queen

Administration Present: Mrs. Karen Smith, Assistant Superintendent of Schools; Mrs. Sherri DiNello, Director of Business and Finance

Policy #3323 ~ Business, Soliciting Prices (Bids and Quotations)

The Policy and Personnel Committee was requested by the Board's Finance Committee to review Policy #3323. It was recommended that in the event of a tie vote, preference will be given to the Southington business vendor. Mrs. DiNello will propose language for the committee to review before placing this item on the Board of Education's agenda.

Continue Review of the 1000 Series ~ Guidelines of the Southington Police Department ~ Police Activity at Schools

Mrs. Smith shared responses from Lieutenant Lowell DePalma of the Southington Police Department relative to questions about the legal rights of student witnesses or student victims.

1. A juvenile is defined as someone under the age of 18 years.
2. U.S., State Laws, and Town Ordinances are the same for students in or out of school. The same rights apply.
3. An 18-year old does not have to have a parent/guardian present for witness, victim, or perpetrator statements to the police.
4. At the age of 16 or 17 years, a parent/guardian may be present for the above.
5. If a student in under the age of 16 years, a parent/guardian must be present for the above.
6. There is no requirement/mandate that an administrator be present when the police are interviewing a student.
7. Mrs. Smith will contact Lieutenant DePalma for a response to the question: "Are police aware of student's disability (IEP, 504 defined) if they are interviewing that student as a witness, victim, or perpetrator? If not, should the school so inform the police officer despite the laws of confidentiality?"

Begin Review of the 2000 Series

The committee began to examine the 2000 series. The district's Organization Chart found in Policy #2100 will be reviewed at our next Personnel and Policy Committee meeting.

Other

The next meeting was originally scheduled for September 17. Due to a conflict, the reschedule date is Monday, September 24, pending approval of the committee. The meeting will be held at Kennedy Middle School at 5:30 p.m.

Motion

By Mrs. Johnson, seconded by Mr. Oshana

"Move that the Policy and Personnel Committee be adjourned."

Motion carried by voice vote.

Respectfully,

Karen L. Smith

Assistant Superintendent for Instruction and Learning

JOSEPH V. ERARDI, JR., Ed.D.
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH
ASSISTANT SUPERINTENDENT
FOR INSTRUCTION AND LEARNING

BOARD OF EDUCATION

BRIAN S. GORALSKI
BOARD CHAIRPERSON

TERRI C. CARMODY
VICE CHAIRPERSON

JILL NOTAR-FRANCESCO
SECRETARY

COLLEEN W. CLARK

DAVID J. DERYNOSKI

PATRICIA P. JOHNSON

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

49 BEECHER STREET
SOUTHINGTON, CT
06489

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FAX
(860) 628-3205



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Curriculum and Instruction Committee Meeting August 21, 2012

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 10:02 a.m.

JOSEPH V. ERARDI, JR., Ed.D.
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH
ASSISTANT SUPERINTENDENT
FOR INSTRUCTION AND LEARNING

Members Present: Mrs. Terri Carmody, Mrs. Patricia Johnson, Mrs. Patricia Queen

Members Absent: Mrs. Jill Notar-Francesco

Present from the Administration and Faculty: Dr. Joseph Erardi, Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent of Schools.

BOARD OF EDUCATION

BRIAN S. GORALSKI
BOARD CHAIRPERSON

TERRI C. CARMODY
VICE CHAIRPERSON

JILL NOTAR-FRANCESCO
SECRETARY

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PATRICIA P. JOHNSON

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

CMT/CAPT REVIEW

The committee reviewed the 2011-2012 CMT data for students in grades 3-8 and the CAPT data for students in grade 10. Mrs. Smith reported to the committee that the district has continued with good growth. The analysis of writing achievement indicates a gap in the goal performance levels of males and females especially as compared to the proficient levels. There was discussion about the particular data presented and how it appeared to be representative of state data as well. Detailed examination of subgroup data is occurring within all schools and, together with the implementation of the new Common Core State Standards, will form the basis for School Improvement Planning for 2012-2013.

NEW ACCOUNTABILITY SYSTEM (SCHOOL PERFORMANCE INDEX)

The committee learned about the new School and District Accountability System for the State of Connecticut. This system is replacing No Child Left Behind and was approved by the U.S. Department of Education last May. Highlights of the accountability system are noted below:

1. The past three years of CMT/CAPT data will form baseline data for each school and district.
2. Subgroup definition has changed from 40 students to 20 students resulting in more schools qualifying as schools with subgroup populations.
3. A formula has been developed by the state to determine a student's performance level, a school's performance level, and a district's performance level.
4. The testing scores of all students, including those with an IEP, count in the determination of a school's performance index.
5. High school graduation rates 'count' when determining the school's and the district's performance index. The target graduation rates for 4-year graduates are 94% and for extended or 5-year graduation rates are 96%. Southington meets both targets.
6. Each school has received a target goal for the 2012-2013 school year in the areas of math, science, reading, writing, and graduation. This information will be detailed at a future board of education presentation but in summary, all of Southington's schools continue to demonstrate good overall progress as measured on the CMT and the CAPT. Most of the improvement needed is occurring within various subgroup categories.

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06489

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OTHER

The next Curriculum and Instruction Committee meeting is scheduled for *Tuesday, September 18, 2012* at 9:00 a.m. in the Dragons Den at Derynoski Elementary School.

Motion:

By Mrs. Queen, seconded by Mrs. Johnson

“Move that the Curriculum and Instruction Committee meeting be adjourned.”

Roll Call Vote: Mrs. Johnson, Mrs. Queen, Mrs. Carmody

Voted: Unanimously

The meeting was adjourned at 11:30 a.m.

Respectfully Submitted,



Karen L. Smith
Assistant Superintendent for Instruction and Learning

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date September 13, 2012

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



Signature of Superintendent of Schools

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only _____ X _____
Decision Requested _____

Board Meeting Date _____ September 13, 2012
Agenda Code _____ 9 b. _____

AGENDA REPORTING FORM

Agenda Topic: _____ **Construction Update** _____

Summary of Issue: _____ Phase II Construction and Renovation/Expansion of buildings are listed below with their
current status. _____

Phase II Construction Projects: _____

Plantsville Elementary School – Renovation/Expansion: The building committee will meet soon to approve _____
the final costs presented by the Construction Manager. No change. _____

South End Elementary School - New Construction: The building committee will meet soon to approve the _____
final costs presented by the Construction Manager. No change. _____

Municipal Center – Renovation: Central Office staff moved into their new office space during the week of _____
September 4th. _____

Kennedy & DePaolo Middle School - Renovation/Expansion: Fletcher Thompson continues to work on _____
“Design Documents” while modifying the floor plans as requested by administration. _____

Background: _____ At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a
permanent agenda report for school construction projects. _____

Cost (if applicable): \$15,825,000 – Plantsville \$16,860,000 – South End \$85,000,000 Middle Schools _____

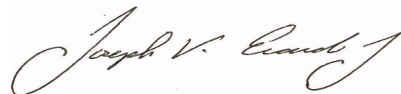
Funding Source: State & Local _____

Beginning Date of Program/Project: Varied _____ **Ending Date of Program or Project:** _____ Varied _____

Recommendation or Comment: _____



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date September 13, 2012

Decision Requested _____ Agenda Code 9 c.

AGENDA REPORTING FORM

Agenda Topic: Update Southington High School: Fontana Field – Turf

Summary of Issue: Mike DeFeo, Turf Committee Chairman will update the Board on the work and timeline of the project.

Background: N/A

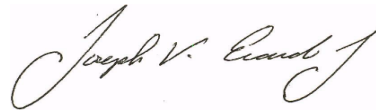
Alternative Strategies: N/A

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



Signature of Superintendent of Schools

| SCHOOL | | KDG | Gr. 1 | Gr. 2 | Gr. 3 | Gr. 4 | Gr. 5 | TOTAL |
|--------------------------|----|------------|------------|------------|------------|------------|------------|-------------|
| Derynoski | am | 18 | 18 | 19 | 20 | 22 | 20 | |
| | am | 18 | 18 | 20 | 20 | 22 | 21 | |
| | am | 18 | 18 | 20 | 21 | 22 | 21 | |
| | pm | 18 | 19 | 20 | 21 | 22 | 21 | |
| | pm | 18 | 19 | 20 | 21 | 23 | 21 | |
| | pm | 19 | | 20 | | | 21 | |
| TOTAL | | 109 | 92 | 119 | 103 | 111 | 125 | 659 |
| FTEs | | 3 | 5 | 6 | 5 | 5 | 6 | 30 |
| Flanders | am | 17 | 17 | 16 | 23 | 17 | 25 | |
| | pm | 17 | 17 | 17 | 23 | 18 | 26 | |
| | | | 18 | 17 | | 19 | | |
| TOTAL | | 34 | 52 | 50 | 46 | 54 | 51 | 287 |
| FTEs | | 1 | 3 | 3 | 2 | 3 | 2 | 14 |
| Hatton | am | 14 | 20 | 21 | 16 | 22 | 25 | |
| | am | 14 | 20 | 21 | 18 | 23 | 25 | |
| | pm | 15 | 21 | 22 | 18 | 23 | | |
| | pm | 18 | | | | | | |
| TOTAL | | 61 | 61 | 64 | 52 | 68 | 50 | 356 |
| FTEs | | 2 | 3 | 3 | 3 | 3 | 2 | 16 |
| Kelley | am | 16 | 17 | 22 | 20 | 23 | 24 | |
| | am | 17 | 17 | 22 | 21 | 24 | 25 | |
| | pm | 17 | 17 | 22 | 22 | 24 | 25 | |
| | | | | | | | | |
| TOTAL | | 50 | 51 | 66 | 63 | 71 | 74 | 375 |
| FTEs | | 1.5 | 3 | 3 | 3 | 3 | 3 | 16.5 |
| Plantsville | am | 17 | 21 | 15 | 15 | 21 | 18 | |
| | am | 17 | 22 | 16 | 16 | 22 | 18 | |
| | pm | 15 | | 16 | 17 | | 19 | |
| TOTAL | | 49 | 43 | 47 | 48 | 43 | 55 | 285 |
| FTEs | | 1.5 | 2 | 3 | 3 | 2 | 3 | 14.5 |
| South End | am | 16 | 19 | 21 | 22 | 23 | 17 | |
| | pm | 14 | 19 | 21 | 23 | 23 | 18 | |
| TOTAL | | 30 | 38 | 42 | 45 | 46 | 35 | 236 |
| FTEs | | 1 | 2 | 2 | 2 | 2 | 2 | 11 |
| Strong | am | 19 | 19 | 18 | 17 | 24 | 20 | |
| | pm | 19 | 20 | 18 | 17 | 24 | 21 | |
| | | | 20 | 18 | 18 | 24 | 21 | |
| | | | | | | | 21 | |
| TOTAL | | 38 | 59 | 54 | 52 | 72 | 83 | 358 |
| FTEs | | 1 | 3 | 3 | 3 | 3 | 4 | 17 |
| Thalberg | am | 18 | 18 | 20 | 17 | 20 | 20 | |
| | am | 18 | 19 | 21 | 17 | 22 | 21 | |
| | pm | 16 | 19 | 21 | 18 | 22 | 21 | |
| | pm | 16 | | 21 | 19 | | 22 | |
| TOTAL | | 68 | 56 | 83 | 71 | 64 | 84 | 426 |
| FTEs | | 2 | 3 | 4 | 4 | 3 | 4 | 20 |
| ENROLLMENT TOTALS | | 439 | 452 | 525 | 480 | 529 | 557 | 2982 |
| FTE TOTALS | | 13 | 24 | 27 | 25 | 24 | 26 | 139 |

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date September 13, 2012

Decision Requested _____ Agenda Code 9 e.

AGENDA REPORTING FORM

Agenda Topic: Southington Public Schools ~ 2020 Vision: Long Term Planning

Summary of Issue: The Southington Public Schools 2020 Vision: Long Term Planning was brought before the Board on March 8, 2012 and July 12, 2012 for discussion.

Background: The administration will give the board an update.

Alternative Strategies: N/A

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

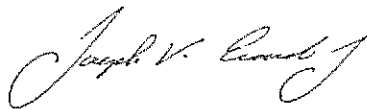
Beginning Date of Program or Project: July 2012

Ending Date of Program or Project: October 2012

Recommendation or Comment: For discussion purposes.

Title of Attachments

1. March 8, 2012 Board Information
2. July 12, 2012 Board Information



Signature of Superintendent of Schools

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only x Board Meeting Date July 12, 2012

Decision Requested Agenda Code 9 e.

AGENDA REPORTING FORM

Agenda Topic: Southington Public Schools ~ 2020 Vision: Long Term Planning

Summary of Issue: The Southington Public Schools 2020 Vision: Long Term Planning was brought before the Board on March 8, 2012 for discussion.

Background: The administration will give the board an update.

Alternative Strategies: N/A

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

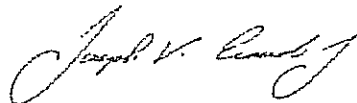
Beginning Date of Program or Project: July 2012

Ending Date of Program or Project: October 2012

Recommendation or Comment: For discussion purposes.

Title of Attachments

1. March 8, 2012 Board Information



Signature of Superintendent of Schools

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only Board Meeting Date March 8, 2012

Decision Requested _____ Agenda Code 8 b.

AGENDA REPORTING FORM

Agenda Topic: Southington Public Schools – 20/20 Vision Long Term Planning

Summary of Issue: Administration will introduce to the Board of Education a timeline for doing Long Range Planning.

Background: N/A

Alternative Strategies: N/A

Cost (if applicable): -0- Funding Source: -0-

Beginning Date of Program or Project: July 2012

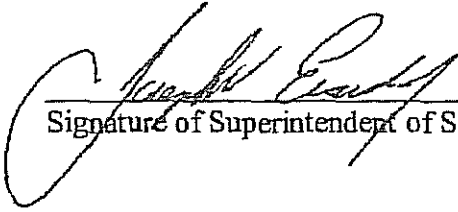
Ending Date of Program or Project: October 2012

Recommendation or Comment: For discussion purposes.

Title of Attachment(s)

1. Strategic Plan – January 14, 2005

Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

of school would have been June 13, which would have been the earliest end of school in Southington history. Mr. Goralski noted that, because they made up two days (the day before Thanksgiving and the Professional Development Day), they would have been getting out on June 11, which is unheard of for a public school.

8. NEW BUSINESS

a. Appointment of UPSEU (Paraprofessional) Negotiating Committee

Mr. Goralski asked for volunteers to serve on this committee. Mrs. Queen and Mrs. Notar-Francesco stated that they would be happy to be on that committee. Mr. Goralski appointed Mrs. Notar-Francesco, Mrs. Queen and Mrs. Johnson / Mr. Oshana or himself in that order. If Mrs. Johnson and Mr. Oshana are unavailable, then he would serve on that committee. He stated that an e-mail will be sent to them announcing their appointment.

b. Southington Public Schools – 20/20 Vision Long-Term Planning

Dr. Erardi stated that the document that was in the Board's packet is six to seven years old. The administration's plan is to look at this on or about July 1, 2012 and begin to put some energy toward long-term planning for the 2012-2013 school year. He wanted to share this with the Board so they have it as a starting point.

c. Out of State / Overnight Field Trip Approval (*Moved to Agenda Item 4.d*)

d. Energy Performance Contracting

Mr. Cox explained that the Town Energy Committee, with the implementation of Public Act 11-80 regarding Energy Conservation, asked the Connecticut Conference of Municipalities (CCM), who is teaming up with Siemens Industry, Inc., to look at potential savings with major equipment purchases for the municipality. The town buildings, somewhat unlike the school buildings, are further behind on energy management as far as interior lighting and controls. However, this program is primarily to replace aging rooftop units, air conditioning and heating units and make those capital purchases through a long-term payment plan, and paying for it with the savings from the energy saving equipment. For example, the high school has equipment that is 20-years old and sitting with a couple of dozen units on the rooftop; that is how this came about. Following the initial meeting in August, there were meetings with Garry Brumback, Town Manager, and Fred Rogers, Chairman of the Energy Commission, and himself. They are at a point where they feel comfortable having a presentation to the three Boards. It was presented to the Board of Finance last night and they had a consensus on passing this forward for further consideration. He hoped that the Board of Education will also do that this evening.

Mr. Cox introduced Andy Merola from CCM and Jerry Drummond from the Energy Solutions division of Siemens. Mr. Merola spoke to the attached PowerPoint presentation (*Attachment #4*) on Energy Savings Performance Contracting. Mr. Merola explained that "green" and "renewable" is a big topic in Connecticut and that people think of what is the most green and efficient way of generating and spending electric, whether it is kilowatt hours or miles per gallon. The reality is that this is the most efficient and the greenest that Southington is going to be. With this program, Southington is going to use less energy and, as a result, will be a

SOUTHINGTON PUBLIC SCHOOLS
Southington, Connecticut

STRATEGIC PLAN

Developed: January 31, 2004
Revised: January 14, 2005



INTRODUCTION

During the summer of 2000, the administrators in our district participated in the development of our district's first Strategic Plan. The plan sets parameters for a five-year improvement cycle. That Strategic Plan provided a snapshot of critical issues that had to be addressed in the year 2000.

The critical issues described in the first Strategic Plan included technology, increased communication in the community, facility issues, allocation of resources and the establishment of a long-term plan for instruction and curriculum. Much has been accomplished with the initial Strategic Plan.

In the summer of 2003, there was a need to revisit the Strategic Plan. The administration felt that with the "No Child Left Behind Act", a more focused instructional approach was necessary. The attached Strategic Plan focuses on pedagogy, instruction, professional development, data collection, assessment, curriculum and the needs of the learner. This plan focuses on our core instructional values as they relate to teaching and learning.

Consistency, differentiation, teacher as the facilitator of learning and meeting the instructional needs of every single student, highlight this new Strategic Plan. Through professional development training and the continued monitoring of our instructional program, we have set instructional benchmarks and goals for the district over the next five years.

1/31/04

Southington Public Schools
Southington, Connecticut

Mission Statement



THE SOUTHINGTON PUBLIC SCHOOLS THROUGH A HOME, SCHOOL AND COMMUNITY PARTNERSHIP, ARE COMMITTED TO PROVIDING EACH AND EVERY STUDENT MULTIPLE SKILLS AND OPPORTUNITIES TO DEMONSTRATE SUCCESS ACADEMICALLY, SOCIALLY, AND EMOTIONALLY AND TO BECOME PRODUCTIVE CITIZENS WHO APPRECIATE THE VALUE OF LIFELONG LEARNING IN A DIVERSE AND CHANGING WORLD.

BELIEF STATEMENTS

We believe that:

- All students can learn.
- All students can be successful.
- The community has an obligation to provide the resources necessary for an appropriate education aligned with state and federal mandates.
- All students will be provided a safe environment where their academic, physical, social and emotional needs are met.
- The Southington Public Schools will foster a strong collaboration among the home, school and community.
- High standards will exist for all school community members.
- All school community members will be treated with respect.

External Analysis

“Items which organization have little or no control over in the development of a strategic plan”

- Resource Allocation and Economic Conditions
- Enrollment Growth
- Local, State, National and International Political Climate
- Natural and Health Disasters
- State and Federal Mandates
- Demographics
- Cultural Changes
- Timely Implementation of Facility Improvements

Strengths

The strengths of the Southington Public Schools are:

- Dedicated and qualified staff.
- Maximum utilization of limited resources.
- Curricular and instructional programs aligned to national standards and state frameworks.
- Continuum of special education services.
- Strong community and parental involvement.
- Diverse academic and vocational programs that meet the needs of all students.
- The school community's commitment to student learning.
- Improved and ongoing dialogue between school and municipal government.

1/31/04

Weaknesses

The weaknesses of the Southington Public Schools include:

- A teacher contract that impacts teacher recruitment and retention.
- Insufficient levels of professional and certified staff.
- Insufficient financial resources for regular education instruction.
- Insufficient systemic professional development focus.
- Insufficient services and programs to meet the needs of regular education at-risk students.
- Insufficient resources to compile, analyze and use student performance data to make instructional decisions.
- Insufficient and inequitable availability of technology.
- Insufficient funding to improve facility, space and maintenance issues.
- Insufficient state and federal funding to meet special education and other mandates.

1/31/04

Instructional Vision Statement

The instructional vision of the Southington Public Schools focuses on an interactive model where teachers and students work collaboratively. High standards are the norm. Teachers assume the role of facilitator, guiding instruction in a data-driven environment.

Students take responsibility for their learning in an active, hands-on, minds-on, self-directed environment. Students assume the role of active learner using technology as a tool for learning in a goal-oriented, collaborative classroom. Students become risk-takers, researchers, problem-solvers, readers, and managers of their own learning.

The curriculum is interdisciplinary and aligned with national, state, and district standards. The curriculum utilizes best practices, which include differentiation of instruction, technology, engaging materials and relevant content. Instruction meets the needs of each student. Teachers use a variety of instructional strategies with flexible grouping and cooperative learning, and they address multiple modalities encouraging inquiry-based learning.

Assessment drives instruction. Assessment of students is performance-based and aligned with state frameworks and national standards. Students are provided with clearly articulated rubrics and a variety of assessments. Students know what to expect and teachers articulate outcomes.

Students learn in an environment infused with respect and pervasive caring highlighted by high expectations and an individualized instructional program.

1/31/04

Critical Issues

The administration has defined three critical issues that will assist us in clearly articulating our vision of instruction and learning for the Southington Public Schools.

Critical Issues

1. Professional Development
2. Instructional Consistency
3. Data Utilization

Critical Issues

1. Professional Development

1. Pedagogy
2. Differentiated Instruction
3. Positive Learning Environment
4. Technology

2. Instructional Consistency

1. Curriculum
2. Benchmarks
3. Consistency – (across grades and subject areas)
4. Adequately Yearly Progress

3. Data Utilization

1. Accessibility
2. Disaggregate data
3. How to use data

Southington Public Schools

Critical Issue # 1
Professional Development

Goal

To provide focused, systematic, and sustained professional development for the improvement of student learning.

Expected Outcome

All professional development initiatives will have a multi-year focus that support district goals. Professional development programs will be consistent with current research and best instructional practices. There will be a clear link which ties professional development to pedagogy and student achievement.

| Objectives | Strategies | Timeline |
|---|--|--|
| Assess system-wide, building and individual teacher's professional development needs. | Develop professional development strands based upon system-wide, school specific, and individual teacher needs as determined by a formal survey. | June 2005 |
| Create a consistent professional development training and implementation program. | Develop a system to establish and monitor staff participation in a professional development training cycle. Include specific criteria related to implementation of professional development initiatives (and training) in teacher evaluation. | June 2006 |
| Complete an annual evaluation and revision of the professional development plan. | Develop an assessment instrument to measure the effectiveness of the professional development strands, the training related to those strands, and increased student performance (using data from statewide and other tests.) | Assessment Instrument June 2007 Data Assessment June 2008 |

Committee Members

Andrew Bayer – Co-Chair
 Angelo Campagnano – Co-Chair
 Linda Lackner
 Pamela Aldi
 Frances Haag
 Helen Crowley – Administrative Intern
 Laurie Slade
 Karen Smith
 Jim Quinn
 Jerry Belair – Ex-officio

Southington Public Schools

Critical Issue # 2
Instructional Consistency

Goal

To establish clearly defined student performance standards for each content area, course and grade level.

Expected Outcome

Each content area in the Southington school system will identify indicators for student performance and assessment of learning for every curricular area, course offering, and grade level.

| Objectives | Strategies | Timeline |
|--|---|--|
| Establish benchmarks with appropriate assessments for every content area. | These benchmarks and assessments will be consistent with current research, best practices, and state and national standards and assessments. | Curriculums are revised every five years or as appropriate with National and state changes and mandates. By June 2008, benchmarks and expectations for learning will be identified for every content area. |
| Insure that all curriculums are consistently implemented. | Evaluations of all certified staff will reflect their efforts to provide evidence of improved student learning aligned with established benchmarks and learner expectations. Results of the CMT's, CAPT, SAT's and other benchmark assessments will be reviewed to help maintain consistent implementation of the curriculum. | Yearly analysis of CMT, CAPT, SAT, and department generated final examinations will be used to adjust the curriculum and monitor student performance. |
| Provide ongoing professional development to insure best practices and curriculum implementation. | District and school-based professional development will be based on an analysis of strengths and weaknesses in students' performance and related teaching pedagogy. All professional development will be aligned with individual School Improvement Plans. | Ongoing. Appropriate professional development activities will be conducted throughout the school year. |

**All curriculums will be developed with Understanding by Design: Stage I identifies the benchmarks and Stage II with the assessments.*

Southington Public Schools

Critical Issue # 2
Instructional Consistency

| <u>Objectives</u> | <u>Strategies</u> | <u>Timeline</u> |
|---|---|--|
| Create and effectively use student performance databases to improve student learning. | Profiles of student performance for every child enrolled in the Southington Public Schools will be maintained in databases and portfolios. This information will be used to help identify the learning styles and needs of every student. | By June 2008, student performance databases will be created. Information will be updated yearly. |

Committee Members

Kathy McGrath – Co-Chair

Dale Riedinger – Co-Chair

Dave Germano

Mark Hill

Andrea Lazaroski

Beecher Lajoie

Roberta McAloon

Mary Ann McDonald

Felicia Nocera

Tom Scarice

Brian Stranieri

Critical Issue # 3
Data Utilization

Goal

Utilize data to drive instruction.

Expected Outcome

Use qualitative and quantitative data to revise curriculum and instruction:

- School and grade level data will drive curriculum revision.
- Individual student data will be used to design instruction to meet each student's needs.

| Objectives | Strategies | Timeline |
|--|--|---|
| <p>Teachers and administrators will use school and grade level data to drive curricula change.</p> | <ol style="list-style-type: none"> 1. Faculty will gather data that will be used to determine curricula adjustments. 2. Develop database of standardized student progress. 3. Share standardized data from grade to grade. 4. Share curriculum data with Curriculum Committees in order to drive mapping of curriculum. 5. Principals will utilize staff time to explain and analyze data in order to determine Professional Development needs. 6. School Improvement Teams will utilize CMT data to drive school wide goal objectives. 7. Data will be shared with faculty, and time will be provided to analyze data and adjust curriculum. | <ol style="list-style-type: none"> 1. Ongoing / updated yearly. 2. In progress: Database established grades 3-8; Middle School database shared with High School. 3. Prior to the beginning of each school year and as standardized scores arrive. Individual student data shared with teachers K-8. 4. On-going: Curriculum-Based Assessments being utilized and shared in Math/Science, as well as Reading; CMT/CAPT data analyzed as part of 5-year curriculum renewal cycle; High School exams given (beginning discussions of how to use these exams to evaluate program) 5. On-going. 6. Annually: Objectives are completed in the fall, utilizing data to evaluate School Improvement Plans. 7. Ongoing. |

| | | |
|--|---|--|
| | 8. Teacher goals/objectives linked to School Improvement Plan, which is linked to data. | 8. Annually by October. At the elementary level, goals/objectives linked to Differentiated Instruction; at the MS/HS level, goals linked to Understanding by Design. |
| | 9. Principals will share data with parent groups | 9. Annually as scores arrive. |

Critical Issue # 3
Data Utilization

| Objectives | Strategies | Timeline |
|---|--|---|
| Teachers will use student-specific data in order to meet the needs of each of our students. | <p>1. Faculty will utilize data to differentiate for the strengths, needs and learning profiles of individual students.</p> <p>2. The administration will provide teachers with training in Differentiated Instruction, in order to adjust instructional practices in response to individual student data.</p> | <p>1. Ongoing / updated yearly. At the elementary level, goals this year relate to Differentiated Instruction; at the Middle School level, DI was a component of goals last year, and are reinforced within the UbD curriculum design structure; at the High School level, UbD curriculum design facilitates differentiation.</p> <p>2. Ongoing district wide Professional Development focus</p> <ul style="list-style-type: none"> • Elementary: Differentiated Instruction • MS/HS: Understanding by Design/Differentiated Instruction. |

Committee Members

David Telesca –Chair

Colleen Wells

Mary Beth Noto

Betty Lutz

Patricia Mazzarella

Karen Smith

Karen Veilleux, Ex-officio

Sherri DiNello, Ex-officio

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 13, 2012

Decision Requested _____ Agenda Code 9 f.

AGENDA REPORTING FORM

Agenda Topic: Relocation of Board of Education Central Office to Municipal Center

Summary of Issue: Administration will update the Board of Education on the relocation of Central Office to North Main Street.

Background: N/A

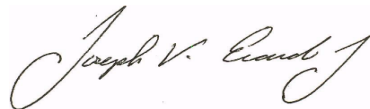
Alternative Strategies: N/A

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: _____



Signature of Superintendent of Schools

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only X Board Meeting Date September 13, 2012

Decision Requested _____ Agenda Code 10 a.

AGENDA REPORTING FORM

Agenda Topic: K-12 Technology Update 2012-2013

Summary of Issue: Administration will update the Board on new technologies installed for the 2012-2013 School Year

Background: N/A

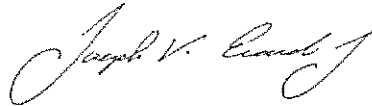
Alternative Strategies: _____

Cost (if applicable): _____ Funding Source: _____

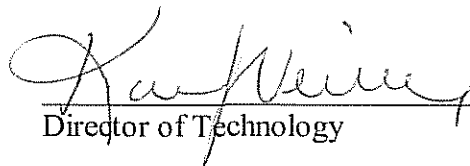
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: _____



Signature of Superintendent of Schools



Director of Technology

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only X Board Meeting Date September 13, 2012

Decision Requested _____ Agenda Code 10 b.

AGENDA REPORTING FORM

Agenda Topic: Special Education Outplacements, June 2011 – June 2012

Summary of Issue: Informational

Background: N/A

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

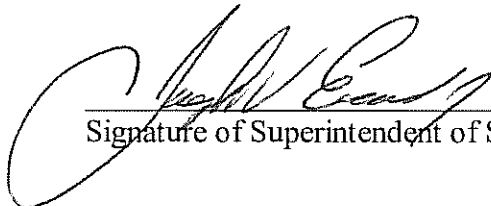
Recommendation or Comment: _____

Title of Attachment(s)

1. **Special Education Outplacements**



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Review of Outplacements June 2011 through June 2012

June 2011 – June 2012 Outplacements

| # of Students outplaced - June 2011 | # of Students outplaced - June 2012 | # of Students graduated, returned to district, or exited special education services - June 2012 |
|--|--|---|
| LEA Placed: 52 | LEA Placed: 48 | |
| Agency Placed: 18 | Agency Placed: 17 | |
| Parent Placed: 6 | Parent Placed: 6 | |
| Total: 76 | Total: 71 | 10 |

Note: Local Education Agency (LEA) = Southington Public Schools PPT decision. Agency Placed = Southington is district of origin. An outside agency (e.g., DCF) has made an educational decision about where the student will receive his or her education. Parent Placed = parental decision to place (e.g., magnet school).

Federal Regulations: Individuals with Disabilities Education Act (IDEA, 2004)

- Provide a free and appropriate public education
- Provide an individualized education program
- Provide a continuum of services in special education
- Provide education in the least restrictive environment
- Provide an education that provides educational benefit

State of CT Special Education Regulations related to outplacement:

Sec. 10-76d-17. Private facilities

A board of education may place a child requiring special education and related services in a private facility.

(a) Requirements. Each board of education shall ensure that any placement in a private facility is made in accordance with the following requirements.

(1) The board of education shall explore all other placement options with priority, as set forth in section 10-76d-16 (a) of these regulations, before deciding that the child cannot be appropriately placed in a public school, agency or institution;

10-76d-16(a) **Placement priorities.** Each child requiring special education and related services shall be educated in the school which he or she would attend if he or she did not require special education and related services, unless the individualized education program requires another placement. Priority shall be given to public placement near the child's home.

Plans Moving Forward: Continue district program review of special education across the continuum.

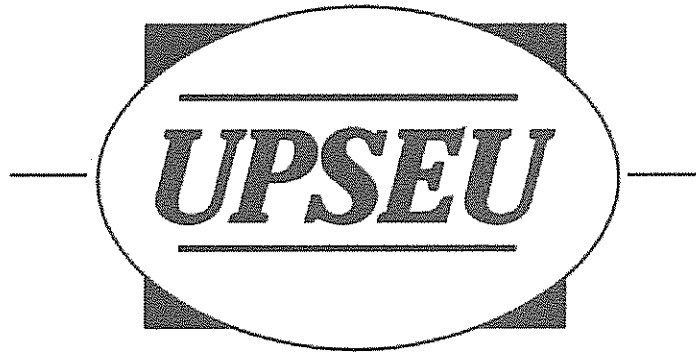
COLLECTIVE BARGAINING AGREEMENT

By and Between

Southington Board of Education

and the

DRAFT



**UNITED PUBLIC SERVICE EMPLOYEES UNION
SOUTHINGTON BOE PARAPROFESSIONALS**

Local 424 - Unit 50

July 1, 2012 through June 30, 2016

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THIS AGREEMENT IS MADE AND ENTERED INTO ON THE
_____ of _____, 2012
by and between
the Southington Board of Education
(hereinafter referred to as the "Board")
and
the Southington Paraprofessionals Chapter
United Public Service Employees Union
(hereinafter referred to as the "Union").

ARTICLE I
RECOGNITION

- a. The Southington Board of Education recognizes the United Public Service Employees as the exclusive representative for all paraprofessionals employed in the Southington School System for the purpose of collective bargaining in accordance with Municipal Employee Relations Act under Case #ME-5425 and #ME-29589.
- b. For purposes of this Agreement, the Southington Board of Education shall be designated by the term "board" and the "employee" shall mean all employees in the bargaining unit defined in subsection "a" above. The Southington Paraprofessionals Union, UPSEU, shall be designated by the term "union."
- c. For purposes of this agreement, the term "paraprofessional" shall encompass all persons hired as paraprofessionals by the Board to provide paraprofessional services (whether they be paid directly through the Board or through State and Federal Programs) which shall include various school tasks as assigned by the administration except those paraprofessionals hired as interim on or after January 1st of each school year. Interim paraprofessionals will not be covered by this agreement. The paraprofessional duties may be in a classroom, library, audio-visual area, clerical capacity, health, special education or any other area the Superintendent or his designate deems necessary. The paraprofessionals will be directly responsible to the principal at the building in which they work as well as directors and supervisors of the paraprofessional program.

Full-time definition - For purposes of this Agreement, a full-time employee is one whose duties require attendance at work for twenty (20) or more hours each week.

Benefits - Retirement, major medical and life insurance benefits shall be applicable upon employment. All other benefits shall be applicable at the end of the probationary period.

Part-time definition - For the purposes of this Agreement, a part-time employee is one whose duties require attendance at work for less than twenty (20) hours each week.

Part-time employees shall not be eligible for retirement, health and life insurance benefits, sick leave, or personal leave.

ARTICLE II
UNION SECURITY AND DUES CHECK OFF

- a. During the life of this agreement, an employee retains the freedom of choice whether or not to become or remain a member of the Union.
- b. Union dues shall be deducted by the Board from the paycheck of each employee who signs and remits to the Board an authorization form. Such deduction shall be discontinued upon written request of an employee thirty (30) days in advance.
- c. Any employee who, within thirty (30) days after initial employment in the bargaining unit covered by this Agreement, fails to become a member of the Union or any employee whose Union membership is terminated for any reason or any employee who resigns from Union membership shall be required to pay an agency service fee under section d. The employer agrees to include a dues deduction membership card, agency fee card, and a union contract in the new hire packet. The employer further agrees to have either a member or agency fee card signed with all other new hire paperwork.
- d. The Employer shall deduct the agency service fee from the paycheck of each employee who is required to pay such fee as a condition of employment.
- e. The amount of dues or agency service fee deducted under this Article together with a list of employees shall be remitted to UPSEU within a week after the payroll period in which such deduction is made together with a list of employees for whom any such deduction is made.
- f. The Board will include on the above list the addresses of all new employees.
- g. The Union shall indemnify the Board for any liability or damages incurred by the Board in compliance with this article.

ARTICLE III
PROTECTION OF EMPLOYEES

- a. In the event that an employee receives Worker's Compensation, the difference between his/her regular net pay and such compensation shall be paid by the Board. Calculations under this section will take into account tax consequences so that the net pay received by the employee is not greater than his/her regular pay.
- b. Employees shall not be required to substitute for school secretaries. If a paraprofessional opts to provide substitute service, said employee shall receive his/her present hourly rate or the Class III, Step 1 hourly rate of the secretaries' pay schedule, whichever is greater.

- c. Whenever possible, a qualified substitute will be hired when a teacher is absent or required to attend to school business outside of the classroom. When a teacher is absent or required to conduct school business outside of the classroom, and a substitute is not available, a paraprofessional may be asked to provide coverage for the classroom for a time not to exceed two (2) hours in one day or four (4) hours in one work week. In the event the time exceeds four hours in one work week, the paraprofessional will receive twenty (\$20) dollars in addition to his or her normal pay. Under no circumstances, shall the paraprofessional provide direct academic instruction to students during that time.
- d. A union representative may be granted permission from the Director of Business and Finance and/or his or her designee to enter school buildings to meet with union members on employment matters during non-instructional time. The Union representative's visit shall not interfere with an employee's work responsibilities or interfere with the District's standard operation and business procedure.
- e. When a paraprofessional is requested to transfer to a state or federally funded position, the employee's status as a regular Board employee shall not be jeopardized.

ARTICLE IV
HEALTH INSURANCE

- a. The Board shall fully provide and pay for the following insurance coverage, or such other program as may be substituted therefore, for all eligible employees:
 - 1. The Century Preferred Provider Plan through CCM Health. The major features of the plan are described in Appendix B of this Agreement. Further details of the insurance program are contained in the Master Policy which shall be located in the Business Office.
 - 2. Individual \$30,000 life insurance (group term).
 - 3. Full service Blue Cross Dental Plan with Rider A for each employee only. Employees may purchase dependent coverage for any of the above referenced insurance plans at one hundred percent (100%) of the cost. Effective July 1, 2013, dependent dental coverage shall be available for paraprofessionals at the premium cost sharing percentages outlined below:

| | Board Portion | Employee Portion |
|-----------|---------------|------------------|
| 2013-2014 | 50% | 50% |
| 2014-2015 | 60% | 40% |

Enrollment in the dental plan is limited to once per year during the month of July.

- 4. The Board agrees to provide as many in-services as necessary to insure that each employee understands the insurance program.

5. The employees may participate in a Section 125 Plan established by the Board.
6. All employees will contribute the following premium contributions toward the costs for the insurance coverage in which they are enrolled:

Effective July 1, 2012: 11%
Effective July 1, 2013: 12%
Effective July 1, 2014: 13%
Effective July 1, 2015: 14%

For medical and pharmacy plan option co-pays and deductibles please refer to Appendix B.

b. Waiver of Insurance:

1. Notwithstanding the above, employees may voluntarily elect to waive in writing all health insurance coverages outlined in the foregoing, and in lieu thereof, shall receive an annual payment of one thousand dollars (\$1,000). Payment to those employees waiving such coverage shall be made in the month of December. This provision shall apply to those who have elected this waiver prior to July 1, 2004 and who continue to maintain such waiver thereafter.
2. Where a change in an employee's status prompts the paraprofessional to resume Board-provided insurance coverage, the written waiver may, on written notice to the Board of Education, be revoked. Upon receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible: subject, however, to any regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers. Depending upon the effective date of such reinstated coverage, appropriate financial adjustments shall be made between the paraprofessional and the Board to insure that the employee has been compensated, but not overcompensated, for any waiver selected under Section 1, above.
3. Notice of intention to waive insurance coverage must be sent to the Business Manager not later than June 15 of the prior school year.

- c. Upon retirement, all full-time employees in the bargaining unit may, at their own expense, purchase medical insurance at group rates provided it is permitted by the carrier. The number of years an employee may participate in this benefit will be based upon the rate of one (1) year of eligible participation after retirement for every four (4) years of service.

ARTICLE V
SICK LEAVE

- a. Full-time employees shall be granted full pay while absent for personal illness to an amount of eleven (11) working days per year. Effective, July 1, 2014, full time employees shall be granted full pay while absent for personal illness to an amount of twelve (12) working days per year.
- b. Full-time employees will be able to cumulate sick leave to a total one hundred, ten (110) days. All unused sick leave as of the close of the regular school year will be cumulated.
- c. Leaves of absence without pay may be granted upon approval from the Superintendent and/or his or her designee.
- d. The Board shall have full subrogation rights in any case where paraprofessionals receive court judgments or settlements for lost wages or medical benefits received by paraprofessionals covering any period during which the paraprofessional has received continued salary payments or has been reimbursed for medical expenses from the Board during a period of absence. If the Board exercises its subrogation rights and recovers monies covering absences for which accumulated sick leave was utilized, no sick leave shall be deducted from an employee's credit for such periods.
- e. Consistent with current practice, employees absent more than five (5) consecutive days may be required to submit a medical certificate. In addition, any employee who uses more than ten (10) sick leave days in any one year may be required to submit a medical certificate. Upon retirement or death, employees or their estates shall be paid for accumulated unused sick leave up to a maximum of twenty five percent (25%) of such accumulated unused sick leave at their daily rate of pay at the time of their retirement or death. The maximum accumulation is one hundred ten (110) days for this purpose. Therefore, twenty-seven and one-half (27.5) days is the maximum number of days that an employee will be paid.
- f. If a paraprofessional is absent because of an illness due to a childhood communicable disease definitely traceable to contact made in school, the absence shall not be charged against the paraprofessional's sick leave.

ARTICLE VI
PERSONAL LEAVE / FUNERAL LEAVE

- a. Personal Leave:

Leave of absence with pay for personal reasons will be granted in any one year subject to written application and written approval from the Personnel and Professional Development Manager in accordance with the following stipulations:

1. Up to a maximum of three (3) days per year.
2. Applications for such leave will be submitted no later than five (5) days before the requested absence (except in emergency situations).
3. Requests for personal leave will be granted for the following reasons:
 - a) for critical illness in immediate family - immediate family is defined as including mother, father, husband, wife, son, daughter, brother, sister, or grandchild;
 - b) for emergency illness in the immediate family as defined above for the purpose of making arrangements for necessary medical or nursing care;
 - c) necessary to attend a ceremony for the awarding of a degree or college graduation of self, spouse, son, daughter or grandchild;
 - d) necessary for attendance at the funeral services of a person whose relationship to the paraprofessional warrants such attendance;
 - e) for participation in wedding ceremonies. If the wedding is out of state and requires travel time, the employee shall be granted unpaid leave time not to exceed two (2) days;
 - f) for religious holidays;
 - g) for personal or emergency matters which cannot be handled normally outside school hours;
 - h) moving one's domicile;
 - i) for the birth of a child to spouse or complete an adoption process;
 - j) days for performance of mandatory religious obligations will be granted as personal days with pay when they occur on scheduled school days.
4. Requests for personal leave as specified above shall be submitted on forms supplied by the Board.
5. Days allowed for the purposes above are non-cumulative.
6. Any employee required to report for jury duty shall receive full pay, minus jury pay, from the Board while on jury duty.

b. Funeral Leave:

1. Up to a maximum of three (3) days, including the day of the funeral, will be granted, with pay, for each occurrence of death of a parent, spouse, child, brother, sister, aunt, uncle, mother-in-law, father-in-law, grandparent or grandchild.
2. Up to a maximum of two (2) days, including the day of the funeral, will be granted, with pay, for each occurrence of death of a niece, nephew, brother-in-law or sister-in-law.

c. Leave of Absence:

An unpaid leave of absence of up to one (1) year for medical, educational (to become a full-time student), childrearing or adoption, or emergency reasons may be granted to a full-time employee pending recommendations by the Superintendent and approved by the Board of Education. Seniority shall not accrue while employee is on said leave but shall be bridged upon returning to a paid status. The employee's replacement during the leave of absence will be on an interim basis.

ARTICLE VII
HOLIDAYS

Full-time employees will be granted eleven (11) paid holidays as designated annually by the Superintendent of Schools.

| | | |
|------------------|------------------------|-------------------------|
| Labor Day | Day after Thanksgiving | Presidents' Day Holiday |
| Columbus Day | Christmas Day Holiday | Good Friday |
| Veterans' Day | New Year's Day Holiday | Memorial Day |
| Thanksgiving Day | Martin Luther King Day | |

If the Board of Education declares that school is in session on any declared contractual holiday referenced herein, employees shall be paid for said holiday, at straight time, in addition to being paid their regularly hourly wages for working that day.

ARTICLE VIII
TRAVEL

Employees shall be reimbursed at current I.R.S. rates for any and all authorized travel required in the course of his/her duties. Reimbursement will be based on monthly submission of "Travel Reimbursement Forms."

ARTICLE IX
SENIORITY

Seniority is defined as the employee's continuous and uninterrupted service as a paraprofessional with the Board from the employee's date of hire calculated on the basis of the number of months served.

However, seniority will be restored for any employee who lost seniority as a result of being laid off in 1990.

ARTICLE X
PROBATIONARY PERIOD

1. All new employees shall be subject to a probationary period of ninety (90) working days and shall have no seniority rights or recourse for grievance during this period, but shall be subject to all other provisions of the Agreement.
2. All new employees will receive one (1) evaluation by the forty-fifth (45th) working day to improve any weaknesses.

ARTICLE XI
LAY-OFF

- a. In the event that layoffs became necessary, the employee with the least seniority shall be laid off first. When employees are to be recalled, the first to be recalled shall be those last laid off.
- b. Laid off employees shall have recall rights for a period of two (2) years from the date of lay-off. An employee who waives recall rights and/or refuses recall from lay-off, shall lose all recall rights.
- c. Notwithstanding the above, any employee who is laid off shall have recall rights to a position to that in which they were laid off from, (i.e., full time to full time). For the purposes of this section, a refusal of a part time position by a laid off full time employee shall not constitute a refusal, and said employee shall remain on the top of the recall list until a comparable position is available during the recall period.
- d. All employees on the recall list shall be notified by certified mail of all job openings within the bargaining unit. Such employees shall have five (5) working days from the mailing date of receipt to apply in writing to the Superintendent and/or his or her designee for the job opening.
- e. If a laid off employee has secured employment elsewhere, he or she shall be allowed ten (10) working days of time before being required to report to work.

- f. No new paraprofessionals shall be hired until all laid off employees have been recalled and have been given notification by certified mail.
- g. Employees to be laid off shall be given two weeks notification in writing.
- h. If vacancies are created as a result of layoffs, such vacancies shall be filled from within the Union according to the procedures stated in Article XIII, Vacancies/Transfers. If there are no applicants for a vacancy, it shall be filled according to the transfer procedure stated in Article XIII, Vacancies/Transfers. When qualifications are equal, seniority shall be the deciding factor.

ARTICLE XII
DISMISSAL / DISCIPLINE

- a. Any discipline including dismissal shall be for just cause only. A verbal and then a written warning shall have been given prior to dismissal.
- b. When disciplinary action is being contemplated against an employee, the supervisor will inform the employee of her/his right to Union representation.
- c. Any disciplinary action taken against the employee shall be reduced to writing of which a copy shall be given to the employee. It is understood that the Board and the Union must maintain the confidentiality of the employee subject to the Freedom of Information Act. Disciplinary action taken without Union representation will not be precedent setting.

ARTICLE XIII
VACANCIES / TRANSFERS

VACANCIES:

All job vacancies shall be posted for a period of ten (10) working days. Job openings shall be filled based upon qualifications of all applicants. Best-qualified applicants shall be appointed in accordance with the job description. All applicants shall be granted an interview. When qualifications are equal, seniority shall be the deciding factor. The decision of the superintendent or his designee regarding the best-qualified applicant shall not be capricious or unreasonable. Should the Union, on behalf of any affected employee, believe that an employee was not awarded the job in accordance with this section, they may file a grievance directly to arbitration by the Connecticut State Board of Mediation and Arbitration.

TRANSFERS:

All transfers will be based on the needs and best interest of the school system.

a. Voluntary Transfers

1. A paraprofessional wishing to be transferred to another school or assignment must file such request with the Personnel Manager prior to April 30th of each year.
2. Such paraprofessional's name will be placed on a "Request for Transfer List" which will be kept by the Personnel Manager.

b. Involuntary Transfers

1. When a reduction in the number of paraprofessionals to be assigned to a school is necessary:
 - a) Volunteers shall be transferred first;
 - b) Transfers will then be based upon factors which will include experience, training, ability and seniority;
 - c) If possible, involuntary transfers will be to comparable positions.
- c. Transfers will be made at the beginning of each school year except when in the opinion of the Superintendent of Schools an immediate transfer is necessary.
- d. Interschool transfers not caused by a vacancy will be on the basis of specific qualifications of the position. If candidates are equal, then seniority will prevail.

ARTICLE XIV
NOTICE OF ASSIGNMENT

- a. Paraprofessionals will be notified prior to June 30th of each year if they are not to be re-employed for the succeeding school year.
- b. Notification of specific assignments indicating school assignment and hours of work will be made prior to August 15 of each year whenever possible.

ARTICLE XV
SHORTENED DAYS

- a. If the day before Thanksgiving and the day before the December holiday vacation are scheduled shortened days, paraprofessionals will be paid for six and one-quarter (6 1/4) hours.

- b. In the event of an early dismissal or late opening due to weather conditions, the paraprofessionals will be paid for those hours as if they were worked. The paraprofessionals will be dismissed fifteen (15) minutes after the students are dismissed. At the discretion of the Principal this time can be extended to meet an emergency situation.
- c. On all other planned shortened days, full time paraprofessionals may be provided professional development in the afternoons or assigned other tasks and paid for a full regular workday. When professional development is offered, full-time paraprofessionals are required to attend. In the event that professional development is not offered, paraprofessionals may choose to leave fifteen minutes after students are dismissed and shall be paid for time actually worked.
- d. Effective July 1, 2013, all new hires shall be provided with a two hour paid orientation before the start of the student school year. Current employees with new job requirements may be required to attend such orientation at the discretion of the Superintendent of Schools or his or her designee.
- e. Effective, July 1, 2015, the parties shall develop a professional development committee comprised of administrative personnel and three union representatives. Each party shall be responsible for selecting its committee representatives. This committee shall be charged with enhancing the professional development opportunities available to paraprofessionals. Effective July 1, 2015, the work year for paraprofessionals shall be one hundred eighty-two (182) days which shall include one (1) day of professional development on the day before the start of the student school year.

ARTICLE XVI
HOURS OF WORK

- a. Hours of work and workdays will be determined by the Board in accordance with its needs. Generally, paraprofessionals are employed for six and one-quarter (6 1/4) hours per day when school is in session.
- b. Paraprofessionals will be scheduled for a thirty (30) minute unpaid lunch period at which time they may leave the school premises if they so desire upon notification to the building principal.
- c. The actual work year for paraprofessionals shall be one hundred, eighty (180) days for regular education paraprofessionals and one hundred, eighty-one (181) days for special education paraprofessionals. The aforementioned days are exclusive of holidays or any other paid time. Effective July 1, 2013, the work year for paraprofessionals shall be one hundred eighty-one (181) days. Effective July 1, 2015, the work year for paraprofessionals shall be one hundred eighty-two (182) days as set forth in Article XV Shortened Days.

ARTICLE XVII
PAYMENT SCHEDULES

- a. All personnel covered by this agreement shall be paid their salary on either 22 equal payments or 21 equal payments of 1/26th of their salary for each payment with a final balloon payment on the 22nd payment of the remainder of their salary.

The election form for the balloon, or twenty-two (22) equal payments, will be supplied by the payroll office and must be completed and submitted to that office no later than the first day of July. No payment basis plan can be changed after that date.

- b. Effective July 1, 2013, all employees shall be paid by direct deposit.

ARTICLE XVIII
RETIREMENT FUND

All eligible employees will be covered by the Retirement Fund, Plan B, in accordance with the provisions of the Connecticut Municipal Employees' Retirement Fund.

ARTICLE XIX
GRIEVANCE PROCEDURE

- a. Definitions: A "grievance" is a claim based upon an event or condition which affects the welfare or conditions of employment of an employee or group of employees and/or the interpretation or application of any of the provisions of this Agreement.

- b. Purposes:

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of employees.
2. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
3. Nothing herein contained shall be construed as limiting the right of any employee having a problem to discuss the matter informally with any appropriate member of the administration or with any appropriate member of the Union.
4. Any group shall have the right at the appropriate time to present any grievance to such persons and through such channels as are designated for that Purpose in this Article.

c. Time Limits:

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
2. The term "days" shall mean working days.
3. Failure to file a written grievance within thirty (30) days after an employee knew or should have known of the act or condition on which the grievance is based shall cause the grievance to be waived.

Level One: Immediate Supervisor

- a. If an employee feels that he/she may have a grievance, he/she shall first discuss the matter with his/her immediate supervisor, directly or through a union representative, in an effort to resolve the problem.
- b. The immediate supervisor shall within ten (10) days render his decision and the reasons therefore in writing to the aggrieved person.

Level Two: Director of Business and Finance or His/Her Designee

- a. In the event that such aggrieved member of the unit and/or the Union is not satisfied with the disposition of his grievance at Level One, or in the event that no decision has been rendered within ten (10) days after presentation of the grievance, he/she may file a written grievance through the president of the Union to the Director of Business and Finance. Within five (5) days after receiving the written grievance, or twenty (20) days within the presentation of the grievance at Level One, the president of the Union shall refer it to the Director of Business and Finance or his/her designee.
- b. The Director of Business and Finance or his/her designee shall represent the Board at this level of the grievance procedure. Within ten (10) days after receipt of the written grievance from the Union, the Director of Business and Finance or his/her designee shall meet with the aggrieved person in an effort to resolve it. The aggrieved person may be accompanied by a representative of the Union. The Director of Business and Finance or his/her designee shall render a written decision within ten (10) days of that meeting to the grievant or the Union.

Level Three: Board of Education

- a. If the aggrieved member is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within fifteen (15) days after he/she first met with the Director of Business and Finance or his/her designee, he/she may file the written

grievance with the Board. Within fifteen (15) days after receiving the written grievance, a committee of the Board shall meet with the aggrieved member and the Union for the purpose of resolving the grievance. Such meeting shall occur before 7:30 p.m. The Board committee, as applicable, shall render a written decision within ten (10) working days of the meeting and send a written response to the grievant and the Union.

Level Four: Arbitration

1. If the aggrieved member is not satisfied with the decision of the Board committee at Level Three, an intention to submit the grievance to arbitration must be submitted to the Board within ten (10) days after the decision has been rendered.
2. The Board shall have the option to select either the Connecticut State Board of Mediation and Arbitration or the American Arbitration Association to hear the grievance. If the Board wishes to select the American Arbitration Association to hear the grievance, it shall so notify the Union, in writing, within ten (10) working days of receipt of the Union's written notice of intent to proceed to arbitration. In the event that the Board does not so notify the Union within such time period, the Board shall thereby waive its right to select the American Arbitration Association to hear the grievance. Not later than ten (10) days after receipt of notice from the Board designating its selection of an arbitration agency, or, in the event no such notice is received, within ten (10) working days after the period for providing such notice has expired, the Union shall file for arbitration with the appropriate arbitration agency, with a copy to the Superintendent of Schools or his/her designee.
3. The parties shall share the arbitration filing fee equally when filed with the Connecticut State Board of Mediation and Arbitration. In the event that a grievance is processed to arbitration through the American Arbitration Association, the Board shall pay the filing fees and the arbitrator's per diem fees.
4. The arbitrator so selected shall confer with representatives of the Board and the Union and hold hearings promptly and shall issue his or her decision in accordance with the rules of the American Arbitration Association or State Board of Mediation and Arbitration, as applicable. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement.

ARTICLE XX **MANAGEMENT RIGHTS**

- a. Subject to the provisions of this Agreement, the Board reserves and retains all rights, authority and discretion, in the proper discharge of its duties and responsibilities, to control, supervise and manage the schools and its staff. Subject to the provisions of this Agreement, the Board has and will continue to retain, whether exercised or not, the sole

and unquestioned right, responsibility and prerogative, not subject to review, to direct the operation of the school system in all its aspects including, but not limited to, the following: to determine educational policy and maintain such educational activities as in its judgment will best serve the interests of the students; to decide the need for Board facilities; to determine the care, maintenance and operation of buildings, lands and other property used for Board purposes; to determine the equipment to be used; to prepare budgets and, in its sole discretion, expend monies appropriated by the legislature or derived from other sources for the operation of the schools; and to establish, change and enforce reasonable rules, regulations and policies concerning, among other things, conditions of employment not in conflict with this Agreement.

- b. Such rights and powers shall not be used to circumvent or supersede this Agreement. It is recognized by the Parties that all matters pertinent to wages, hours and other conditions of employment are negotiable under the terms of the Municipal Employee Relations Act and such rights are neither waived or diminished by the foregoing language which shall be subject to all of the terms of this Agreement.

ARTICLE XXI **MISCELLANEOUS**

1. Employees desiring to review their official personnel folder will be permitted to do so. Upon request, employees shall be given a copy of their personnel folder at no cost.
2. The Board agrees to provide to the Union, upon adequate notice, materials and information beneficial to the proper administration of the Agreement and/or its successors.
3. Where any existing rule, regulation, procedure or policy of the Board is in conflict with any specific provision of the Agreement, the Agreement shall prevail.
4. It is understood that employees shall continue to serve under the direction of the Superintendent of Schools in accordance with the Board and administrative policies, rules and regulations provided that the provisions of this Agreement shall supersede and prevail over any conflicting provisions.
5. The Board and the Union negotiating committees agree to meet upon request by either party for the purpose of interpretation, implementation and administration of the Agreement.
6. This Agreement may be altered or modified only by mutual agreement of both parties and ratification of Union membership. This sentence shall not prevent the parties from waiving contractual language per mutual agreement. Such waiver shall not create a past practice or precedent.

7. If any section, sentence, clause or phrase of this Agreement shall be held for any reason to be void or invalid, the validity of the remaining portion of this Agreement shall not be affected, thereby it being the intention of the parties, in adopting this Agreement, that no portion thereof or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision and the parties do hereby declare that it would have approved of and adopted the provisions contained herein separated and apart from the other.
8. Unit members shall receive an annual stipend of \$400 if their assignment regularly includes providing hygiene related services to students. Hygiene services include toileting, personal feeding and diapering. These individuals will be designated at the beginning of the school year and a copy of names will be provided to Union president. The payment will be made at the end of the school year and prorated X / 181 days if less than school year.
9. Any paraprofessional who is required to participate in a specific training program to work with autistic children, and is permanently assigned to work with children with this disability, shall receive an annual stipend of \$1,000 in addition to their regular hourly rates for the said contract year. This stipend will only be added to those specially trained employees who work with the autistic child on a regular basis, and will not be paid for substitutes who fill in for short periods on an "as needed" basis. These individuals will be designated at the beginning of the school year and a copy of names will be provided to the Union president. The payment will be made at the end of the school year and prorated X / 181 days if less than school year.
10. The Board shall pay for the cost of one (1) certified paraprofessional *No Child Left Behind* assessment for each bargaining unit member who is required to take the assessment and was hired prior to July 1, 2004.
11. The Board of Education agrees to provide any and all job descriptions to a paraprofessional upon request. In addition, the Board of Education agrees to post all job descriptions on the District website.

ARTICLE XXII

DURATION

The provisions of this Agreement and the attached salary schedule (Appendix "A") shall be effective as of July 1, 2012 and remain in full force and effect until June 30, 2016.

In witness whereof, the parties hereunto set their hands and seals this _____ day of _____, 2012.

SOUTHINGTON PARAPROFESSIONALS CHAPTER

UPSEU:

By _____
Kevin Boyle, Jr.
UPSEU

SOUTHINGTON BOARD OF EDUCATION:

By _____
Brian S. Goralski, Chairman
Southington Board of Education

Appendix A

| | step | | step | | step | |
|---------|---------------|-----------------------|-----------------------|-----------------------|--------------------|------------------|
| | 2012-2013 | 2013-2014 | 2014-2015 | 2015-2016 | | |
| | no step 0% | 1% GWI 2.5% on top | 1.75% GWI 2.5% top | 1.75% GWI 2.6% top | | |
| STEP 1 | DNE | STEP 1 | STEP 1 | STEP 1 | | |
| STEP 2 | DNE | STEP 2 | STEP 2 | STEP 2 | | |
| STEP 3 | 13.60 | STEP 3 13.74 | STEP 3 | DNE | STEP 3 | DNE |
| STEP 4 | 14.10 | STEP 4 14.24 | STEP 4 | 14.49 | STEP 4 | DNE |
| STEP 5 | 14.69 | STEP 5 14.84 | STEP 5 | 15.10 | STEP 5 | 15.36 |
| STEP 6 | 15.30 | STEP 6 15.45 | STEP 6 | 15.72 | STEP 6 | 16.00 |
| STEP 7 | 15.97 | STEP 7 16.13 | STEP 7 | 16.41 | STEP 7 | 16.70 |
| STEP 8 | 16.50 | STEP 8 16.67 | STEP 8 | 16.96 | STEP 8 | 17.25 |
| STEP 9 | 17.14 | STEP 9 17.31 | STEP 9 | 17.61 | STEP 9 | 17.92 |
| STEP 10 | 17.66 | STEP 10 17.84 | STEP 10 | 18.15 | STEP 10 | 18.47 |
| STEP 11 | 18.23 | STEP 11 18.41 | STEP 11 | 18.73 | STEP 11 | 19.06 |
| STEP 12 | 18.91 | STEP 12 19.10 | STEP 12 | 19.43 | STEP 12 | 19.77 |
| STEP 13 | 19.62 | STEP 13 19.82 | STEP 13 | 20.16 | STEP 13 | 20.51 |
| | | STEP 14 20.11 | STEP 14 | 20.46 | STEP 14 | 20.82 |
| | | | STEP 15 | 20.61 | STEP 15 | 21.15 |

Explanation:

1% GWI added to 2013-14

Top step increased to 2.5% in 2013-14 and 2014-15

Top step increased 2.6% in 2015-16

Keep step 3 in 2013-14 and step 4 in 2014-15

Eliminate step 3 & 13 in 2014-15

Eliminate step 4 & 7 in 2015-16 to get to 9 step schedule

Parties agree to renumber steps accurately for the start of the next negotiations

APPENDIX B

| Benefits | Effective July 1, 2012 | Effective July 1, 2013 | Effective July 1, 2014 | Effective July 1, 2015 |
|-------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Product Plan Name | Century Preferred \$15 PPO | Century Preferred \$20 PPO | Century Preferred \$25 PPO | Century Preferred \$25 PPO |
| | <u>In-Network</u> | <u>In-Network</u> | <u>In-Network</u> | <u>In-Network</u> |
| Deductible | None | None | None | None |
| Coinsurance | 100% | 100% | 100% | 100% |
| Co-Pay/Coinsurance Maximum | N/A | N/A | N/A | N/A |
| Out-of-Pocket Maximum | N/A | N/A | N/A | N/A |
| Office Visit | \$15 | \$20 | \$25 | \$25 |
| Preventive Care Visit | \$0 | \$0 | \$0 | \$0 |
| Specialist | \$15 | \$20 | \$25 | \$25 |
| Inpatient Admission | \$0 | \$200 | \$200 | \$200 |
| Outpatient Surgery | \$0 | \$75 | \$75 | \$75 |
| Emergency Room | \$25 | \$100 | \$100 | \$100 |
| Urgent Care Facility | \$25 | \$50 | \$50 | \$50 |
| Lifetime Maximum | Unlimited | Unlimited | Unlimited | Unlimited |
| | <u>Out-Of-Network</u> | <u>Out-Of-Network</u> | <u>Out-Of-Network</u> | <u>Out-Of-Network</u> |
| Deductible | \$200/\$400/\$500 | \$400/\$800/\$1,000 | \$400/\$800/\$1,000 | \$400/\$800/\$1,000 |
| Coinsurance | 80% | 80% | 80% | 80% |
| Co-Pay/Coinsurance Maximum | \$800/\$1,600/\$2,000 | \$1,600/\$3,200/\$4,000 | \$1,600/\$3,200/\$4,000 | \$1,600/\$3,200/\$4,000 |
| Out-of-Pocket Maximum | \$1,000/\$2,000/\$2,500 | \$2,000/\$4,000/\$5,000 | \$2,000/\$4,000/\$5,000 | \$2,000/\$4,000/\$5,000 |
| Outpatient Facility | Ded. & Coin. | Ded. & Coin. | Ded. & Coin. | Ded. & Coin. |
| Inpatient Admission | Ded. & Coin. | Ded. & Coin. | Ded. & Coin. | Ded. & Coin. |
| Lifetime Maximum | Unlimited | Unlimited | Unlimited | Unlimited |
| In-Network Prescription Drugs | \$10/\$15/\$20 | \$5/\$25/\$40 | \$5/\$25/\$40 | \$5/\$25/\$40 |
| Retail Quantity Limit | 30 | 30 | 30 | 30 |
| Mail Order Quantity Limit | 100 | 100 | 100 | 100 |
| Prescription Maximum | Unlimited | Unlimited | Unlimited | Unlimited |
| Mail Order Prescriptions | 2x | 2x | 2x | 2x |

SIDE LETTERS

a.) Health and Safety: A committee with a representative of the Board, an administrator, and a paraprofessional (to be chosen by the Union) shall be formed to study the present structure of the Systemwide Health and Safety Committee, and forward its recommendations to the Superintendent and the Board for their consideration.

b.) In-service Paraprofessional Development: A committee, with a representative of the Board, an administrator and a paraprofessional (to be chosen by the Union) shall be formed to study Inservice Paraprofessional Development Days. The committee will forward its recommendations to the Superintendent and the Board for their consideration.

c.) Health Insurance: The Board and the paraprofessionals agree to add a paraprofessional to the Health and Medical Advisory Committee to study insurance cost containment recommendations. The advisory committee recommendations are non-binding on either party.

Side Letter

For purposes of payroll and applicable wage increases at the start of the 2012-2013 school year, the parties agree to honor the tentative agreement reached on 8/3/12 in the event the contract has not been ratified by either party at that time.

Side Letter

All vacancies posted between July 1 and December 31 shall be posted as bargaining unit positions and shall be filled in accordance with the procedures set forth in Article XIII, Vacancies/Transfers. All bargaining unit members shall have an opportunity to apply for such positions.

All vacancies posted between January 1 and June 30 shall be posted as both bargaining unit positions and interim positions, as referenced in Article I, Recognition Clause, of the parties' agreement. All bargaining members shall have an opportunity to apply for such positions. Job openings will be filled in accordance with the procedures set forth in Article XIII, Vacancies/Transfers.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 13, 2012

Decision Requested X

Agenda Code 10 c.

AGENDA REPORTING FORM

Agenda Topic: UPSEU Contract for Paraprofessionals

Summary of Issue: The United Public Service Employees Union (UPSEU) and the Southington Board of Education have been negotiating a contract for a three (3) year agreement beginning July 1, 2012 through June 30, 2015.

Background: N/A

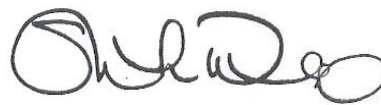
Alternative Strategies: N/A

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

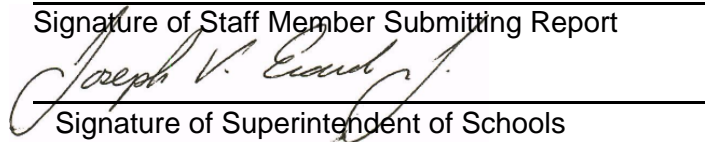
Beginning Date of Program or Project: July 1, 2012

Ending Date of Program or Project: June 30, 2015

Recommendation or Comment: Recommend approving the tentative agreement between the United Public Service Employees Union and the Southington Board of Education.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. UPSEU Contract
2. _____

SPD/lb #16.agndaboe.1213.upseucontract9-13-12.doc

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 13, 2012

Decision Requested x Agenda Code 10 d.

AGENDA REPORTING FORM

Agenda Topic: Staffing Security ~ Southington High School

Summary of Issue: Administration is recommending the elimination of a Matron's position and the addition of a 1.0 Security Guard. The increased salary is \$2,500 but would provide enhanced security coverage on the high school grounds.

Background: N/A

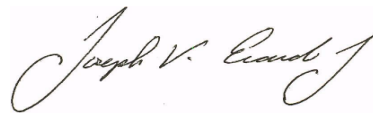
Alternative Strategies: N/A

Cost (if applicable): \$2,500 **Funding Source:** _____

Beginning Date of Program or Project: 2012-2013 School Year

Ending Date of Program or Project: N/A

Recommendation or Comment: To support the elimination of 1.0 FTE Matron to enhance security at Southington High School by 1.0 FTE for 2012-2013 school year.



Signature of Superintendent of Schools