

Southington Board of Education Meeting

Thursday, September 25, 2014 6:30 PM
Municipal Center Public Assembly Room 200 North Main Street
Southington, CT 06489
200 North Main Street
Southington, CT 06489



BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. 6:30 p.m. Executive Session to Discuss Student Issue and Personnel
3. Celebration of Excellence ~ 7:15 p.m. Teacher of the Year~ 2014-2015 Jennifer Paul
4. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
5. Pledge of Allegiance
6. Approval of Minutes ~ September 11, 2014
7. Communications
 - a. Communications from Audience
 - b. Communications from Board Members and Administration
 - c. Communications from Student Representatives
8. Committee Reports
 - a. Policy & Personnel Committee Meeting ~ September 23, 2014
9. Old Business
 - a. Town Government Communications
 - b. Construction Update
 - c. 2013-2014 School Resource Officer Annual Report (Tabled from 9/11/14 Board Meeting)
 - d. Draft BYOD (Bring Your Own Device) Policy ~ Second Reading
10. New Business
 - a. CMT / CAPT Science Results
 - b. Letter of Agreement ~ Grant Writer 2014-2015
 - c. Budget Assumptions / Priorities for 2015-2016
 - d. AFSCME Local 1303-140 of Council #4 Nurses Contract
 - e. Knightvertising Funding Request
11. Adjournment

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

September 11, 2014

The regular meeting of the Southington Board of Education was held on Thursday, September 11, 2014 at 7:32 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut with Executive Session scheduled for 6:30 p.m.

1. CALL TO ORDER

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

Present from the Board: Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Pat Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, and Mrs. Patricia Queen.

Board Members Absent: Mr. Zaya Oshana.

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

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

"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing the Transportation Contract, AFSCME Local 1303-140 of Council #4 Nurses Contract, AFSCME Local 1303 of Council #4 Custodial, Maintenance, Secretarial and Food Service Employees Contract, and Southington Board of Education Grant Writer Contract, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

Amended motion to add Personnel to the Executive Session agenda: Mr. Derynoski and Mrs. Carmody agreed to amend the motion to add "Personnel" to the motion.

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

"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing the Transportation Contract, AFSCME Local 1303-140 of Council #4 Nurses Contract, AFSCME Local 1303 of Council #4 Custodial, Maintenance, Secretarial and Food Service Employees Contract, Southington Board of Education Grant Writer Contract, and Personnel, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

2. EXECUTIVE SESSION TO DISCUSS AFSCME NEGOTIATIONS AND PERSONNEL

Mr. Brian Goralski declared the Executive Session ended at 7:06 p.m. The Board recessed from Executive Session at 7:06 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

The regular session was reconvened at 7:32 p.m. by Mr. Brian Goralski, Chairperson. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, and Mrs. Patricia Queen.

Board Members Absent: Mr. Zaya Oshana.

Present from the administration were Mr. Timothy Connellan, Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; and Mr. Peter Romano, Director of Operations.

Student representatives present were Mr. James Brino, Mr. Chris Iverson, and Ms. Elizabeth Veilleux.

There were approximately 10 people in the audience.

4. PLEDGE OF ALLEGIANCE

The audience recited the Pledge of Allegiance led by the student representatives.

Mr. Goralski requested a moment of silence in memory of first responders, civilians, and the families of those who were lost in the tragedy on September 11, 2001. In addition to remembering September 11, Mr. Goralski asked that a moment of silence be observed in honor of Lieutenant Michael Shanley, Southington Police Department, whose funeral services were held that day.

5. APPROVAL OF MINUTES ~ August 14, 2014

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

“Move to approve the regular Board of Education minutes of August 14, 2014, as submitted.”

Motion carried unanimously by voice vote.

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

“Move to approve the minutes of the Special Meeting of the Board of Education of September 10, 2014.”

Motion carried unanimously by voice vote 8-0.

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

“Move to move agenda item 10a., Appointing of the Director of Pupil Services, to item 5a. on the agenda.”

Motion carried unanimously by voice vote 8-0.

a. Appointment of Director of Pupil Services (formerly agenda item 10a.)

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

“Move to appoint Ms. Margaret Walsh as the Director of Pupil Services with a start date to be determined based on further discussion with the Superintendent of Schools at a salary of \$140,000 prorated.”

ROLL CALL VOTE: Yes ~ Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Johnson, Mrs. Notar-Francesco, Mrs. Queen, and Mr. Goralski. Abstain ~ Mrs. Lombardi.

Motion carried with seven members in favor and one abstention.

Mr. Goralski called for a brief recess to congratulate Ms. Meg Walsh.

6. COMMUNICATIONS

a. Communications from Audience

Joe Landrie, 41 Preli Court, took the opportunity to share with the Board of Education that he believes that they made a wonderful decision by assigning Mr. Tim Connellan to the position of Superintendent of Schools. He then shared his concerns pertaining to homework. He stated that his granddaughter is an outstanding middle school student who is averaging five hours per evening completing her homework assignments. He believes that homework should not take more than three hours per night and is asking that the Board of Education review their policies and get back to him with some answers.

Mr. Goralski requested that Mr. Landry have the parents of the student follow-up with the principal at the school. Mr. Landry stated that he would appreciate hearing back from the Board of Education.

Arthur Cyr, 103 Berlin Avenue, stated that at 3:30 p.m., he witnessed a car that passed by bus #1 that was carrying students from Derynoski Elementary School. The driver was stopped to drop off students, had all his lights flashing, and was beeping the horn at the driver who neglected to stop. Mr. Cyr was wondering about the status of the buses with cameras. He recalls that there was a test with cameras on some buses and was curious as to which buses have cameras and if more buses will be provided with cameras. He stated that this is a serious issue and wanted to be sure that these incidents are reported to the police department.

Mrs. Notar-Francesco requested that Mr. Connellan and Mr. Romano provide the Board of Education with a report identifying which buses have exterior cameras. She's wondering if the cameras are still being used and would appreciate the administration reviewing the status of this program.

b. Communications from Board Members and Administration

Communication from the Board Members:

There were multiple reports acknowledging and commending all involved with the opening of the middle schools. Mrs. Lombardi commended the middle school staff and workers. She toured DePaolo with Mr. Palmieri one-week prior to the start of school. When she visited the school on the first day, she stated "It was like magic." The teachers must have worked around the clock to get their classrooms in order. She noted that meeting with the Grade 6 students in the cafeteria was a new process that seemed to work extremely well.

Mrs. Clark shared that the schools were in phenomenal shape. She commended the administration and staff, but also wanted to thank the building officials in the town who worked very hard to make this happen. They were there all summer and were always available to the district when needed.

Mr. Goralski also commented that the maintenance staff went above and beyond their normal duties. The coordination between the maintenance and contractors was amazing. The opening of the two middle schools was all about teamwork. The teachers, administration, office staff, maintenance, contractors, and town building officials worked together for the students of the community. The students are the ones who are benefiting from all the hard work.

Mrs. Lombardi publicly thanked Mrs. Marilyn Kahl, Principal at Kelley Elementary School, and Mr. Fred Cox for following-through with the installation of a fence on the blacktop at the school. This was an additional measure of safety for the students.

Mrs. Queen shared an update from the library advisory committee. While the library advisory committee has not met since June, she received word from Stephanie Patterson, librarian at Southington High School, that over the summer, Ms. Patterson received approval from the administration for district-wide participation in the first cohort of the "Reimagining Your Library" program that is provided by Connecticut Educational Services. This program is a systematic process for transforming the traditional school library into a Learning Commons, a 21st Century library and digital learning literacy center. Southington Public Schools was invited to participate, partly based on the work of the library advisory committee to date and the work of Ms. Patterson in leading the effort to transform the Southington High School library. Beginning in October 2014, a team of five will represent Southington Public Schools. There will be three from the high school and two from the middle and elementary schools. This group will embark on what will be a two-year program.

Mrs. Johnson commented that on the first day of school, the Board of Education met at the high school, then divided and visited all schools in the district. She and others spent time at the middle schools, which were fabulous. Everyone involved did an outstanding job. She also went to South End Elementary School and had the opportunity to visit one of the kindergarten classes during their world language program that was instructed by Mrs. Tina Riccio. Mrs.

Riccio was working with puppets during her lesson and Mrs. Johnson found this to be a wonderful experience and opportunity for those students who are involved with this program.

Mrs. Johnson also attended a professional development for Google Docs. This training has been offered and is ongoing for teachers and students. Google Docs is a wonderful tool for teacher and student communication, as well as all departments throughout the district.

Communication from Administration:

Mr. Connellan reported on the following items:

1. Opening of School:

Mr. Connellan commended all staff throughout the district. Overall, he stated that everything went very smoothly. He recognized that it was the hard work and dedication of many staff that are responsible for making this happen.

- Central Office worked very hard. The payroll and personnel departments were very busy and worked late hours and weekends.
- Technology staff were there getting the job done to ensure that technology was in place and available for teaching staff and students.
- Custodians and maintenance staff were amazing. Mr. Romano gave great directions so all resources were in place.
- Teachers were fantastic. Prior to the first day of school, there were some rooms that did not look like classrooms; yet, teachers were so happy to be in their classrooms and opening boxes and setting up. They also were there working late in the day and evenings prior to the opening to prepare their classrooms.
- The front office staff in both middle schools was phenomenal.
- Building Committee members were available and onsite in the evening ensuring that the schools would be ready to open.
- While much of the focus has been on the middle schools, it's important that the administration and staff at the high school and all elementary schools are recognized as well. They spent countless hours in their buildings ensuring that they were ready to welcome all Southington students. All buildings were beautiful. This was a true team effort on behalf of faculty and staff.

2. Transportation:

- Mr. Connellan and Mr. Romano are working together to develop new procedures that will enhance and improve communication.

3. Strong Elementary School Playground

- Mr. Romano is developing a committee that includes parent representatives to assist with a plan moving forward. The district also has contractors who are willing to work with us to determine some solutions.

4. Common Core In-District Coaching Days 2014-2015

- We were awarded an allocation for technical assistance for in-district coaching days. Southington was one of 66 districts to be included in this program which is a great opportunity.

5. Connecticut Center for School Change (CCSC) ~ Systemic Instructional Improvement Program:

- Mrs. Smith reported that work done in the district with the CCSC is not new. Southington has been part of this collaboration over the past few years. This year, there are approximately 14 districts participating. Each district is represented by a team of three that includes the Assistant Superintendent and two members of their administrative team. From Southington, Mrs. Smith is joined by Mrs. Stephanie Lawlor and Ms. Dale Riedinger. The focus topic this year is the importance of Developing Human Capital. There are five essential questions:
 1. How is talent recruited?
 2. How is talent selected?
 3. How is talent deployed?
 4. How is talent grown and developed?
 5. How is collective capacity enhanced?

Discussion will include how to apply these questions to any organization. Mrs. Smith is excited and will share an update with the Board of Education as they continue with their program.

Mrs. Lombardi asked about the Common Core In-district Coaching Days and what the level of funding was and if there was any criteria or specifics pertaining to that grant. It was explained by Mrs. Smith that the award is given in the amount of days. There are 1,200 days that will be divided among the 66 districts. The focus surrounds the Common Core State Standards and where the districts are with the implementation. The administration is hoping to use this time during their scheduled professional development days. Additionally, there will be some smaller groups that will meet throughout the year.

Communication from Student Representatives:

Mr. Goralski thanked the student representatives for volunteering. He explained that they represent their class and, if there are any agenda items that are important to them, they need to contact the Board. He shared that they are part of the team and that the Board appreciates what they have to offer.

Ms. Veilleux reported that it's the start of the school year and the many clubs and sports are beginning. The students are adjusting back into the routine of school. She spoke with some freshmen and the general consensus is that, through getting involved in the clubs, they are able to meet people, make new friends, and feel more comfortable. They are thankful for all the opportunities that are offered at Southington High School because it makes them feel like they are part of a family.

Mr. Iverson shared that the district made an extraordinary decision when they gave MacBook's to the teaching staff. The faculty is using the Macs to the fullest and they are posting

assignments for students. The students see this fusing into a more paperless district. Mr. Iverson shared that by using Google Docs and students receiving their own Gmail accounts, this is another way that they can get connected. Another item teachers are using is Schoolology.com. This is similar to Face Book but it's specifically for schools. Teachers are already posting homework assignments on their Webpages. In addition, he hopes that the teachers will be able to connect their new Macs to the SmartBoards. He stated that the SmartBoards are amazing academic tools, and he's confident that this will be a great year.

Mr. Brino agreed that the teachers' use of technology is exciting. He shared that the class is thrilled with the Board of Education's decision to adopt a Bring Your Own Device policy and regulation to the district. The class describes this as an amazing opportunity. On the first day of school, the class heard that they can use their devices in the cafeteria and library. Mr. Brino shared that this is outstanding. He explained that, when they are at home, they don't use a dictionary to look up word spellings, they use their electronic devices. This is a great opportunity for students. At home, you're not going to use a dictionary. You can go to your phone and get the information you need.

Ms. Veilleux added that she also spoke with other students and they are all thrilled with the presentation of BYOD in school. She shared that the students have a great deal of homework, and "It's 2014! They [students] need to be able to use these devices to help organize themselves."

Mrs. Queen asked that the student representatives review the policy before the next meeting and see if they have any suggestions or recommendations. She shared that the Board values their input.

Mrs. Lombardi stated how happy she was to hear the input from the students pertaining to technology. It makes a difference when you hear the student representatives share their excitement. Mrs. Lombardi acknowledged Karen Veilleux, Director of Technology, who was instrumental in making this happen.

Mrs. Clark reiterated to the student representatives that the Board would like to know if the committee missed anything in this policy. If so, she asked that they notify the Board as soon as possible.

Mr. Goralski took a moment to thank Mrs. Veilleux for leading the Board with technology. Mrs. Veilleux is starting a new position in Wallingford, and the district will certainly miss her. The Board wished her their very best as she continues her career in Wallingford.

7. SUPERINTENDENT'S REPORT

a. Personnel Report

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

"Move to approve the Personnel Report, as submitted."

Motion carried unanimously by voice vote 8 – 0.

Mr. Goralski acknowledged that the Personnel Report was very lengthy and he thanked Mrs. Kim Hunt, Personnel Manager, and her department for their hard work throughout the summer.

8. COMMITTEE REPORTS

a. Policy and Personnel Committee Meeting ~ August 26, 2014

Mrs. Clark reported that the committee met on August 26, 2014 and discussed the Bring Your Own Device (BYOD) policy. The main concern of the committee was that they wanted to incorporate a policy that provides equal opportunity for all students. It's important that they are able to make available equipment to students in need. The administration will continue to explore this idea. In addition to BYOD, the committee scheduled upcoming meeting dates.

b. Curriculum and Instruction Committee Meeting ~ September 8, 2014

Mrs. Carmody reported that the committee met on September 8, 2014. The proposed Southington High School Profile was revised and reviewed. It will be professionally printed and will be sent to universities to promote Southington students. In addition, copies will be made available to the community so they can see what the high school has to offer. Dr. Semmel will be in attendance at a future meeting to present the document.

Mrs. Carmody shared that she appreciated the work of the committee and, especially, Mrs. Queen who took this upon herself and provided thorough work on this project. She also thanked Mrs. Passamano for assisting with the layout of the Profile.

The committee also discussed topics for future meeting dates. Mrs. Carmody welcomed the Board to share with her any topics they would like to see discussed and the committee will include them on a future agenda. Mrs. Carmody mentioned that the committee would address the concerns shared by Mr. Landry pertaining to homework.

c. Finance Committee Meeting ~ September 8, 2014

Mrs. Notar-Francesco reported that the Finance Committee held a lengthy meeting with 11 agenda items, six of which are action items requiring Board approval.

a. Transfer of Funds

The Finance Committee thoroughly reviewed and questioned the short list of transfers. The Central Office transfers have been discussed at previous meetings over the past few months. The transfers include the oil heat account to the gas account, and transferring funds to cover the SchoolNet purchase.

The high school is requesting a transfer for 25 student desks and the e-licenses that need to be purchased for the continuing use of existing texts. As a point of information, Mrs. DiNello will create a separate line item in next year's budget for these e-license fees.

Lastly, the science coordinator requested a transfer of funds to purchase sensors / probeware to better support and enhance the devices used in science classrooms. Members of the Curriculum and Instruction Committee had discussed this during one of their past meetings. The science coordinator is also requesting a transfer for supplies to support instruction for the increasing enrollment in Physics classes.

The Committee recommends approval of all of these transfers.

MOTION: By Mrs. Notar-Francesco, seconded by Mr. Derynoski:

“Move to approve the Transfer of Funds as presented.”

Motion carried unanimously by voice vote 8 – 0.

b. Snow Removal and Sanding Services 2015-BID-16

This is the standard snow bid, with updated information and schematics. They are going out to bid for services at Kennedy Middle School, South End, Strong, and Thalberg Elementary Schools.

Committee members requested that changes be made in two places to provide completeness to the document. Those revisions were satisfactorily made, and the Committee recommends approval.

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

“Move to approve the Snow Removal & Sanding Services Bid #2015-BID-16, as revised by the Finance Committee.”

Motion carried unanimously by voice vote 8 – 0.

c. Automated External Defibrillator (AED) Update

Hoops for Heart recently donated three AEDs to the district. The five AEDs being requested for purchase through the Finance Committee will be placed within Alta, Strong, Flanders, the Agricultural Science building, and the Maintenance Department building. With the purchase of these remaining five, AED capability will be available in all of the Board of Education buildings.

The funds (\$7,000) will come from the Equipment Contingency Account. The Committee recommends approval.

MOTION: By Mrs. Notar-Francesco, seconded by Mr. Derynoski:

“Move to approve the purchase of five (5) AED units for Alta, Strong, Flanders, the Agricultural Science Building, and the Maintenance Building.”

Mrs. Johnson asked if the administration was aware of the date of delivery. Mrs. DiNello will get the information and notify the Board of the anticipated arrival. Mrs. Queen asked about

training for use of AEDs. Mrs. Smith explained that, when the training was held at Central Office, it was provided to those who volunteered. She spoke with Mrs. Bordonaro who indicated that there are nurses who are trained and the opportunity will be made available for administrators and staff.

Mr. Goralski stated that a great thing about the AEDs is that they are built for everyone to use. He thanked Ryan Gomes and Hoops for Heart Health for giving back to the community. He mentioned that they will send a thank you note from the Board to Mr. Gomes.

Motion carried unanimously by voice vote 8 – 0.

d. Contract Elementary Counseling Grant Evaluation – Year 2

The Finance Committee recommended that the Board approve the agreement to utilize Ms. Paula Quinn as the external evaluator for Year 2 of the Counseling Grant. Ms. Quinn was the evaluator last year and the committee supports utilizing her services again in Year 2. The funds come from the grant.

MOTION: By Mrs. Notar-Francesco, seconded by Mr. Derynoski:

“Move to approve the agreement to contract with Paula Quinn as the External Evaluator for year two of the Counseling Grant at a cost of \$25,000.”

Motion carried unanimously by voice vote 8 – 0.

e. Gas & Electricity Contract Update

The Board is in the midst of many good and worthy projects, such as school construction, the NORESCO project, and solar installations. These, however, make estimating and projecting future budgets for energy usage not just challenging, but incredibly complex and uncertain.

The town, under Mr. Brumback’s direction, held an Energy Summit the previous week. The consensus at the Summit focused on the benefits that would be realized from hiring an energy management consultant. This consultant would guide the Town and Board of Education’s future energy needs.

The Committee sees this as a wise, overarching strategy and direction, and as a perfect opportunity for collaboration with the town. The Committee supports and recommends that the Board of Education participate with the town in an RFP for hiring an energy consultant.

MOTION: By Mrs. Notar-Francesco, seconded by Mr. Derynoski:

“Move that the Board of Education will participate in the Request for Proposal for an energy management consultant and that the Director of Business & Finance has the authority to follow their recommendations moving forward.”

Motion carried unanimously by voice vote 8 – 0.

f. Year End Close-out 2013-2014

The Committee approved the year-end budget closeout for the 2013-2014 school year, as submitted.

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

“Move to approve the year-end close-out for 2013-2014.”

Motion carried unanimously by voice vote 8 – 0.

Mrs. Notar-Francesco stated that the Committee had a discussion about the use of the remaining Knightvertising funds. It was requested that the funds be used to assist in the funding for equipment improvement at the Concession Stand. There was no will on the part of the Finance Committee to move this request forward at their meeting; however, there has been additional conversation pertaining to this since that meeting. The Committee asked that Mrs. DiNello gather some information around the Knightvertising balance to determine why there is a remaining balance. It seems that, through this preliminary inquiry, some different information may be forthcoming that the Committee didn't have. Therefore, once the information is gathered and, if it appears appropriate, it may come back to the full Board for further discussion.

9. OLD BUSINESS

a. Town Government Communications

Mr. Goralski reported that the Town Council met on Monday with a public hearing. The item that was on the agenda that pertained to the district was tabled.

The middle school presentation has been keeping everyone connected to the process.

b. Construction Update

Mr. Romano reported that both schools opened on time. He congratulated all involved who made this happen and stated that this was a team effort and they all did an amazing job.

Mr. Romano personally thanked the custodial staff from all schools that worked together to get things ready. They were at the middle schools until 11:30 p.m., then back at work the next morning for their regular shifts. The DePaolo and Kennedy kitchens will be returned to the district in October and the auditoriums will also be returned in the upcoming months. The FF&E will be brought in during the next phase.

Mr. Romano continued that the police department stated that the schools still need to work with the parents to get them in the habit of following the drop-off / pick-up plan that is in place at both schools. When parents don't follow the plan, it causes delays to the drop off of students at the middle schools which then affects the elementary routes. What would work best is if parents worked together and considered carpooling.

Mr. Goralski took a moment to publicly correct a statement he made at the last Board of Education meeting. The information that he provided was incorrect pertaining to the rooftop at DePaolo Middle School. There will not be anything added to the building to disguise the rooftop piece. In order to cover the equipment, there would have been extensive cost associated to secure screening of that caliber. This cost was taken out during the abatement. Therefore, the structures on the roof will be visible. The Board will look at low screening to take some of the awkwardness away from the large structures. Mr. Goralski apologized for misspeaking to the topic. However, he did assure the Board that the functionality of the equipment is top-notch.

Mr. Derynoski felt strongly that the architect should have been aware of how this structure would look and should also have recommended using two smaller units. He stated that they should have been aware of the consequences with that type of design.

c. Administrator Evaluation Plan Update

Mrs. Smith reported that she is looking to the Board of Education to support the Administrator Evaluation Plan that was recently updated to ensure we are in compliance with the State Department of Education. The state made changes to the plan that they adopted, which then required districts to review and revise their plans. The Administrator Evaluation Committee met over the summer and they made the necessary adjustments to the plan. Attached is an overview of how the district plans to roll out the administrator plan, as well as a copy of the full plan. Prior to Board of Education approval, the district needed approval from the State Department of Education. The state approved the plan on September 3, 2014. A notable change was the assignment of the administrators evaluating administrators. They felt that the lead administrator does have summative responsibilities for his / her assistant and then Mr. Connellan and Mrs. Smith are identified as the secondary evaluators. However, this requires more training. Mrs. Smith contacted the Connecticut Association of Schools to request training.

Additionally, she is happy to report that the “number” system is not being used for evaluating. Mrs. Smith shared that this document is something that will be reviewed continually by the committee at their monthly meetings.

Another focus for the Committee is to align their professional development with the lead of teachers and administrators. Mrs. Smith commended Rick Terino and the Administrator Evaluation Committee for their hard work.

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

“Move that the Board of Education accept the revised copy of the Administrator Evaluation and Support Plan that was presented and approved by the State Department of Education on September 3, 2014.”

Motion carried unanimously by voice vote 8 – 0.

d. Teacher Evaluation Plan Update

Mrs. Smith reported that the Teacher Evaluation Plan had more changes. Mr. Rick Terino provided the attached document which is a two-page summary of the changes. Mrs.

Smith reviewed the changes in that document with the Board of Education. She indicated that 100 percent of the teaching staff is now part of the Teacher Evaluation Plan. There are now three teacher leaders, and one of their responsibilities is to offer support to building administrators to meet, discuss, and process information. The amount of time that an administrator needs is the same as last year.

Mrs. Carmody asked how the evaluations were received by staff. Mrs. Smith invited Ms. Rita Stearns to the podium. Ms. Stearns stated that in the beginning it was overwhelming. The committee was well developed and included many teachers. This was extremely beneficial because they all received and relayed the same information. They explained to the faculty that this plan would be rolled out slowly and they would have support along the way. The key was that they understood this was not a “gotcha” plan. The majority of the plan included everything that the teaching staff was already doing. The only difference was that it looked different. Ms. Stearns supports the plan and stated that the support throughout the district was amazing. The teachers are doing well and understand that everyone is in this together.

MOTION: By Mrs. Lombardi, seconded by Mrs. Clark:

“Move that the Board of Education accept the revised copy of the Teacher Evaluation and Support Plan that was presented and approved by the State Department of Education on September 3, 2014.”

Motion carried unanimously by voice vote 8 – 0.

10. NEW BUSINESS

a. Appointment of Director of Pupil Services

This agenda item was moved to item 5a.

b. 2013-2014 School Resource Officer Annual Report

Mr. Goralski requested that this item be tabled until the next meeting.

MOTION: By Mrs. Notar-Francesco, seconded by Mr. Derynoski:

“Move that agenda item 10b., 2013-2014 School Resource Officer Annual Report, be tabled until the next Board of Education Meeting.”

Motion carried unanimously by voice vote 8 – 0.

c. School Opening 2014-2015

Mr. Connellan stated that this item was discussed in earlier conversations. Mrs. DiNello did take a moment to recognize the school lunch and food service staff. They have been working without a cafeteria and have made the temporary changes to the school lunch program seamlessly. She recognized Nya Welinsky, Debbie Brown, and Kim Palmieri.

d. Summer School 2014 Presentation

Introduced to the podium was Mr. David DeStefano, Summer School Program Director, who shared the attached PowerPoint presentation pertaining to the summer school program. The presentation included the following:

Calendar dates of the program, highlights, redesign of the program on the website, introduction to the twelve courses that were offered (seven courses ran), enrichment data, and photos of students. Additional information included an update of the middle and high school programs. The information provided was the organization of the program and enrollment data.

Mrs. Carmody thanked Mr. DeStefano and gave credit to Mr. Terino and the Ninth Grade Academy. The enrollment for summer school was lower than in past years which indicated that the high school administration and teaching staff are doing an amazing job with our Grade 9 students.

Mrs. Clark asked if there has been any thought to adding some enrichment programs at the middle and high school level. Mr. DeStefano stated that he does have some plans for future programming.

Mr. Goralski thanked Mr. DeStefano for meeting his goals with the program and offering enrichment programs for the students in Southington.

e. Camp Invention Update

Mr. DeStefano and Ms. Stearns shared the attached PowerPoint presentation pertaining to a new enrichment opportunity that was offered this summer, Camp Invention.

Program highlights:

- This was a full-day program which appealed to parents.
- The minimum number of students needed to run the program was 35; Southington reached 110 which was the maximum number.
- The program was a huge success.
- Program titles included: Energized, Amplified, Densing Studio: Morphed, Super Go, I Can Invent, and Pinbug.
- Students in middle and high school participated and assisted.

Mr. DeStefano shared the highlights and included some suggestions that they may consider for next year. Both Mr. DeStefano and Ms. Stearns worked very well together and they look forward to offering the program during the 2014-2015 summer.

f. Approval of Music Specialist K-12 Stipend

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

“Move that the stipend for the Music Specialist K-12 position be approved based on the bargaining unit negotiated increases for stipend positions. The stipend will be \$7,027 for the 2014-2015 school year and \$7,153 for the 2015-2016 school year.”

It was explained that this request was a formality. Mrs. Smith shared that this does relate to the teacher evaluation plan. Mr. Jeff Shaw took on the responsibility and has done a great job. The administration appreciated that the Board was considering making this a two-year commitment.

Mrs. Johnson shared that a concern of hers has been the evaluation review of the unified professionals. Mrs. Smith stated that the committee is meeting on September 17 to further discuss evaluation responsibilities.

Motion carried unanimously by voice vote 8 - 0.

g. Draft BYOD (Bring Your Own Device) Policy ~ First Reading

Mrs. Clark thanked the district technology committee for their help in developing the policy. The Committee added verbiage to the *student roles* section that same day to help ensure that it's something that makes sense. On page three, under Student Roles, the concern was that this was not a rule the Board of Education could enforce. Therefore, they added the verbiage, "during the school day" to that statement which seemed to make more sense. For example, if a student records another student afterschool on the athletic field, then uploads that recording on YouTube, the district cannot enforce that. Mrs. Clark stated that she would be interested to see what the student representatives come back with for suggestions to the policy and regulations.

Mr. Derynoski thought that it was very thorough. His only concern was if a student brings a fully charged device to school and at the end of the day, the device is running low on the battery and cannot use the device for the last period of the day. Mr. Derynoski would hate to see a student not be able to use his device because his battery didn't make it through the day.

Mrs. Veilleux explained that the students would be required to come to school with a fully charged device. This is no different than being prepared for class and having a notebook and pencil. She further discussed the minimum outlets in the classroom and the need for extension cords if they allowed students to bring their chargers and charge their devices. In addition, the cords could present a safety hazard. The goal is to have the students incorporate "smart use" of their devices.

h. AFSCME Local 1303 of Council #4 Custodial, Maintenance, Secretarial, Food Service Employees Contract

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

"Move to approve the contract between AFSCME Local 1303 of Council #4 Custodial, Maintenance, Secretarial, and Food Service Employees and the Southington Board of Education."

ROLL CALL VOTE: YES ~ Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco, Mrs. Queen, and Mr. Goralski.

Motion carried unanimously 8 – 0.

11. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 9:52 p.m.

Respectfully submitted,

Michelle Passamano

Recording Secretary

**Board of Education
Superintendent's Report
September 25, 2014**



1. Transportation - Follow-up
2. Strong Elementary School Playground - Follow-up
3. Collaboration with area districts: Wallingford, Cheshire, Meriden
4. Personalized Learning – Conference attendance
5. AESOP automated substitute service (attached)



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut
Policy and Personnel Committee Meeting
September 23, 2014

Committee chairperson, Mrs. Colleen Clark, called the Policy and Personnel Committee meeting to order at 5:35 p.m.

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH
INTERIM SUPERINTENDENT OF
SCHOOLS

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

Administration Present: Mr. Timothy Connellan, Superintendent of Schools; and, Mrs. Karen Smith, Assistant Superintendent of Schools.

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

Mr. Connellan provided the committee with information regarding the vacant position of the director of technology. The committee discussed the current job descriptions for the positions of Director, Network Manager, and Software Specialist and the possibility that there may be a recommendation for the Policy and Personnel Committee to review each job description to better meet the needs of the department. The committee will work with the superintendent if and when changes are recommended.

Review of Policy and Regulation #5112 and #5113, Attendance

The committee began discussing the Attendance Policy with the goal of updating definitions of excused and unexcused absences that were provided by the State Department of Education. The state provided guidelines for absences that included a 3-tiered, leveled system for a range of student absences. The administration will create a subgroup of administrators to review the guidelines and report the recommendation to the Policy and Personnel Committee at the next meeting.

Motion:

By Mrs. Queen, seconded by Mrs. Johnson

“Move that the Policy and Personnel Committee meeting be adjourned.”

Motion carried unanimously by voice vote.

The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Karen L. Smith
Assistant Superintendent of Schools

200 NORTH MAIN STREET
SOUTHINGTON, CT
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date September 25, 2014

Decision Requested _____ Agenda Code 9 a.

AGENDA REPORTING FORM

Agenda Topic: Town Government Communications

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

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ X _____

Board Meeting Date _____ September 25, 2014 _____

Decision Requested _____

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: _____

South End Elementary School - New Construction: _____

The State Construction Support Services Unit continues to review final change orders with Newfield Construction

Kennedy & DePaolo Middle School - Renovation/Expansion: _____

The site work at both projects is at 80% completion. This work includes: sidewalks, drives, parking lots, shrubbery and plantings.

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): _____ \$16,860,000 – South End _____ \$89,725,000 – 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 25, 2014

Decision Requested _____

Agenda Code 9 c.

AGENDA REPORTING FORM

Agenda Topic: 2013-2014 School Resource Officer Annual Report

Summary of Issue: This report was tabled from the September 11, 2014 Board meeting due to the funeral of a retired Southington Police Lieutenant.

The School Resource Officer program has been in operation at Southington High School since the fall of 1997. Under the direction of Dr. Semmel, Officer MacKenzie has prepared the attached report which summarizes the program for the end of the 2013-2014 school year.

Background: The School Resource Officer has proven to be a valuable staffing resource at Southington High School. Officer Donald MacKenzie is currently the school's resource officer.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: 2013-2014 school year

Ending Date of Program or Project: N/A

Recommendation or Comment: Board members may wish to comment on the report.

Title of Attachment:

1. 2013-2014 Report

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date: September 11, 2014

Decision Requested _____ Agenda Code 10 b.

AGENDA REPORTING FORM

Agenda Topic: 2013-2014 School Resource Officer Annual Report

Summary of Issue: The School Resource Officer program has been in operation at Southington High School since the fall of 1997. Under the direction of Dr. Semmel, Officer MacKenzie has prepared the attached report which summarizes the program for the end of the 2013-2014 school year.

Background: The School Resource Officer has proven to be a valuable staffing resource at Southington High School. Officer Donald MacKenzie is currently the school's resource officer.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: 2013-2014 school year

Ending Date of Program or Project: N/A

Recommendation or Comment: Board members may wish to comment on the report.

Title of Attachment:

1. 2013-2014 Report

Timothy J. Cornellian

Signature of Superintendent of Schools

**Southington Police Department
Southington High School SRO
Final Report
2013-2014 Year**

REPORTING PERIOD:

August 2013 - June 2014

Southington High School has approximately 2000 students and a staff of approximately 250. It is one of the largest schools in Connecticut. This was my second year as the School Resource Officer and as such, there was a brief adjustment period. During the school year, I was presented with a variety of incidents and responsibilities. During the year, I responded to medical calls, parking lot accidents, fire alarms, thefts, and fights just to name a few.

I worked with school administrators on a variety of security issues including: parking lot safety, installation of new security cameras, Protective/Restraining Orders, bullying, and Code Lock Drills. The K-9 Units came into the school on a few occasions.

I was a guest lecturer in several Health classes, Psychology classes, Current Event classes, Civics classes and Business Law classes. In the classes I spoke in I covered DUI laws, Juvenile laws, distracted driving, search and seizure laws and experiences I have had over the years as an Officer.

I participated in the freshman class Anti Bullying Presentation. I also assisted Assistant Principal, Mr. Halloran and Teacher, Candy Patten in the institution of an Alternative to Arrest Program.

I also spend a significant amount of time acting as an informal counselor to several students. As the school year progressed and students became more comfortable with me, they would come to my office to discuss problems they were having at home and at school. Many issues students encountered, were the product of harassment through Face Book and Twitter. I also worked closely with school counselors as they encountered various problems with students.

I assisted officers and detectives with information on various cases they were working on throughout the year. I helped recruit and acted as a liaison for the Police Explorer program.

One of my duties as School Resource Officer is to enforce the law. During the school year, there were numerous incidents such as fights, thefts, harassment, threatening and drug investigations. The Town of Southington has a Juvenile Review Board (JRB) for juveniles that qualify for the program. I referred the majority of qualified juveniles to the JRB rather than a criminal Juvenile arrest. Below is a breakdown of arrests, JRB referrals this year along with a breakdown of the variety of calls I responded to.

Total Items for Call Type 01D-Domestic Violence : 6

Total Items for Call Type 01E-Physical Violence - Non Dmstc : 1

Total Items for Call Type 04A-Verbal Dispute : 1

Total Items for Call Type 04C-Threatening/harassmnt : 13

Total Items for Call Type 04F-Fugitives : 1

Total Items for Call Type 04P-Suspicious - Person : 2

Total Items for Call Type 04V-Suspicious - Vehicle : 4

Total Items for Call Type 06D-Computer Crime : 1

Total Items for Call Type 06P-Theft - From Person : 13

Total Items for Call Type 06T-Theft - Commercial : 1

Total Items for Call Type 06U-Theft - Of Services : 1

Total Items for Call Type 07A-Welfare Check : 2

Total Items for Call Type 07B-Medical - Seizure : 1

Total Items for Call Type 07C-Medical - Cardiac : 1

Total Items for Call Type 07E-Medical - Edp : 1

Total Items for Call Type 07H-Medical - Difficulty Breathin : 1

Total Items for Call Type 07I-Medical - Intox Person : 2

Total Items for Call Type 07M-Medical - Falls : 4

Total Items for Call Type 07P-Medical - Uncons. Person : 1

Total Items for Call Type 07S-Medical - Suicide Attempt : 1

Total Items for Call Type 07T-Medical - Trauma : 2

Total Items for Call Type 07U-Medical - Unknown : 5

Total Items for Call Type 08A-Damage To Property : 1

Total Items for Call Type 08T-Vandalism - Town Owned Prop. : 2

Total Items for Call Type 08V-Vandalism - Vehicle : 5

Total Items for Call Type 09A-Mva : 1

Total Items for Call Type 09B-Pblc Hazard - Unknown : 1

Total Items for Call Type 09L-Pblc Hazard - Site Line Issue : 1

Total Items for Call Type 09O-Pblc Hazard - Erratic Operato : 4

Total Items for Call Type 09P-Parking Lot Collision : 14

Total Items for Call Type 10B-Motor Vehicle Stop : 4

Total Items for Call Type 10C-Parking Violation : 11

Total Items for Call Type 10D-Traffic Detail / Priv Tow : 1

Total Items for Call Type 11A-Lost Property : 2

Total Items for Call Type 11B-Found Property : 1

Total Items for Call Type 12A-Alcohol Related : 2

Total Items for Call Type 12B-Drug Related : 6

Total Items for Call Type 12D-Drop Box : 1

Total Items for Call Type 13J-Missing Person - Juvenile : 1

Total Items for Call Type 14C-Assist Fed Agency : 1

Total Items for Call Type 17-Alarm : 15

Total Items for Call Type 17S-School - Panic Alarm : 2

Total Items for Call Type 18B-Civil Matters/no Crime : 1

Total Items for Call Type 19A-Unlock Car Door : 11

Total Items for Call Type 19B-Police Info : 24

Total Items for Call Type 19E-Traffic Matters : 2

Total Items for Call Type 19F-Location Check : 44

Total Items for Call Type 19I-Investigation : 7

Total Items for Call Type 19M-Escort : 1

Total Items for Call Type 19N-Deliver/pick-Up Items : 8

Total Items for Call Type 19SC-School Check - Patrol : 24
Total Items for Call Type 19T-Training On Shift : 2
Total Items for Call Type 20-Animal Issues : 2
Total Items for Call Type 20L-Animal - Located : 1
Total Items for Call Type 20R-Animal - Roaming : 1
Total Items for Call Type 21B-Person Fingerprinted : 1
Total Items for Call Type 21C-Car Seats : 1
Total Items for Call Type 21E-Explorers : 4
Total Items for Call Type 21J-Internet Safety : 1
Total Items for Call Type 21S-Sro : 16
Total Items for Call Type 22-Oos Activity : 5
Total Items for Call Type 22M-Meal Break : 1
Total Items for Call Type 24-Fire-Non-Emerg. Respnse. : 1
Total Items for Call Type 33-911 Unknown : 1
Total Items for Call Type 50-Fire-General Fire Service : 1
Total Items for Call Type 90-Health Department Record : 1

Total Items Matching Search Criteria: 302

Arrests – 15

Infractions – 2

JRB – 4

ALT to arrest - 2

I am the first Officer to have been assigned to Southington High School for a third year. I will be able to utilize this opportunity to build stronger relationships with the returning students and staff members as they are already familiar with me. Next year, I hope reduce the total number of arrests by working with students and faculty to prevent problems before they spiral out of control. I also hope to get the opportunity to guest lecture in even more classes.

Officer MacKenzie #364, SRO

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 25, 2014

Decision Requested X

Agenda Code 9 d

AGENDA REPORTING FORM

Agenda Topic: Draft BYOD (Bring Your Own Device) Policy ~ Second Reading

Summary of Issue: The Policy and Personnel Committee was presented with a draft policy pertaining to students bringing their own technology device to school. The policy was developed by the Director of Technology and shared with school administrators for input pertaining to the policy. This would be a new policy adopted for the district.

Background: The Board of Education approves all policy adoptions and revisions. Also included are regulations; however, the Board will only be voting on the policy.

Alternative Strategies: N/A

Cost (if applicable): N/A

Funding Source: N/A

Beginning Date of Program or Project: September 2014

Ending Date of Program or Project: N/A

Recommendation or Comment: Recommend that the Board of Education approve to adopt the Bring Your Own Device (BYOD) Policy as presented by the Policy and Personnel Committee.

Titles of Attachments:

1. Draft BYOD Policy

mp\Board\9/25/14, Draft BYOD Policy.doc



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

Electronic Devices

The Board adopts this policy in order to maintain/promote an educational environment that is safe and secure for district students and employees. The Board established that the acceptable use of electronic devices is to support instruction and as a means of communication under approved circumstances.

For the purposes of BYOD, a “device” means a privately owned wireless and/or portable electronic piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand-held entertainment systems, laptops, netbooks, tablets/slates, iPod Touches, eReaders, cell and smart phones. While the District intends to permit such broad access, the District’s technology resources (Internet Bandwidth) have not been established as a public access service or as a public forum. Additionally, it is the expectation of the Board of Education that students and employees who access these resources while using personal electronic devices will act at all times in responsible and ethical ways which are in accordance with the District’s Acceptable Use Policies and with all local, state, and federal laws.

Students, with permission of their parent(s)/guardian(s), or the student him/herself if over eighteen years of age, may be in possession of personal electronic devices such as, but not limited to, smart phones, cellular telephones, laptops, tablets, eReaders, or other related electronic devices on school property.

The Board limits the use of these and other electronic devices by students during the school day in District buildings; on District property; on District buses and vehicles; during the time the students are under the supervision of the District.

The Board may limit other electronic devices as appropriate. The District shall not be liable for the loss, damage or misuse of any electronic device.

The devices shall not be used in a manner that disrupts the educational process including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use and Internet Safety Policy.

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

Internet

Students may only access the Internet through the filtered District connection, regardless of whether they are using their personal device or a District-issued device. District staff will not provide software or technical assistance for student-owned devices. Personal internet connective devices such as, but not limited to, cell phones/cell network adapters, are not permitted to be used to access outside internet sources at any time. Access to the District's wireless network, including the Internet shall be made available to students for instructional purposes in accordance with administrative regulations.

Security and Damages

The District, or any of its schools, is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office as other personal items are stolen or damaged. It is recommended that skins, decals, and other custom touches be used to physically identify a student's device from others. Additionally, protective cases for technology are encouraged. Personal devices cannot be left on campus before or after school hours.

Bring Your Own Device Student and Parent Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his/her electronic devices while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in the Bring Your Own Device/Technology program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Acceptable Use and Internet Safety policy.

The use of these devices, as with any personally owned device, is strictly up to the teacher.

(cf. 5114 - Suspension/Expulsion)

(cf. 5130 - Bullying)

(cf. 5130 - Cyberbullying)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 6141.9 - Acceptable Use and Internet Safety Policy)

(cf. 6141.9 - Internet Acceptable Use: Filtering)

(cf. 6141.9 - Online Social Networking)

Legal Reference: Connecticut General Statutes ~ 10-221 Boards of education to prescribe rules

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

The following guidelines shall govern the manner in which the Bring Your Own Device (BYOD) policy and program are to operate within the District.

Definitions

A “device” means a privately owned wireless and/or portable electronic piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand-held entertainment systems, laptops, netbooks, tablets/slates, iPod Touches, eReaders, cell and smart phones.

Teacher’s Role

1. Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students’ personal devices in the classrooms. They will educate and provide guidance on how to use a device and troubleshoot simple issues, but they will not provide technical support. This responsibility resides at home with parents/guardians.
2. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home. Parents will need to assist their younger children with downloads if they wish to follow teachers’ suggestions. No applications are to be downloaded at school.
3. Teachers will monitor to ensure appropriate use of technology in the classrooms.
4. It is understood that not every student has his/her own electronic device. To ensure equal accessibility to technology resources, teachers will provide students with technology available within the school.
5. The use of these student personal devices, as with any personally owned device, is strictly up to the teacher.

Student’s Roles

Operating Principles for Use of Personal Devices on School Campus

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.
2. Students must immediately comply with teachers’ requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
3. Students are not permitted to transmit or post photographic images/videos on public and/or social networking sites that are taken of any person on campus during the school day.
4. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

5. To ensure appropriate network filters, students will only use the District's wireless BYOD connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
6. Students must be instructed that bringing devices on campus or infecting the networking with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the District's Acceptable Use and Internet Safety Policy and will result in disciplinary actions.
7. The District has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
8. Students must be instructed that possessing or accessing information on school property related to "hacking", altering or bypassing network security policies is in violation of the Acceptable Use and Internet Safety Policy and will result in disciplinary actions.
9. Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.
10. Students are expected to print work at home, not at school.
11. Personal devices may not be used to cheat on assignments or tests.
12. Personal devices may not be used for non-instructional purposes, such as making personal phone calls and text/instant messaging with the exception of high school students during lunch and study hall in the cafeteria.
13. Personal devices may not be used to send inappropriate e-messages while under the supervision of the district.

Standards of Responsible Use

All students in District schools must adhere to the following standards of responsible use:

1. The district may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
2. Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
3. Students must log in and use the District filtered wireless network during the school day on personal electronic devices.
4. Students must not access, modify, download, or install computer programs files, or information belonging to others.

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

5. Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
6. Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
7. Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of the District.
8. Students must not release personal information on the Internet or electronic communications.
9. If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
10. Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
11. Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
12. Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

Regulation Adopted:

SOUTHINGTON PUBLIC SCHOOLS
1:1 Chromebook Pilot - Parent/Student Responsibility Form

Your child has been selected as part of his/her class to participate in a 1:1 Chromebook Pilot program. The purpose of this pilot is to explore a collaborative learning environment for all learners.

I understand the School's responsibilities include:

- providing a Chromebook to each student in the pilot.
- providing a protective case to each student.
- providing students adequate opportunities to explore the Chromebook and Google Apps for Education while at school during the classroom pilot.
- Taking care of their Chromebook (see **Chromebook Guidelines**).

I understand my family's responsibilities include:

- protecting the Chromebook, within reason, against damage, loss, or theft while participating in the pilot.
- ensuring my child's Chromebook is carried, at all times, in the school issued Chromebook case in order to prevent damage to the device.
- the power cord should be left at home (do not put the power cord in the case or it could crack the screen when placed in a backpack).
- ensuring the Chromebook is charged each night at home.
- ensuring my child reports damage to their Chromebook to their teacher immediately.
- ensuring my child has adequate opportunities to use the Chromebook and Google Apps for Education while at home.
- monitoring their use while outside of school including websites.

For more information about Chromebooks take a tour:

<https://support.google.com/chromebook/answer/2592076?hl=en&topic=2589149&rd=1>

As a student, I understand and will abide by all on this agreement. I further understand that any violation is unethical and may result in the loss of my device privileges as well as other disciplinary action.

As a parent, I understand that my child will be responsible for abiding by the policy pertaining to this program and its guidelines. I have read and discussed them with him/her, and he/she understands the responsibility he/she has in the use of their personal device. Furthermore, I understand that under Connecticut General Statute 10-221(c)

Boards of education may prescribe rules to impose sanctions against pupils who damage or fail to return textbooks, library materials or other educational materials. Said boards may charge pupils for such damaged or lost textbooks, library materials or other educational materials and may withhold grades, transcripts or report cards until the pupil pays for or returns the textbook, library book or other educational material.

The replacement of a lost, stolen, or damaged school-issued Chromebook is the responsibility of the student/parent. The cost of replacement is approximately \$260.

I understand that should damage occur to the device assigned to my child due to my child's negligence or by intentionally causing damage to the device, or losing the device, charger, or case, I will be responsible for reimbursing the school for repair or replacement costs.

Note: Damage, loss, or theft must be reported immediately to either a school administrator or teacher.

School: _____ Teacher Name: _____

Student Name _____ Date _____

Parent Name _____ Date _____

Student Signature _____ Parent Signature _____

<i>Office Use Only:</i> Asset Tag#

CHROMEBOOK GUIDELINES

General Precautions

- No food or drinks near Chromebook.
- Cords, cables, and removable storage devices should be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be charged at home and brought to school fully charged.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks will not be altered externally or internally by students.

Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- Do not place power cords in the case as they may crack the screen when placed in a backpack.

Carrying Chromebooks

- Always transport Chromebooks with care and in a Southington issued protective case. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Always carry the Chromebook with the screen closed and use two hands.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed (including the power cord in a backpack).
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

CHROMEBOOK GUIDELINES

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here:
<http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebooks hard drive.
- Students should always remember to save frequently when working on digital media.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- All student files will be deleted at the end of the school year.

Using Your Chromebook

- The District's network will be used exclusively with all District filters applied to one's connection to the Internet. Attempts will not be made to bypass them.
- Only authorized data can be accessed. Infecting the network with a virus, or any program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
- The District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Students must immediately comply with teachers' requests to shut down devices, close the screen, put in silent mode, and/or put away when asked.
- Students are not permitted to take, transmit or post photographic images/videos of any person on school property on public and/or social networking sites unless done as part of an authorized assignment by a teacher and permission of any/all individuals involved.
- Students can only access files on the computer or Internet sites which are

CHROMEBOOK GUIDELINES

- relevant to the classroom instruction and suggested by a teacher.
- Students are not to physically share their personal devices with other students.
- Personal or District provided devices may not be used to cheat on assignments, tests or for non-instructional purposes.
- Using a personal device to transmit or share inappropriate content during the school day will result in the loss of Chromebook privileges. Additional consequences may be applied depending upon the circumstances. Transmission of material of a bullying nature or sexual nature will result in appropriate disciplinary action.
- Using a personal device at unauthorized times will result in the loss of Chromebook privileges. Use of these devices in the locker rooms, hallways, and bathrooms is strictly prohibited. The purpose of the Chromebook pilot is purely for the extension and enrichment of the learning environment.
- Devices cannot be used during assessments, unless otherwise directed by a teacher.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by acceptable agreement and all other guidelines in this document wherever they use their Chromebooks.

The Southington Acceptable Use and Internet Safety Policy which can be found on our website:

http://www.southingtonschools.org/uploaded/District_Information/Internet_and_Computers_Policy.pdf

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

SPS CMT and CAPT Results 2014

Transitioning to New Standards

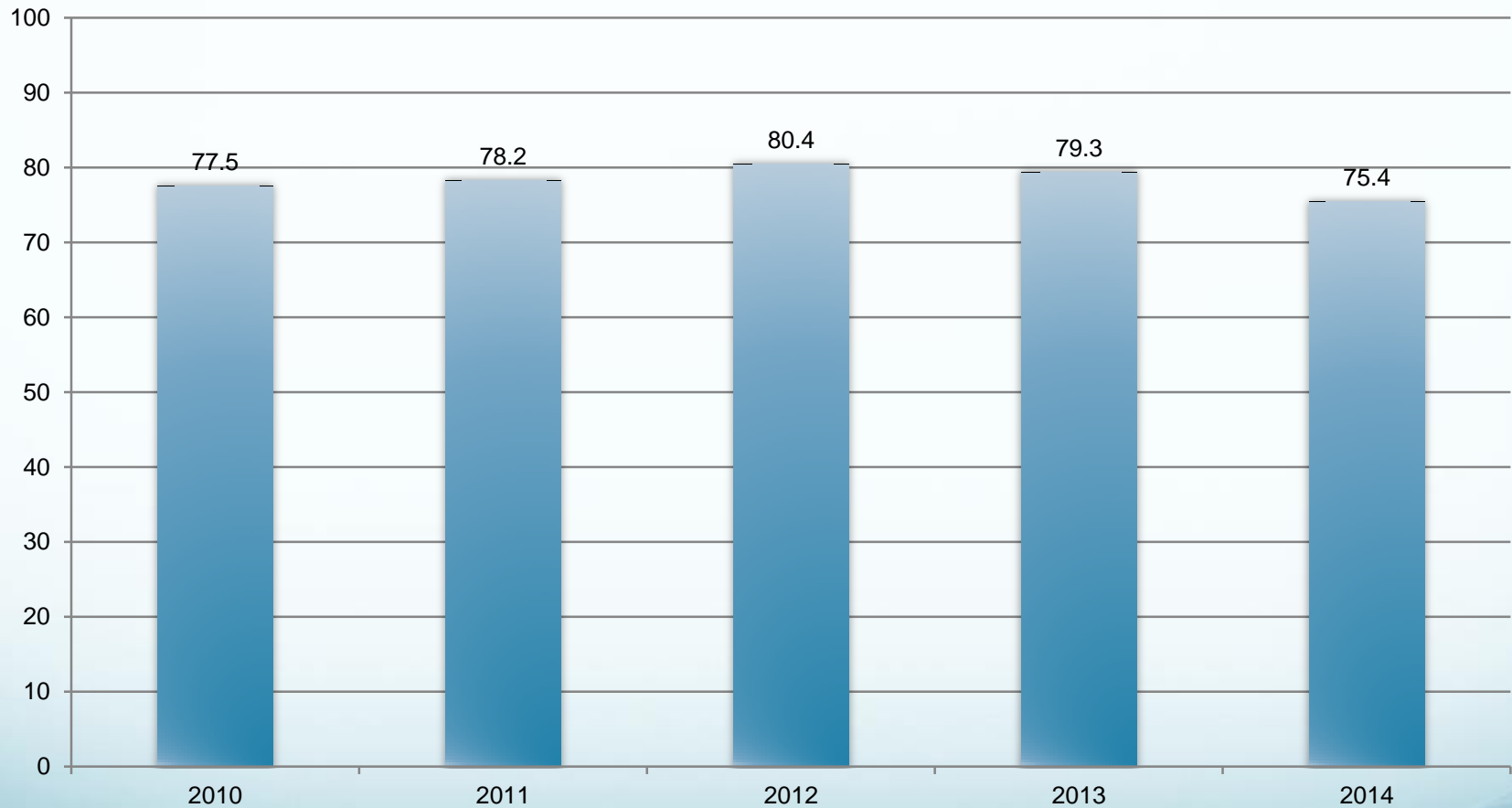
Future of CMT and CAPT

- Science CMT and CAPT administered in March of 2015
- Beyond 2015 ????????????

possibilities

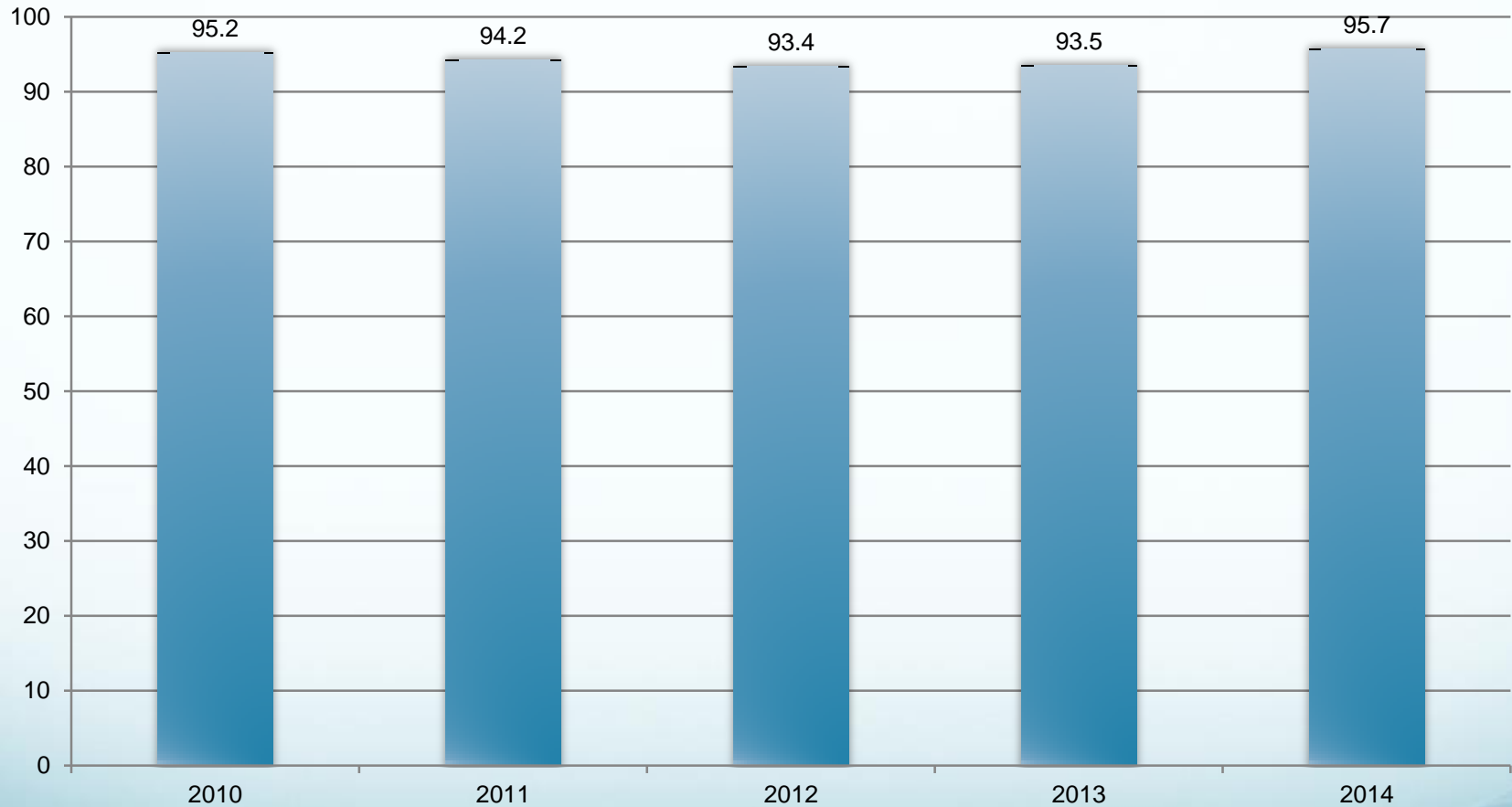
CMT Science Grade 5

% At or Above Goal – 5 year performance



CMT Science Grade 5

% At or Above Proficiency – 5 year performance



CMT Science Grade 5

2014 DRG rank

% At or Above Goal: 6th out of 24 districts

% At or Above Proficient: 3rd out of 24 districts

DRG D

Berlin

East Lyme

Shelton

Bethel

Ledyard

Southington

Branford

Milford

Stonington

Clinton

New Milford

Wallingford

Colchester

Newington

Waterford

Cromwell

North Haven

Watertown

East Granby

Old Saybrook Wethersfield

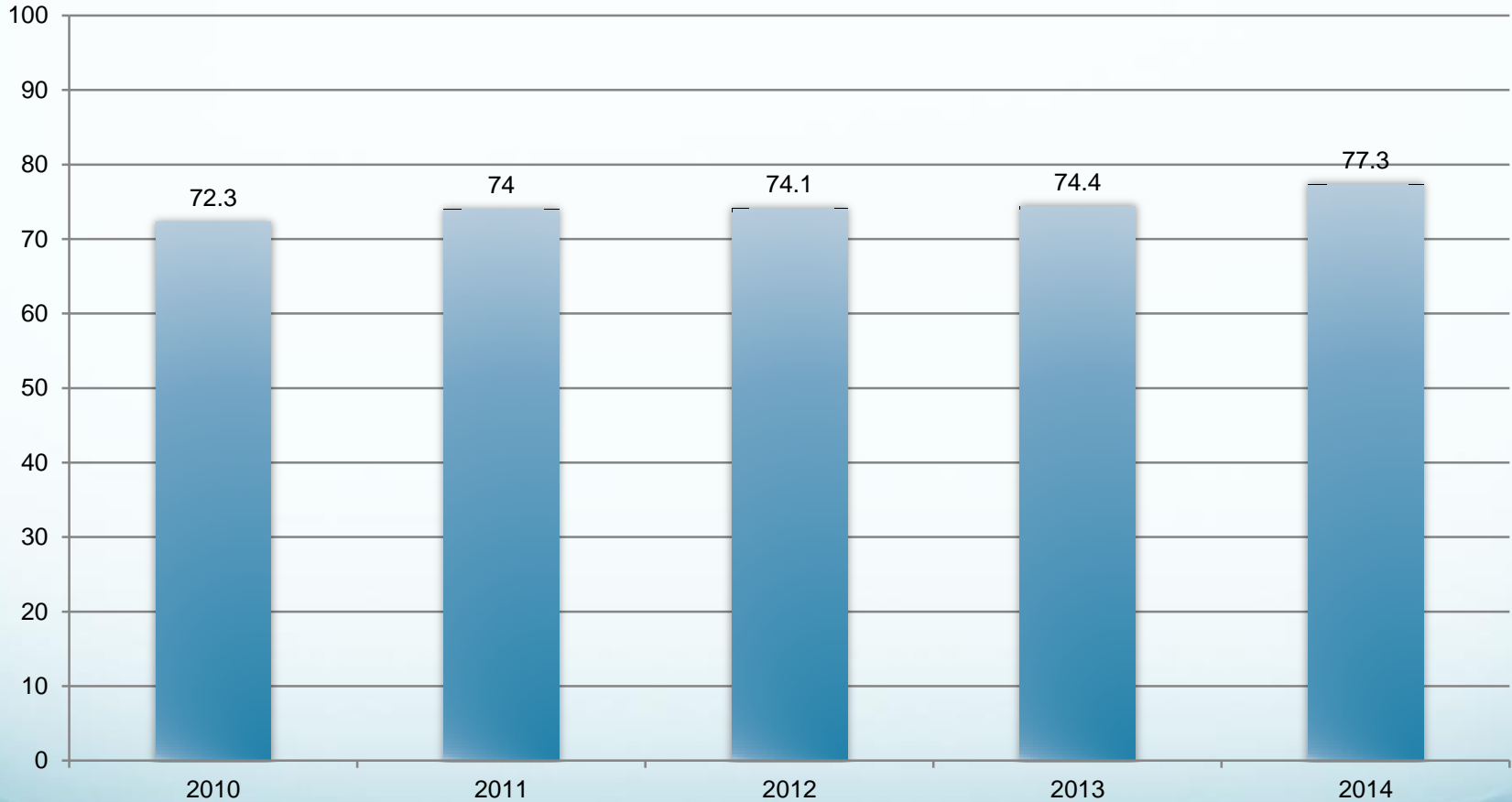
East Hampton

Rocky Hill

Windsor

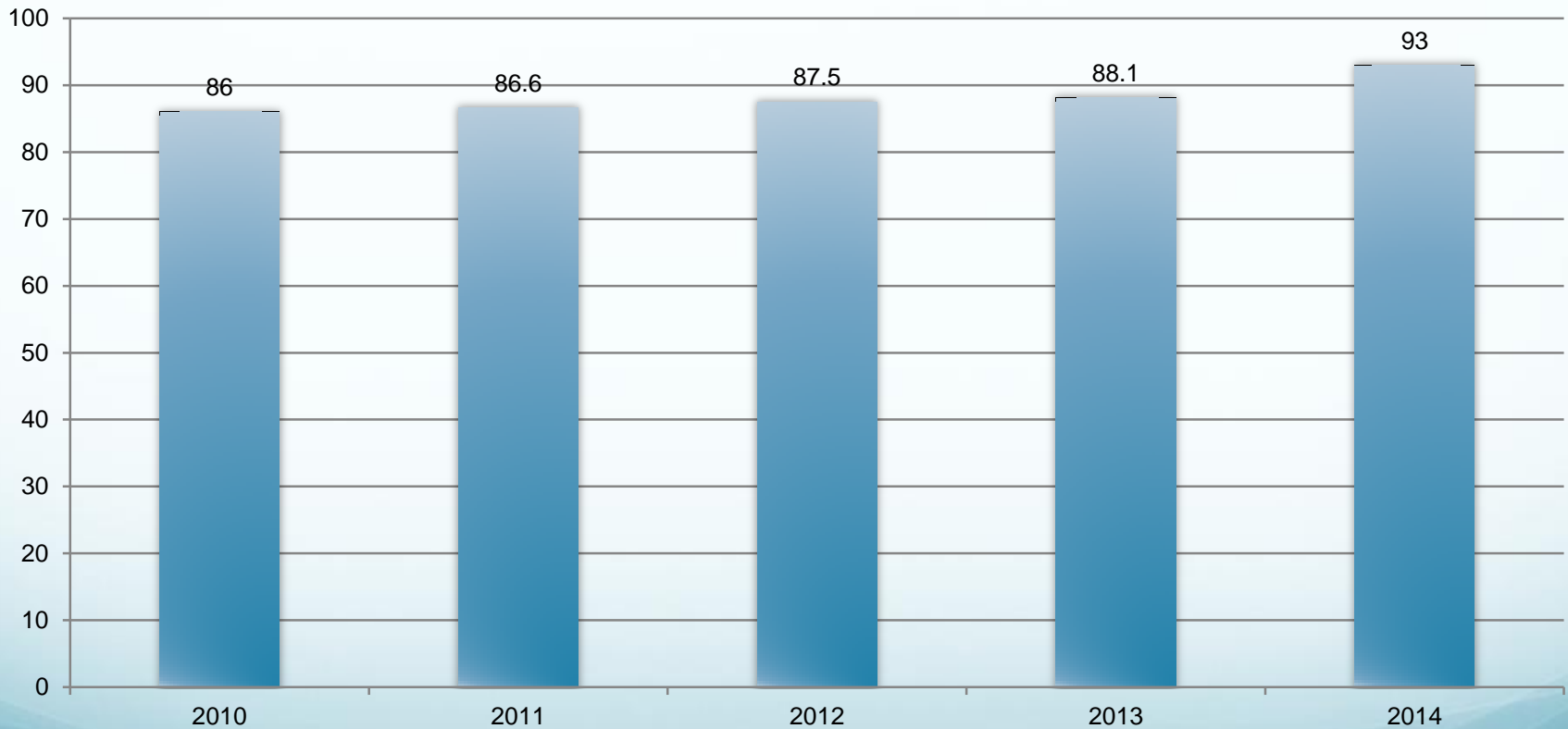
CMT Science Grade 8

% At or Above Goal – 5 year performance



CMT Science Grade 8

% At or Above Proficiency – 5 year performance



CMT Science Grade 8

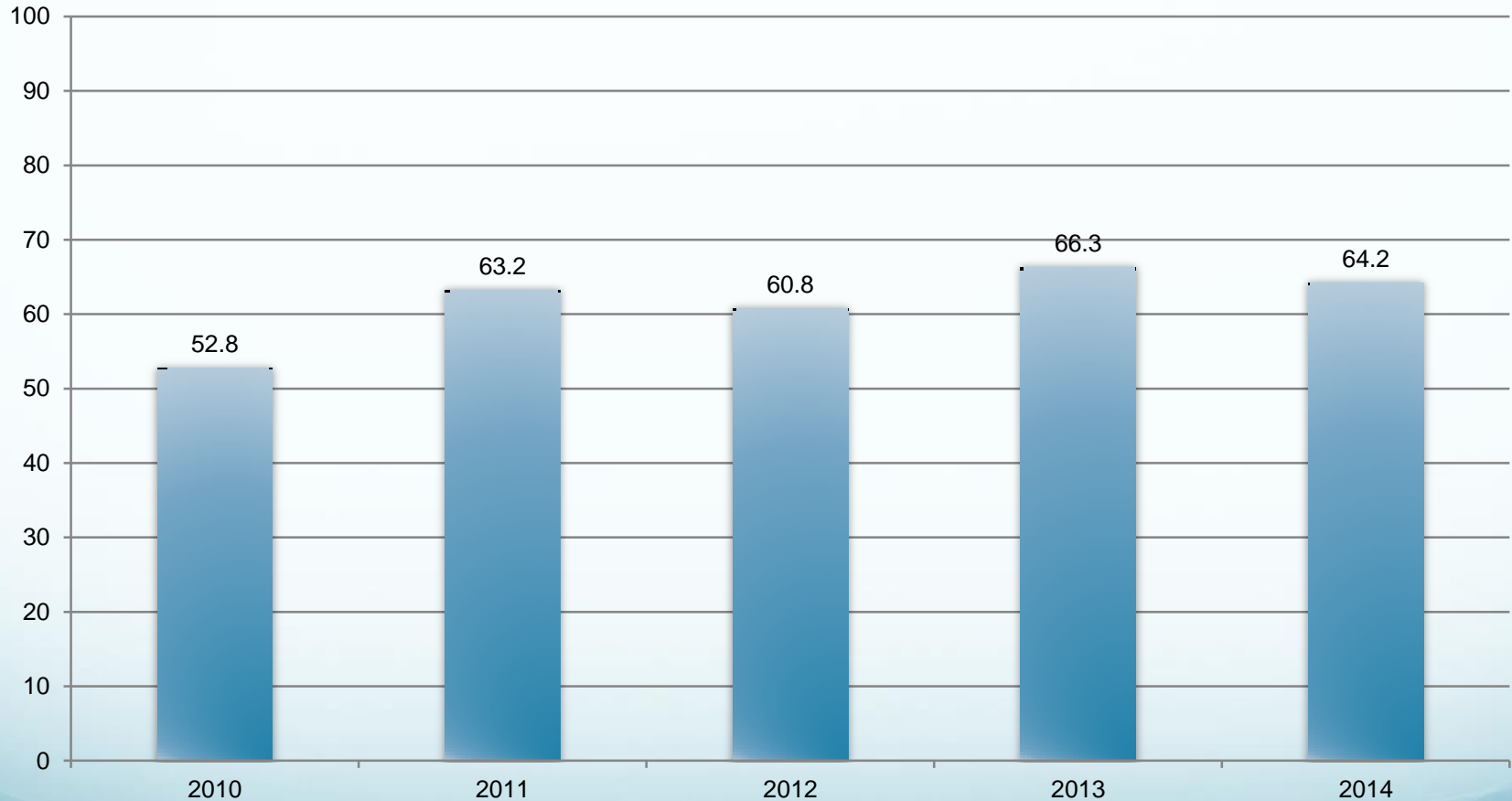
2014 DRG rank

% At or Above Goal: ~10th out of 24
districts

% At or Above Proficient: 5th out of 24
districts

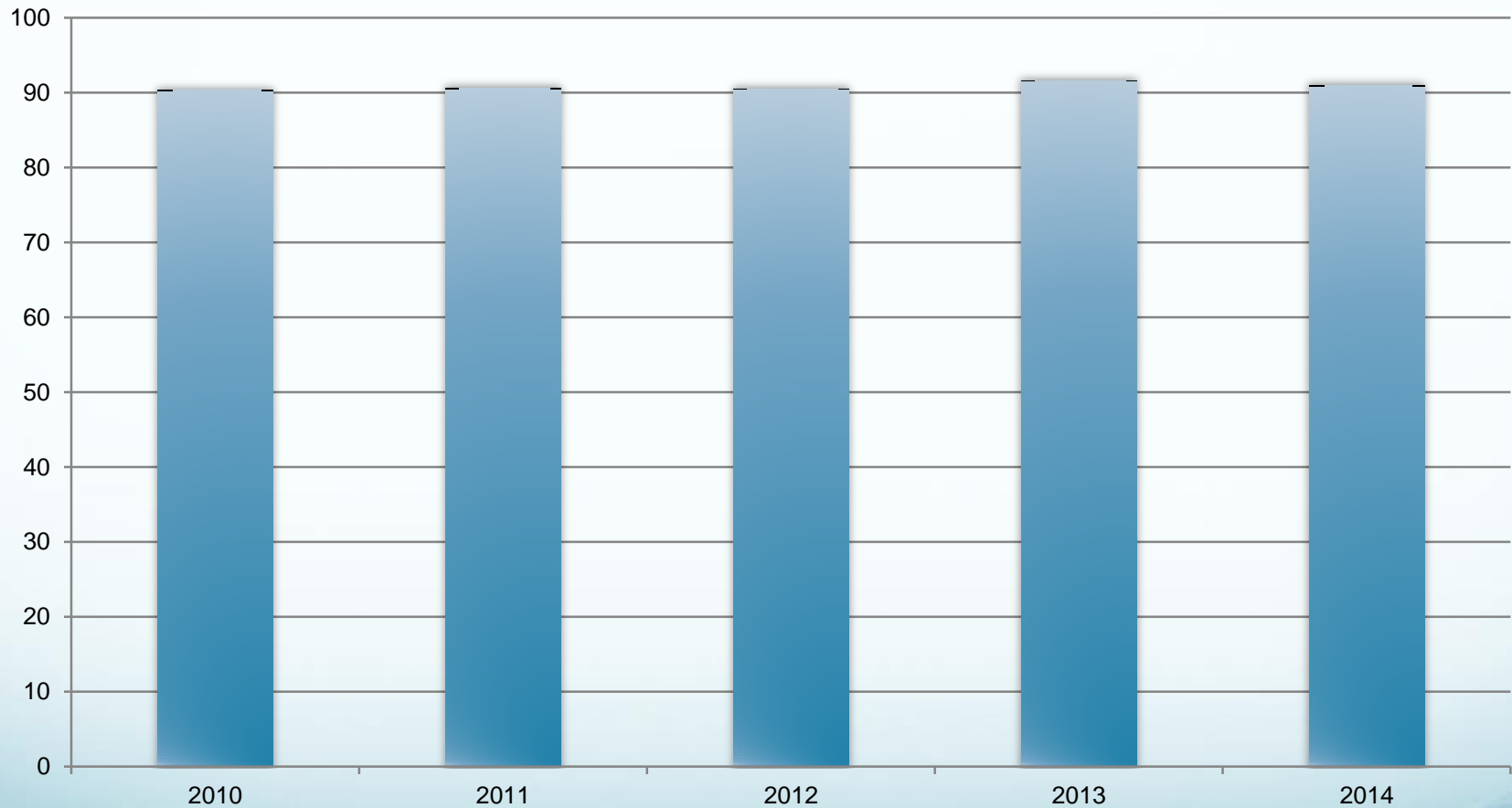
CAPT Science Grade 10

% At or Above Goal – 5 year performance



CAPT Science Grade 10

% At or Above Proficiency – 5 year performance



CAPT Science Grade 10

2014 DRG rank

% At or Above Goal: 5th out of 24 districts

% At or Above Proficient: 10th out of 24 districts

SPS Transition to New Science Standards

Embed Engineering Practices through:

- Invention Convention 4th and 5th grades
- Future Engineering Curriculum Units
- STEM units at JFK and JAD
 - Grade 6: Water – Permeable Surfaces
 - Grade 7: Bacteria and Viruses - vector borne diseases
 - Grade 8: Force and Motion - Sail Car
- Increased use of Technology at SHS along with increase in Engineering opportunities

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 25, 2014

Decision Requested x Agenda Code 10b

AGENDA REPORTING FORM

Agenda Topic: Letter of Agreement ~ Grant Writer 2014-2015

Summary of Issue: Administration recommends that the Board of Education extends the Letter of Agreement to Christine Boulanger to cover the 2014-2015 School Year.

Background: N/A

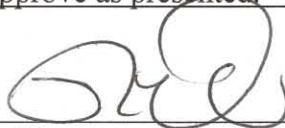
Alternative Strategies: N/A

Cost (if applicable): \$41.42 per hour **Funding Source:** Operational Budget

Beginning Date of Program or Project: September 1, 2014

Ending Date of Program or Project: June 30, 2015

Recommendation or Comment: Approve as presented.



Signature of Staff Member Submitting Report

Title of Attachment(s)

1. Letter of Agreement



Signature of Superintendent of Schools

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only _____

Board Meeting Date September 25, 2014

Decision Requested X

Agenda Code 10d

AGENDA REPORTING FORM

Agenda Topic: AFSCME Local 1303-140 of Council #4 Nurses Contract

Summary of Issue: The AFSCME Local 1303-140 of Council #4 Nurses and the Southington Board of Education have been negotiating a contract for a three (3) year agreement beginning July 1, 2014 through June 30, 2017.

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2014

Ending Date of Program or Project: June 30, 2017

Recommendation or Comment: Recommend approving the contract between the AFSCME Local 1303-140 of Council #4 Nurses and the Southington Board of Education.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. AFSCME Nurses Contract--To be posted at a later date.

2. _____

SPD/lb #16.agndaboe.1415.afscme-nursescontract.9-11-14.docx

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 25, 2014

Decision Requested x Agenda Code 10e

AGENDA REPORTING FORM

Agenda Topic: **Knightvertising Funding Request**

Summary of Issue: Knightvertising was a fundraising source created by the Board of Education used by the business department to support their activities and other related activities. It was established by the Board of Education at their board meeting held on June 11, 2009.

Background: The Knightvertising program was transferred to the Field Advisory Committee.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/a

Recommendation or Comment: To request funding to support completion of the concession stand.

Title of Attachment(s)

1. Knightvertising Letter
2. Board of Education Minutes – June 11, 2009



Signature of Superintendent of Schools

September 18, 2014

Mr. Tim Connellan
Superintendent of Schools
200 Main Street
Southington, Ct. 06489

Dear Mr. Connellan,

First of all, I would like to congratulate you on your new endeavor as Superintendent of Schools for our town. I wish you the best and good luck.

As you know, the Town Council created the Field Advisory Committee, formerly the Turf Advisory Committee, to oversee the use of the Community Turf Field at Southington High School and develop a plan for improving the overall complex around the turf field. As a part of this work, the Field Advisory Committee has been pursuing various fundraising ventures, including the use of the existing Knightvertising program. Thank you to the Board of Education for transferring this program to the Field Advisory Committee as a source of raising revenue.

In the course of research into Knightvertising, I learned that there was a fund balance in the account. In addition, I learned that the original purpose behind Knightvertising as created by the Board of Education included a provision for funds to be used to assist student activities at the high school. Therefore, I am writing this letter as a formal request to ask you and the members of the Board of Education to approve funding through the Knightvertising account to complete the concession stand for the Community Turf Field at Southington High School.

Back in 2012, we were very fortunate to have a state of the art turf field installed at the former football field located at the high school. This new field, which is now named Community Turf Field, is being used by everyone in our community with the most use by all Southington High School athletics, SHS Band and physical education classes. In a coordinated effort between the Town's Recreation Director Dave Lapreay and SHS Athletic Director Eric Swallow, the scheduling of this complex is well managed to create a good balance for all to use. I can tell you that this turf field is being utilized on a daily basis which was the initial intent.

Along with this state of the art turf field, it would only be fitting that we have a state of the art concession stand. The concession stand was initially created through the hard work of Helen Henne and the Gridiron booster club as well as support from other SHS booster clubs and community organizations. With the installation of the turf field and the formation of the Field Advisory Committee, additional work was partially completed back in 2013 as water lines were installed by the water department along with a four bay sink, electric hot water heater and other items that were installed by the Board of Education maintenance department but not fully completed to meet the standards of a full operating concession stand. To get this in full operation, we will need to have a full ansul system installed along with a hood system, which will cover the cooking portion of the stand. We estimate the remaining cost to complete the stand to be about \$9,000.00. I have been working with Charlie Beliveau and his team and would request that you approve this funding, so we can move forward to completion.

When the concession stand does get completed, all SHS booster club organizations and SHS clubs along with the local youth groups that use the Community Turf Field would be able to utilize this as a means of raising funding for their respective organizations. Completing this stand would benefit the students of Southington High School and the larger Southington community for years to come.

If you should need any additional information, please do not hesitate to contact me. I look forward to hearing back from you and the members of the Board of Education as we move forward to creating a state of the art facility.

Sincerely,

Mike DeFeo, Chairman of the Field Advisory Committee

cc: Brian Goralski, Chairman Board of Education
Pete Romano, Director of Operations
Marty Semmel, Principal Southington High School
Sherri DiNello, Director Business and Finance

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

JUNE 11, 2009

The regular meeting of the Southington Board of Education was held on Thursday, June 11, 2009 at William Strong Elementary School, 820 Marion Avenue, Plantsville, CT.

From 7:00 p.m. to 7:43 p.m., the *Profiles in Professionalism Award Program* was held and refreshments were served in the William Strong Elementary School Cafetorium. At 7:07 p.m., the Strong Elementary School Grade 5 Chorus sang the Pledge of Allegiance and America the Beautiful. Dr. Erardi announced that there would be three parts to the celebration and recognitions.

The first part was the recognition of the two dedicated Southington High School Student Representatives, Kristen and David Ryan, who served on the Board of Education for the school year.

The second part was the recognition of the Southington High School three top scholars for the Class of 2009: Nicole Flanagan, Essayist; Caitlin Gura, Salutatorian; and Justin Solomon, Valedictorian.

The third part of the celebration was the recognition of the Second Annual 2009 *Profiles in Professionalism Award* recipients for their outstanding service and contributions to the school system. Thirteen honorees were selected from a pool of 100 people who were nominated by employees of the school system. The Selection Committee was made up of last year's recipients. The honorees, which represent the best in the Southington schools, were presented with a plaque, engraved glass apple paperweight and Calla Lilly. The honorees were:

Deborah J. Albaitis, Executive Assistant to the Superintendent, Central Office
Jay Baker, Technology Analyst
Bonnie Burke, Parent Volunteer, William M. Strong Elementary School
Margery Chase, Art Teacher, Walter A. Derynoski Elementary School
Linda Clock, T.E.S.O.L. Teacher – K-8
Lucille Feltt, Retired Teacher Volunteer, Flanders Elementary School
Gail Lessard, Special Education Teacher/Chair, Southington High School
Stephen Nyerick, School Counselor, Joseph A. DePaolo Middle School
Catherine O'Hara, Nurse, Urbin T. Kelley Elementary School
Dale Riedinger, Science/Math Coordinator
Jack Ryan, Head Custodian, William M. Strong Elementary School
Cindy Sabino, Paraprofessional, Walter A. Derynoski Elementary School
Marion Marino-Virello, Cafeteria Manager, South End Elementary School

Mr. Goralski thanked the Strong School choral students for the wonderful way they began the meeting, and the PTO for the way they decorated the room and all the delicious

6. REPORT OF THE SUPERINTENDENT

a. Personnel Report

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

“Move to move the Personnel Report from Item 6.a to after the Executive Session to become Agenda Item 10.”

ROLL CALL VOTE: YES – Mrs. Rickard, Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Mr. Goralski. **Motion carried unanimously.**

7. OLD BUSINESS

a. Town Council / Board of Finance Communications

Mr. Goralski stated that a public hearing on a tax abatement plan would be held on Monday, June 22, 2009 at 7:00 p.m. in the Town Hall. He stated that was the only information that he had regarding those two Boards.

b. Construction Update

Plantsville School: Mr. Cox reported that Plantsville School continues to be on schedule. He distributed some 8 x 10 photos to share with the Board to give them a feeling of what was happening in the building. It is under renovation and there are two coats of new paint on the walls. Flooring is being put in with ceramic tile in the bathrooms. They have gone as far as they could in putting up ceiling grids. He stated that, if the Board members have driven by, they would see that replacement windows are in. The new addition is not that quite far along, but it is going well.

South End School: Mr. Cox reported that it is on schedule, but it is behind Plantsville because it is a brand new facility. The steel framing has been completed and the crane has been pulled off the site. He distributed photographs of South End, which showed the gymnasium and the intermediate wing that is now 100% bricked up to get an idea of the exterior design.

Mr. Derynoski noted that the transformation that has taken place over the last six to eight weeks was amazing. It is starting to look like a school. He stated that he works with a few of the neighbors of Plantsville School and he gets an update almost every day from them as to how impressed they are with the design. At first, the neighbors thought that it was going to look like an office building, but they are quite happy with what they see.

8. NEW BUSINESS

a. School Business Partnership – Advertising – SHS Business Plan

Three Southington High School students gave a presentation on the Southington High School Business Plan for advertising. James Germain, a Grade 12 student, introduced himself,

Christopher Amnott [Grade 10], and Zachary Wholley [Grade 10]. He thanked the Board members for taking the time to hear their proposal for the new student-run business entitled "Knightvertising." He stated that Dr. Erardi came to the Southington High School Business Department several months ago in hopes to create a business to take full advantage of the advertising initiative that the Board passed earlier this year. He stated that the Business Department would like to thank Dr. Erardi for the opportunity to work on this project. James Germain stated that each of the Board members should have received a packet of information containing a hard copy of the Business Plan. He noted that several plans were created by students at the high school in the Business Communications class. The company name "Knightvertising" was created by Mike Cannata, Shivang Patel, Tyler Tordanato and Christopher Waiksnoris. The selected rough draft report was written by Christopher Amnott, Zack Wholley, James Germain, and James Nitz, who was attending his Tennis Banquet this evening. James Germain continued that all the business teachers edited the plan to create the final report that is before the Board members. He briefly summarized the plan and stated that Knightvertising would be a joint effort between the Southington High School Business Department and the Southington Board of Education. Their goal is to sell advertising space along the fences on the sports fields to local businesses. Once they sell this, the Board of Education will order a banner for the business. He asked Christopher Amnott and Zack Wholley to unfurl a sample banner to show the Board and members of the audience. He continued that the banner would be placed on the field that is specified in the application. The banner year will start in July and end in the following July. The banners would be taken down in December for safekeeping and placed back out once the elements are more suitable. He stated that the local businesses would fill out an application and specify what they would like. He noted that it was important to remember that they are selling the location of the banner and not the banner itself. James Germain continued that local businesses would have the opportunity to sign up to advertise on the field for one to three years.

Mr. Germain stated that the revenue from the company would be divided between the two groups, with 75% going to the Southington Board of Education Activity Fund, which would be overseen by Ms. McGrath and the other 25% would be allocated to the Southington High School Business Department, which is overseen by Ms. Pedrolini. He continued that Knightvertising would be overseen by a Board of Directors comprised of Purchasing Agent, Philip Goodwin; Ms. Pedrolini, Business Department Chairperson; the Business Education teachers, several students, and the Business Education Advisory Board members. Their business model is based on the Watertown Schools' successful signage business. He noted that the Purchasing Department would have several responsibilities. The advertising revenues for Knightvertising will be sent to the Purchasing Agent, who will also be responsible for distributing the profits. The Purchasing Office will also be in charge of returning the signage to the company, which will be leasing the banners, and make any arrangements necessary for the maintenance, addition, or removal of the signs. The Business Department responsibilities will be overseen by Ms. Pedrolini. The day-to-day activities of Knightvertising will be provided by special teams among the Business classes, with most of the work being completed by the students. For example, the financial and cost analysis would be overseen by the accounting classes. The marketing classes will market the business by writing newsletters and flyers. The business communications class would be responsible for creating mailings and placing phone calls. All the business classes at the high school would have some sort of responsibility in this business.

James Germain stated that this would provide real-world experience, which would serve to develop what the students are learning in the classrooms and in textbooks. The Southington Board of Education will approve the prices and procedures for the business every year. The business will benefit by this arrangement because its responsibilities will be given to the students with knowledge in specific areas and local businesses would benefit as well from increased exposure. He stated that the Knightvertising business model is not set in stone and will be constantly evolving and re-evaluated to improve the business. He was sure everyone knows that sales-oriented businesses require great effort to earn great profits. He summarized that, knowing the students and teachers at Southington High School are hardworking and dedicated, Knightvertising was certain to be a success.

Mrs. Rickard told him that he did an excellent job in presenting this plan to the Board.

Dr. Erardi told James Germain that he did a terrific job and clarified that for the framework of oversight the key person in Central Office will be Mr. Goodwin and that he has been very gracious to go above and beyond his present job description to be the conduit between the high school, Ms. McGrath, Ms. Pedrolini and the students. He clarified one piece of information regarding funding: The Board of Education's 75% of the net profit will go into an activity account. That account will be directed and controlled by the Board of Education as the holding place of the funds until the recommendation comes forward from the Board to the high school office through Mrs. Landino who controls the activity fund. The money that is collected is at the Board's discretion. The 25% would be at the discretion of the Business Department Chairperson.

Mrs. Notar-Francesco questioned whether a member of the Board of Education should be on the Board of Directors. Mr. Goralski agreed since most of the Board members were nodding their heads, unless the Business Department objects. James Germain replied that he had no objections.

Mrs. Carmody told the young men that they did a great job and she could tell they worked very hard on that. She thought that it was a great opportunity for the Business Department to be involved in an actual business project. She was sure the teachers would guide them very well. She congratulated James Germain for a great presentation. The Board members applauded the presentation.

Mrs. Fischer had a policy question that she needed clarified. She noted that in the policy it notes children cannot be used for fundraising. This would be sales, so would they be okay? We cannot have children go door-to-door and they cannot solicit funds because there is a policy on that. She understood that this plan is not fundraising. Mr. Thiery replied that there is policy around door-to-door collections, but at the same time, there are a variety of fundraisers that have students selling things. This is a sale of a good, not that dissimilar from sales of cookies or apple pies. They will not be selling in school; they will be selling out in the community. Mr. Thiery stated that he would double-check the policy for the sake of clarification.

Mrs. Clark pointed out that they have students working at the bank because that is part of their business courses; this is the same thing to her. It is not fundraising; it is part of their curriculum as part of the business classes. She added that both the students and teachers did a great job on this plan.

Dr. Erardi stated that, if the Board members were comfortable with this presentation, the Business Department would like to start their solicitation immediately before the school year ends.

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

“Move to approve the Southington High School Advertising Policy.”

ROLL CALL VOTE: YES – Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Mrs. Rickard, Mr. Goralski. **Motion carried unanimously.**

Mr. Goralski stated that he would forward the name of the Board member to serve on the Board of Directors to the Business Department. He noted that he sent a letter to Attorney Mark Sciota and Mr. John Weichsel [Town Manager] in March and he assumes everything is in order and that they are all set to use the activity account.

b. Job Description – Cafeteria Manager

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

“Move to approve the job description of Cafeteria Manager as recommended by the Policy & Personnel Committee.”

ROLL CALL VOTE: YES – Mrs. Clark, Mr. Derynoski, Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Mrs. Rickard, Mrs. Carmody, Mr. Goralski. **Motion carried unanimously.**

c. Job Description – Assistant Cafeteria Manager

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

“Move to approve the job description of Assistant Cafeteria Manager as recommended by the Policy & Personnel Committee.”

ROLL CALL VOTE: YES – Mr. Derynoski, Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Mrs. Rickard, Mrs. Carmody, Mrs. Clark, Mr. Goralski. **Motion carried unanimously.**

d. Job Description – Food Service Technician

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

“Move to approve the job description of Food Service Technician as recommended by the Policy & Personnel Committee.”

ROLL CALL VOTE: YES – Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Mrs. Rickard, Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mr. Goralski. **Motion carried unanimously.**

e. Year-End Report on Superintendent’s Goals 2008-2009