

## Southington Board of Education Meeting

Thursday, March 12, 2015 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. Executive Session to Discuss Personnel and Student Matters 6:30 p.m.
3. Celebration of Excellence ~ 7:00 p.m.
4. Pledge of Allegiance
5. Approval of Minutes ~ February 19, 2015
6. Communications
  - a. Communications from Audience
  - b. Communications from Board Members
  - c. Communications from Administration
  - d. Communications from Student Representatives
7. Report of the Superintendent
  - a. Personnel Report
8. Committee Report
  - a. Curriculum & Instruction Committee Meetings ~ February 23, 2015
9. Old Business
  - a. Town Government Communications
  - b. Construction Update
10. New Business
  - a. Job Descriptions - Southington High School Principal and Elementary Principal ~  
Second Reading
  - b. Draft Video Surveillance Policy ~ First Reading
  - c. Dedication of Walkway at Southington High School Presentation
11. Adjournment

# **SOUTHINGTON BOARD OF EDUCATION**

## **SOUTHINGTON, CONNECTICUT**

### **REGULAR MEETING**

**FEBRUARY 19, 2015**

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The regular meeting of the Southington Board of Education was held on Thursday, February 19, 2015 at 7:30 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**

Mrs. Terri Carmody, Vice Chairperson, called the meeting to order at 6:35 p.m.

Present from the Board: Mrs. Terri Carmody, Vice-Chairperson, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent were Mr. Brian Goralski, Chairman, and Mrs. Jill Notar-Francesco.

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

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

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

**Motion carried unanimously by voice vote.**

#### **2. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS**

Mrs. Carmody declared the Executive Session ended at 7:06 p.m.

#### **3. CELEBRATION OF EXCELLENCE**

At 7:14 p.m., in Celebration of Excellence, the Board members and Mr. Eric Swallow, Athletic Director, recognized the Southington Blue Knights Football Team for earning their second straight CIAC Class LL State Championship. Football Coach, Mike Drury, was recognized for receiving the Walter Camp Coach of the Year Award. Mrs. Carmody presented Coach Drury with a Certificate of Excellence and Mrs. Clark presented the four Co-Captains (Matt Thomson, Matt Maxwell, Alex Jamele and Matt Koczera) with a Certificate of Excellence for the entire Blue Knights Football team.

#### **4. RECONVENE MEETING ~ REGULAR SESSION**

The regular session was reconvened at 7:36 p.m. by Mrs. Carmody, Vice-Chairperson. Board members present were Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent were Mr. Brian Goralski, Chairman, and Mrs. Jill Notar-Francesco.

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

Student representatives present were James Brino, Christopher Iverson and Elizabeth Veilleux.

There were approximately 17 people in the audience.

## **5. PLEDGE OF ALLEGIANCE**

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

Mrs. Carmody requested a moment of silence in memory of Mr. George Griffin who recently passed away and was a member of the Southington Building Committee, Democratic Town Council, Chamber of Commerce, and Chairman of the Building Committee for the Joseph DePaolo Middle School. She noted that he was instrumental in building many of the schools in Southington. Mrs. Carmody also requested a moment of silence for Mrs. Bea Turini who was the matron at Southington High School for 25 years and recently passed away.

## **6. APPROVAL OF MINUTES**

### **a. Regular Meeting ~ January 22, 2015**

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

**“Move to approve the regular Board of Education minutes of January 22, 2015, as submitted.”**

**Motion carried unanimously by voice vote.**

## **7. COMMUNICATIONS**

### **a. Communications from Audience**

There was no audience communication.

### **b. Communications from Board Members and Administration**

**Communication from the Board Members:**

Mr. Derynoski reported that he attended a Foxathon at Plantsville School which is a fundraiser held by the fifth grade class every year to benefit CCMC (Connecticut Children's Medical Center). This year, they raised \$3,700.

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

**“Move to move Agenda Item 11.a ‘Overnight / Out of State Field Trip Approval’ to Agenda Item 8.b.”**

**Motion carried unanimously by voice vote.**

Mrs. Clark clarified the Board of Education voting procedures to the public. She explained that individual Board members may have their own opinions and may state them publically or privately. They are, at that point, representing themselves. The entire Board of Education must publically vote on matters pertaining to the Board. Once the matter has been decided by the majority, all members of the Board of Education must support it.

Mrs. Lombardi reported that in the last week of January, the YMCA held their annual meeting and that Nancy Chiero, Southington High School special education teacher, was honored and received the “Unsung Hero Award.” Mrs. Lombardi explained that in addition to serving 12 years on the YMCA Board of Directors, Mrs. Chiero is also a board member for the Construction Education Center serving as the education liaison between Southington High School and commercial construction industries. She has co-chaired the Technology Advisory Board for six years getting students involved in the workforce in areas of manufacturing, construction, transportation, and communications by ways of job shadowing. Mrs. Chiero is also an ACE mentor for the Architectural Construction and Engineering Club, a member of the town-wide committee to support LEAF (Lewis Education Agricultural Farm), coordinator for the Chamber of Commerce Internship Program and mentors children and places them in internships in businesses throughout Southington. Mrs. Lombardi noted that Mrs. Chiero is also a member of the ASSET Building Classroom Team and, most importantly, she influences children every single day.

Mrs. Lombardi affirmed that the Board of Education members are committed, children focused, relentless on education excellence, respectful of differing opinions, talented, Southington residents, parents, grandparents, educators, business professionals and volunteers who devote more than 15 hours a week to the education of the Southington public school children. Mrs. Lombardi remarked that she has had the honor to be part of the Board of Education team for almost four years. She explained that at the February 11 Board of Finance meeting, a Southington citizen referred to the members of the Board of Education as “deceitful” and made accusations and personal attacks. She stated that the citizen’s lecture and drama was a great example of what “disrespect” looked like. Mrs. Lombardi stated that it was not what is taught in their homes and not what they teach in the community. She pointed out that it was an example of the type of behavior that triggers negative feelings, bad relationships, and emotionally harms others. Mrs. Lombardi acknowledged that Mr. Cyr’s voice was very important, the research that he conducts is helpful, and his commitment to Southington is admirable. However, his approach, tone and words are offensive to her personally and to the Board of Education team who works so hard for the children of Southington. She is very comfortable waking up every morning and looking at herself in the mirror and being proud of her actions, words, and decisions wherever she is and that “bopping her head” is not a characteristic

that people note her for. Instead, she speaks with her mouth, not with “bopping her head.” She asked Mr. Cyr to share his voice with correct information and in a respectful manner to the Board of Education team who devotes so much of their time.

### **Communication from Administration:**

Mr. Connellan reported on the following:

1. Common Core Coaching Days: Mrs. Smith reported that in the fall, they were one of the few districts that were awarded 22 coaching days in the current school year from the State of Connecticut Department of Education. Coaching Days are days where curriculum and instructional facilitators/consultants come into the district and do walk-throughs in classrooms examining, with our teachers, teacher leaders, department chairs, etc., for evidence of Common Core best practices and talking with the teachers about evidence that is spotted that actually aligns well with Common Core. These walk-throughs are happening in areas of mathematics and English language arts. The consultants are talking about ways that they can integrate social studies with English language arts. They talk about the coaching value of teachers working with teachers and specialists’ working with teachers to process what is actually seen. This is a different model that fits in well with the Teacher Evaluation Program, which is legally titled Teacher Evaluation and Support. This is the support piece. The feedback from teachers has been wonderful and non-threatening. She noted that this has been a missing link for years in school districts, and people are actually asking if they can come to Southington to observe what is happening with our coaching models.

Mrs. Queen asked how our school district became eligible for the program. Mrs. Smith explained that the district applied through an application process with CREC through the efforts of Mrs. Stephanie Lawlor, Language Arts Coordinator. The acceptance into the coaching program was because of the district’s preparedness for Common Core.

2. High School Principal – Vacancy and Transition: Mr. Connellan reported that Dr. Semmel, Southington High School Principal, has been appointed Superintendent in Plymouth. Administration will be posting his vacancy on Monday, February 23 for one month closing on March 23, 2015. There will be two rounds of interviews taking place during the weeks of April 20 and April 27 leading up to an interview by the Board of Education on May 12, 2015 with the intent of having the Board appoint a successful candidate on May 14, 2015 with a start date of July 1, 2015.

3. School Safety and Security Plan: Mr. Connellan reported that the appropriate sign-offs by town and board officials are scheduled for February 25, 2015 in the morning and the roll out by administrators will be during staff meetings on March 10, 2015.

### **c. Communications from Student Representatives**

Mr. Iverson reported on the following:

- The Southington High School Guidance Department has begun meeting with students to discuss course registration.
- Students are signing up for the SBAC test. The English portion of the SBAC test is offered in the classrooms during the school day, and students do not need to sign up for that portion of the test. This year, administration determined for the betterment of the students that they choose the session to take the math test. It is

supposed to help the students choose a date that is best suited for their schedule. A weekend test is offered if a student wishes not to miss any school classes.

- The Southington High School Boys' Swim Team have 8 wins and 2 losses and are excelling this year coached by Mr. Tuttle from the Social Studies Department.
- The Girls' Basketball Senior Night was held this past Monday. The seniors on the varsity team were Kate Paterson and Nicole Fischer.
- The Boys' Basketball Senior Night will be held on Friday, February 20, 2015.

Miss Veilleux reported on the following:

- Students have received the informational packets regarding the AP tests that begin in May.
- Trivia Night, a fundraiser for the senior class, will be held on Wednesday, February 25 and costs \$5.00 per player. The top three teams will receive a gift card. It is open to all grades.

Mr. James Brino reported on the following:

- The Southington High School Music Department will host Surround Sound on March 6-8, 2015, which is an indoor Marching Band show held in the high school auditorium.
- There will be a Professional Development Day on Wednesday, February 25.
- The first competition for the Robotics team will be held February 27-March 1 at Wilby High School in Waterbury.
- Twenty students will be attending the New England Key Club Convention.

## **8. REPORT OF THE SUPERINTENDENT**

### **a. Personnel Report**

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

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

**Motion carried by voice vote with Mrs. Lombardi abstaining.**

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

Mrs. Beth Hosmer, Key Club Advisor, explained that this year the convention takes place at the end of April vacation. They have the initial caucus in the evening with guest speakers. The Key Club, regionally and nationally, has been working with people in Vietnam and building schools there. On Saturday, there are workshops for incoming Presidents, Vice-Presidents, Historians and Key Club members. In the past, there has been seven to nine members attending; but, this year there will be 20 students.

Mrs. Queen thanked Mrs. Hosmer and Mrs. Petra Johnson for giving of their time and being responsible of these students for three days and two nights on this field trip, which she felt was an amazing educational opportunity.

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

**“Move to approve the field trip for the Southington High School Key Club to attend the District Educational Conference in Springfield, Massachusetts, as presented.”**

**Motion carried unanimously by voice vote.**

**9. COMMITTEE REPORTS**

**a. Finance Committee Report ~ February 5, 2015**

Mrs. Carmody explained that Mr. Goralski, Chairman, was not at tonight’s Board of Education meeting because he had some minor surgery and that Mrs. Notar-Francesco was absent because she had a death in her family.

Mrs. Lombardi reported that the Finance Committee met on February 5, 2015 and discussed the Ag-Science and Technology estimated enrollment for 2015-2016 with the projected tuition calculation of \$333,431 to be included in the town’s budget. The committee reviewed the Self Insurance Report and that as of December 2014, they are \$15,581 less than budgeted. The committee discussed the Rubbish Removal and Recycling Proposal and will get back to the Board with a recommendation at a future meeting.

**1. Lawn Mowing and Trimming Bid Award - 2015-BID-#19 (Flanders, Hatton, Thalberg and Strong Schools)**

The committee recommended awarding the lowest vendors, Green Meadow, to Flanders and Hatton Elementary Schools and Cheshire Concrete to Thalberg and Strong Elementary Schools. Both contractors are currently performing services for the district, and administrators have been very happy with their performance.

**MOTION:** by Mrs. Lombardi, seconded by Mr. Derynoski:

**“Move to approve the Lawn Mowing and Trimming Bid Award 2015-BID-#19 for Flanders, Hatton, Thalberg and Strong Schools, as submitted.”**

ROLL CALL VOTE: YES – Mrs. Clark, Mrs. Johnson, Mrs. Lombardi, Mrs. Queen, Mr. Oshana, Mrs. Carmody, Mr. Derynoski. **Motion carried unanimously.**

**2. Preschool Tuition Rates 2015-2016**

Mrs. Lombardi reported that the committee reviews these rates annually and does rate comparisons with preschools across the town. The Southington Public Schools Preschool tuition rate is purposely kept low with the tuition received covering the paraprofessional salaries. The Finance Committee recommended increasing the current tuition rate by 10% even though others have increased by 13-15%.

**MOTION:** by Mrs. Lombardi, seconded by Mr. Derynoski:

**“Move to approve the Preschool Tuition Rates for 2015-2016, as presented.”**

ROLL CALL VOTE: YES – Mrs. Clark, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mr. Oshana, Mrs. Queen, Mrs. Carmody. **Motion carried unanimously.**

**b. Policy & Personnel Committee Meeting ~ February 17, 2015**

Mrs. Clark reported that the committee discussed the signage needed for video surveillance and that they are in the process of developing a policy. She thanked Mr. Peter Romano for attending the meeting and sharing a sample of a sign. The committee will be finalizing the policy at their next meeting and will bring it to the full Board. The committee also discussed the Accounting Manager position and agreed to make a minor change to present to the Board tonight later on the agenda. The committee made some minor grammatical changes on the job descriptions for the high school principal and elementary school principal.

Mrs. Lombardi shared that on the High School Principal and the Hatton School Principal job descriptions, one mentioned that the requirements were “preferred” and the other said “essential” and that they both should be consistent. Mrs. Clark noted that it was an error when they were re-doing them and thanked Mrs. Lombardi for bringing it to her attention. Mrs. Lombardi noted that on the High School Principal job description, it states, “Promote community relations.” She suggested that it should be stronger language and state, “Develop community relations.” Mrs. Carmody stated that these were first readings and that they were not taking action on them tonight. Mrs. Clark said that the committee will take those recommendations into consideration.

**10. OLD BUSINESS**

**a. Town Government Communications**

Mrs. Carmody reminded the Board of the following important dates:

- Monday, March 2, 2015, 7:00 p.m. at DePaolo Middle Schools, Board of Finance Public Hearing on the Board of Education 2015-2016 budget.
- Wednesday, March 25, 2015, Board of Finance meeting, Town Hall Council Chambers, Board of Finance recommended budget.
- Monday, April 27, 2015, Town Council Public Hearing on the budget, time and place to be announced.
- Monday, May 11, 2015, Town Council Adopts 2015-2016 Budget, time and place to be announced.

Mrs. Queen asked when the Board of Finance Workshops will be held. Mrs. DiNello replied that there are four dates for the workshops; however, she has not been informed the date that they will be discussing the Board of Education budget. She will inform the Board when she receives that information.

**b. Construction Update**

Mr. Romano reported that the construction is ongoing and that the furniture for the Media Centers at DePaolo and Kennedy Middle Schools were installed. This phase of the construction at Kennedy Middle School will be turned over in late March, and for DePaolo, it will be turned over at the beginning of March. On March 4, 2015, he will be attending a PCT (Plan

Completion Test) meeting with the State of Connecticut School Facilities Unit along with representatives from Fletcher Thompson, Newfield Construction, and Fred Cox. They need approval from the state so they can go out to bid for generators and other items. He noted that the plans were provided to the Board prior to the meeting. Per procedure, they need the Board of Education's approval on this plan before they take it to the state for approval, so they can get the generators out to bid, ordered, and installed over the summer months. Mr. Romano introduced Mr. Mark Hopper from Fletcher Thompson to explain and answer any questions.

Mr. Hopper explained that he is working on both DePaolo and Kennedy Middle Schools. He stated that he was at the meeting to procedurally get approval of drawings and specifications from the Board of Education that would allow them to go to the PCT (Plan Completion Test) meeting, which is the first review of drawings and specifications for the generator project and courtyard project in each middle school. He pointed out that the generator project was part of the original drawings and specs that came before the Board for approval as part of the initial project. At the time, it was listed as a bid alternate, and at the signing of the construction contracts early on in the project, it was not included as part of the project. The reason for that was there were thoughts that grants would be available that would pay for the complete purchase of the two generators for each school; therefore, the generators were not included as part of the project. The grants were not able to be secured, and they want to put these generators back into the project. From the standpoint of the two courtyards, the entire project and Building Committee team wanted to be able to make improvements to the courtyards. The project is going through a "Like New Renovation." At the time that the overall project was developed, there was no work that was considered in either of the two courtyards from a budget and project definition standpoint. At this time, there is a desire to make some improvements to those courtyards from an aesthetic, maintenance and operational standpoint to lower the maintenance and operational costs of those two courtyards. He noted that the courtyards are not used for educational purposes. Mr. Hopper stated that there were drawings circulated after this package was approved by the Building Committee at their meeting on Tuesday, and he had copies if anyone needed it. He stated that he needed two signatures before he left the meeting tonight to hand carry to the state meeting on March 4, 2015; one from the Board Vice Chairperson and one from the Superintendent of Schools, if approved.

Mr. Derynoski questioned if the main heating source for both schools would be oil or gas. Mr. Hopper replied that it was gas. Mr. Derynoski noted that the generators have a sound attenuation and a sub-based fuel oil tank and asked if the generators would be powered with oil. Mr. Hopper replied that they would be. Mr. Derynoski asked why they would do that when they have natural gas available. He did not like to bury tanks because that creates problems. Mr. Hopper explained that the tank is not buried; it sits underneath the generator so that the generator and tank comes as a packaged unit. He believed it was because of economics and not having to run the gas line from the street all the way to the rear and because of the availability to fill the tanks on an as needed basis. There are some jurisdictions that don't look at gas as being an uninterrupted fuel source. A tank that is filled could be considered uninterrupted because you can arrange a time for deliveries in an emergency event. Mr. Derynoski noticed that the location for the one at DePaolo would be at the farthest point on property line by the Armory. Mr. Hopper replied that was correct. Mr. Derynoski thought that was a long way to run electrical lines to feed the panel which is in the middle of the school. Mr. Hopper replied that as part of the construction project all the conduits and the foundations for the generators were part of the original construction project so they happened to already be in place. The project plan tonight is for the actual purchase of the generators to sit on the existing pad. He believed that the

generators and equipment around the site were located to be as far away from classroom space as possible, and there is acoustical attenuation requirements that they need to comply with. Mr. Derynoski pointed out that it was contrary to what is at Kennedy because that generator is right up against the building. Mr. Romano explained that the conduits were already underground for both of these generators, and they are married to where these locations are unless they want to spend more money. He pointed out that the generators need to be exercised on a routine basis, so they try to locate them as far from the school or any residence. The topography at Kennedy does not allow them to put the generator farther away from the school. Mr. Romano agreed with Mr. Derynoski that his points were valid, and they probably would not use the generators with the students in school, but they do have to exercise them.

Mrs. Johnson questioned the purpose of the generators. Mr. Hopper replied that they are emergency generators that will run the elevators, kitchens, emergency lighting and various sections of the school. Mrs. Johnson asked if there will be enough money to fund these if they put this money back into the construction cost. Mr. Hopper replied that there will be enough money by getting the costs included in the project outside of the change order process.

Mrs. Lombardi asked if the operational maintenance costs in the budget will be less for the courtyards. Mr. Hopper believed it would be a reduction in maintenance and operation costs. Mrs. Lombardi questioned how much lower the maintenance cost would be. Mr. Romano explained that it is an area that will be difficult to maintain especially with weeds which would have to be manually pulled by hand. The hope is to put in an artificial turf with no maintenance. There will be no lower cost to the budget. Mrs. Lombardi asked why they have the courtyard and if it could be used for something else. Mr. Hopper replied that the courtyard is there to bring natural light into the classrooms that open onto that space. Mr. Romano stated that this is a Renovate-as-New Project and that existing space could not be modified because it would not be ADA compliant and it is inaccessible to students.

Mrs. Queen asked if there was an environmental club that used to maintain the courtyard at DePaolo Middle School. Mr. Steve Madancy, Kennedy Middle School Principal, replied from the audience that the club exists at both middle schools, and they plant flowers in planters; otherwise, it becomes weed infested.

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

**“Move to approve the plans and bid documents needed for the March 4, 2015 PCT (Plan Completion Test) Meeting with the state for DePaolo Middle School.”**

ROLL CALL VOTE: YES – Mrs. Queen, Mrs. Clark, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mr. Oshana, Mrs. Carmody. **Motion carried unanimously.**

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

**“Move to approve the plans and bid documents needed for the March 4, 2015 PCT (Plan Completion Test) Meeting with the state for Kennedy Middle School.”**

ROLL CALL VOTE: YES – Mrs. Queen, Mrs. Clark, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mr. Oshana, Mrs. Carmody. **Motion carried unanimously.**

## 11. NEW BUSINESS

- a. **Overnight / Out of State / Field Trip Approval** (*Moved to Agenda Item 8.b*)
- b. **Early Childhood Collaboration Presentation ~ Mary E. Yuskis, Ed.D., Director**

Dr. Mary Yuskis, Director of the Early Childhood Collaborative of Southington (ECCS) gave a PowerPoint presentation on the partnership between the Early Childhood Collaborative of Southington and the Southington Public Schools. Along with her were other representatives from ECCS: Michelle Slimak, ECCS Chairperson; Jim Williamson, President of the Community Foundation of Greater New Britain; Scott Sunbury, parent of students at Kelley School; Kristi Josephson, ECCS Marketing and Promotions Coordinator, and Patrice Clynes, District Math Specialist K-3. Dr. Yuskis spoke to the following areas: 1) the importance of early experiences and why they matter; 2) the community plan overview; 3) some of the highlights of the work that they have been doing over the past year, 4) the ECCS Partnership Roundtable; and 5) daily math practice at home for young children.

Dr. Yuskis focused on the following areas in the PowerPoint presentation:

- **What is ECCS?**

The collaborative is comprised of a committed group of parents, educators, healthcare providers, childcare providers, community leaders, business owners and members of the community who are deeply invested in the growth, development and academic success of young children in the community of Southington.

- **Mission Statement: All Southington school children will enter school ready to learn.**

The group supports the Mission Statement and put it into perspective by saying it is important to know why quality childhood experiences are so critical. Dr. Yuskis noted eight critical reasons of why childhood experiences are important and pointed out that the investment now has a significant return later.

- **National Research:**

Dr. Yuskis read two brief sentences about the importance of early childhood education that sets the tone for the work that they do in the collaborative. Dr. Yuskis quoted James Heckman who is a Professor of Economics at the University of Chicago and Nobel Laureate in Economics who said that, *“Early childhood development drives success in school and life. A critical time to shape productivity is from birth to age 5 when the brain develops rapidly to build the foundation of cognitive and character skills necessary for success in school, health, career and life. Early childhood education fosters cognitive skills along with attentiveness, motivation, self-control and sociability, the character skills that turn knowledge into know-how and people into productive citizens.”*

- **What does the ECCS offer?**

ECCS supports parents and caregivers and is an early childhood resource for the community. They offer workshops and professional development opportunities and are a conduit to community and civic organizations to share the message that a strong early childhood foundation is important. ECCS partners with the Family Resource Center.

- **The Community Plan for Southington’s Young Children:**

In the early part of 2014, Dr. Yuskis was asked to assist the ECCS with compiling the Community Plan for Southington's young children. Dr. Yuskis shared the plan that drives a lot of the work that they are doing and a lot of decisions that they are making. She gave a comprehensive overview of the state of early childhood in our community in both the areas of strength and weakness. She noted that the plan was very extensive and long. The plan is written in an electronic format so that it can be consistently updated to reflect the work that they are doing and is designed to bring attention to some areas of concern. It also incorporates results-based accountability.

- **Key Areas of Focus from the ECCS Plan:**

Dr. Yuskis explained that the plan was on the Internet with three sections which are: 1) Community, 2) Health and, 3) Education. She spoke to the KEI (Kindergarten Entrance Inventory) Numeracy Scores, especially in literacy; CMT scores in math and reading, the number of children with preschool experience, and the number of accredited childcare centers in Southington. There are 35 home daycares and none of them are accredited. However, there is a way that accreditation can be obtained through the NAFCC (National Association of Family Childcare), which is being spearheaded by Mrs. Michelle Passamano [Registrar]. They recently received a grant for \$4,500 from the Main Street Foundation (Women and Girls Fund) to support five home daycare providers in Southington being able to pursue accreditation. Currently, in the entire state of Connecticut, only two home daycare providers have achieved this accreditation. If Southington is successful, they will be in the forefront for the entire state with having five home daycares that are accredited.

- **How is ECCS addressing their focus areas?**

Dr. Yuskis explained that they plan to continue to share their message with policymakers, supporters, funding sources, and education members of the community about the return on investment of this work. They will offer math manipulative kits to incoming kindergarten students at registration time to reiterate the importance of early math skills and begin the accreditation process for home daycare providers. They plan to offer scholarships to incoming preschool students for families who find the cost to be a hardship; continue to seek grant opportunities to support some of their work; continue to build meaningful partnerships in the community; investigate the idea of partnering members of our senior population with our younger students to assist in support of mastery of key subjects such as reading and math; pursue the goal of making the ECCS part of Southington's budget because the majority of grant funding is only available for one more year. They are currently funded solely on grant money including a \$5,000 grant from the Board of Education to support their work. She noted that the Community Foundation is a wonderful partner as is the Graustein Memorial Fund.

Mrs. Carmody thanked Dr. Yuskis for the important work that she does preparing the children for when they enter the Southington school system. She felt that the page in the Board packet with "Did you know?" should be out in the community for everyone to read. Dr. Yuskis explained that they hoped to create lawn signs with the "Did you know?" information on the signs and put them around the community.

Mrs. Queen asked for some of the ways that they were reaching out to the at-risk population who are not involved in a preschool experience. Dr. Yuskis replied that was the challenge because they have to be identified. She noted that they work closely with the Southington Community Services office because they see some of those families, and she tries to be present for some of their events. They also have contact with the schools and preschools. Dr.

Yuskis pointed out that they do not offer any financial aid, but they are the conduit to other programs. One of the things about the Family Resource Center is that it is a quality program at no cost.

Mrs. Johnson noted that the number that jumped out at her was that only 79% of children in Southington have preschool experience, which means about 100 of the incoming kindergarteners in 2015 will have no preschool experience. She found this very upsetting because they will be behind right away. Mrs. Clark felt part of the problem was parents do not know what is available and that the Board has to do a better job of getting the word out. Dr. Yuskis acknowledged that one of their roles is trying to educate the community.

Mrs. Lombardi noted that Linda Clock and Kelly Nichols found that the majority of the ELL (English Language Learners) children did not have preschool experience because their parents were not socialized with the community. She questioned if Dr. Yuskis could connect with those families. Dr. Yuskis replied that was one of their action items embedded within the plan. She noted there were many language and cultural barriers as well and that it was a critical area that they will be working on.

Mrs. Carmody thanked Dr. Yuskis for her presentation. Mrs. Lombardi thanked Mr. Williamson for the grant money.

### **c. Middle School Enrollment Study**

Mrs. Betty Lutz [retired Kelley Elementary Principal] and Mrs. Pamela Aldi [retired Kennedy Middle School Assistant Principal] were given the charge of looking at middle school redistricting for 2015-2016 because of the inequity of the number of students at each school and gave a PowerPoint presentation on their findings. They highlighted the following:

- For the 2014-2015 school year, there are 106 more students at J. F. Kennedy Middle School (JFK) than at J. A. DePaolo Middle School (JAD). They looked at various scenarios to show what could happen if they moved some streets in order to make the inequity go away.
- They identified grade levels and kept that grade consistent in order to follow the data. The feeder schools feeding students into JFK and JAD are Derynoski and Kelley Elementary Schools. Out of the 107 students from Derynoski, 74 are going to JFK and 33 are going to JAD. For Kelley Elementary School, there are 66 students with 34 going to JFK and 32 going to JAD.
- A percentage chart of students at Kelley School showed that the percentage of students going to JFK decreases over time by approximately 10% and the percentage of students going to JAD increases over time.
- A percentage chart of students at Derynoski School showed that the percentage of students going to JFK increases over time by approximately 8% and the percentage of students going to JAD decreases over time.
- Mrs. Lutz noted that Mr. Romano helped them with the approved sub-divisions in town and that there are five elementary schools that will be impacted by the approved sub-divisions as of two months ago. They broke the sub-divisions out into the two middle schools with 208 building lots in the JFK district and 204 building lots in the JAD district. There are currently 148 approved sub-divisions in the Derynoski Elementary School district and 204 approved sub-divisions in

the Thalberg Elementary School district. Mrs. Aldi noted that looking at the building projects was essential to their work.

- Mrs. Lutz explained that there were four different scenarios that they took into account based on the split schools and how they would possibly move streets. The first scenario is to make no changes. The second scenario was moving all of Kelley Elementary School students to JAD to balance enrollment and then Kelley School would not be a split school. The third scenario was to move all of Jude Lane and north students to JAD, which are Kelley Elementary School students. A few years ago when redistricting was talked about, these were the streets included at that time.
- Mrs. Aldi stated that the fourth scenario would move select Derynoski Elementary School streets to JAD. They found that it works for one year and then disappears and works against them.
- They looked in detail at how the four scenarios would affect grade levels over time.
- Mrs. Lutz pointed out that they presented this information to Mr. Connellan, Mrs. Smith, Mr. Goralski, Mrs. Carmody, Mrs. Notar-Francesco and the middle school principals.

Mrs. Carmody thanked them for all their work and the PowerPoint presentation making it easy for them to understand.

Mrs. Lombardi noted that the enrollment in the middle schools was going down. She asked if they looked at the building projects and the residential lots and allocated a certain number of students per lot. Mrs. Lutz replied that they did not. She noted that Mr. Romano spoke to Mr. Louis Perillo [Economic Development Coordinator] on that, and they don't even allocate a certain number. Mrs. Lutz stated that it was just a guessing game. Mrs. Lombardi felt that the Board had a big challenge to look at the overall picture. She noted the physical capacity in the JFK building and questioned if it was impacting curriculum in any way. Mrs. Smith replied that team sizes are larger at JFK and populations in need of support are greater at Kennedy. As a result of that, Mrs. Smith and Mr. Connellan are re-evaluating resource allocation. Mrs. Carmody felt that the recommendation was to go with no change and questioned if they would transfer staff. Mrs. Smith replied that they are evaluating programs and team size for equity.

Mr. Connellan thanked Mrs. Lutz and Mrs. Aldi for the tremendous amount of work that they put into this. Mr. Connellan summarized that the task that they asked the consultants to look at was rebalancing the middle schools, which they accomplished by providing the information. Mr. Connellan felt that the Board did not need to take action on this. His recommendation is that they maintain the current pattern knowing it will begin to balance out naturally and engage in the process of looking at the resources to make sure that there is equity of resources in both middle schools. The next piece after that will be when they get to Phase III, which will involve a much more complex study that will engage the services of a third party to do a combination enrollment and facilities study. He felt that the big take away from this work was that the data was fascinating, and his recommendation is that they maintain the enrollment the way it is and begin to look at the resources.

Mrs. Queen felt it was important to reiterate that although the enrollment numbers of students they currently have appear to be going down over time, it does not include the new building lots; therefore, Mrs. Lutz and Mrs. Aldi are not saying that the enrollment numbers are going down.

Mr. Oshana noted that there is a very large development going up on Meriden-Waterbury Road and questions if those building lots were included in the redistricting study. Mrs. Lutz replied that it was included in the Derynoski district with 100 units being built. Mrs. Carmody stated that she is a member of the SEED Committee and that she always asked the question of what a new development would do to the school population, and she is always told that the new, bigger homes that are being built are people who live in Southington who are moving from a starter home to a bigger home, so there is no effect on the school population. Mr. Oshana replied that it was not true and that he would love to join Mrs. Carmody at a SEED meeting.

**d. Leonard and Gladys Joll Scholarship Committee Appointment**

Mrs. Carmody announced that she appointed the following Board members, who volunteered, to be on the Joll Scholarship Committee: Mr. Derynoski, Mrs. Lombardi, and Mrs. Johnson.

**e. Job Description: Accounting Manager**

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

**“Move to approve the job description for the Accounting Manager position as recommended by the Policy and Personnel Committee.”**

ROLL CALL VOTE: YES – Mrs. Queen, Mrs. Clark, Mrs. Johnson, Mrs. Lombardi, Mr. Oshana, Mrs. Carmody. ABSTAIN: Mr. Derynoski. **Motion carried with six in favor and one abstention.**

**12. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 9:55 p.m.

Respectfully submitted,  
*Linda Blanchard*  
 Recording Secretary

**Board of Education**

**Administrative Report**

**March 12, 2015**



- 1. School Security and Safety Plans**
- 2. SchoolNet Implementation**
- 3. Retirement**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 12, 2015

Decision Requested X Agenda Code 7. a

**AGENDA REPORTING FORM**

**Agenda Topic:** Personnel Report

**Summary of Issue:** This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for 2014-2015.

**Background:** The attached report lists personnel activity from February 1, 2015 through February 28, 2015.

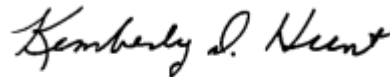
**Alternative Strategies:** \_\_\_\_\_

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

**Beginning Date of Program or Project:** \_\_\_\_\_ N/A

**Ending Date of Program or Project:** \_\_\_\_\_ N/A

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



\_\_\_\_\_  
Signature of Staff Member Submitting Report



\_\_\_\_\_  
Signature of Superintendent of Schools

**Titles of Attachments:**

1. Personnel Report

Agenda – March 2015

**PERSONNEL ACTIVITY REPORT**  
**FOR: February 2015**

**APPOINTMENTS**

**Certified**

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Drogosek, Jeffrey	Technology Teacher	SHS		January 26, 2015	BA	Central CT State University	\$43,200.00 prorated
Chordas, Shelley	Literacy Specialist	JFK		To be determined	MA	Central CT State University	\$82,600.00 prorated

**Classified**

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Berthiaume, Susan	ABA Therapist	Hatton	12.00	February 18, 2015	\$17.51
Palmieri, Amanda	ABA Therapist	Derynoski	35.00	February 18, 2015	\$17.51
Pryzbek, Nathaniel	Paraprofessional, ISS Program	SHS	31.25	February 18, 2015	\$14.49
Andreotta, Hilary	Interim Special Education Paraprofessional	Thalberg	15.75	March 2, 2015	\$10.50
Cascio, Ashley	ABA Therapist	Hatton	28.00	March 9, 2015	\$17.51

## RESIGNATIONS

### Certified

Name	Position	School	Effective Date	Years of Service	Retire
Semmel, Martin	Principal	SHS	March 15, 2015	5 years	No
Hackett, Regina	English Teacher	SHS	July 1, 2015	35 years	Yes
Kamerbeek, Sally	Principal	Hatton	July 1, 2015	12 years	Yes
Smith, Karen	Assistant Superintendent	District	July 1, 2015	25 years	Yes
Bagwell, Carol	Special Education Coordinator	District	July 1, 2015	11 years	Yes
Verrilli, Lynne	Grade 1 Teacher	Derynoski	July 1, 2015	4 years	No
Milano-Parsons, Stephanie	Guidance Counselor	Derynoski	August 1, 2015	16 years	Yes

### Classified

Name	Position	School	Effective Date	Years of Service	Retire
McAdoo, Ryan	Part-Time Special Ed Paraprofessional	JAD	February 11, 2015	4 months	No
King, Erica	Part-Time Special Ed Paraprofessional	SHS	February 19, 2015	6 years	No
Orsini, Marie	Part-Time Special Ed Paraprofessional	Derynoski	February 21, 2015	5 months	No
Harty, Michelle	ABA Therapist	Hatton	February 27, 2015	6 months	No
Kesilewski, Courtney	Part-Time Administrative Secretary	Central Office	February 28, 2015	5 months	No
Cotter, Lawrence	Crossing Guard	District	February 28, 2015	17 years	No

## TRANSFERS

### Certified

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

### Classified

Name	From Position	From School	To Position	To School	Effective Date
Griffin, Dawn	Part-Time Sp Ed Para	JFK	Part-Time Library Para	SHS	February 23, 2015

## UNPAID LEAVES OF ABSENCE

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

## COACHING / STIPENDS

### Appointments

Name	To Position	School	Effective Date	Stipend
Andino, Christian	Assistant Coach, Cheerleading	SHS	February 17, 2015	\$1,561.00
Barry Jr., Edward	First Robotics Advisor	SHS	February 23, 2015	\$650.50

### Resignations

Name	From Position	School	Effective Date
McAloon, James	Freshman Coach, Baseball	SHS	February 12, 2015



# SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut  
Curriculum and Instruction Committee Meeting  
February 23, 2015

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 10:00 a.m.

Members Present: Mrs. Terri Carmody, Mrs. Patricia Johnson, Mrs. Jill Notar-Francesco, Mrs. Patricia Queen.

Present from district: Mrs. Karen Smith, Assistant Superintendent of Schools; Mr. Brian Stranieri, Assistant Principal, Southington High School; Mr. Justin Mirante, Technology Education Department Chair, Southington High School.

The Curriculum and Instruction Committee met at Southington High School to review the Technology and Engineering program and visit classrooms within the Technology and Engineering department. After an overview of the curriculum goals within the department, the committee visited the following classrooms:

- Transportation Technologies (Automotives)
- Architecture
- Residential Construction
- Engineering Graphics
- Principles of Engineering (PLTW)
- Metals
- Audio/Visual Systems
- Wood Manufacturing

Committee members spoke with teachers within the departments who shared the student benefits of participating in these elective offerings. Some students shared their work projects as well as their goals beyond high school.

The committee noted and appreciated the recent painting that was done in the classrooms. The fresh coat of paint made the classrooms brighter and a more conducive learning environment. Members would like to further explore ways that we might be able to integrate mathematics, for example, into one or more of the technology and engineering courses.

By Mrs. Johnson, seconded by Mrs. Notar-Francesco

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

*Motion carried unanimously by voice vote.*

The meeting was adjourned at 12:00 p.m.

Respectfully Submitted,

Karen L. Smith  
Assistant Superintendent of Schools

**TIMOTHY F. CONNELLAN**  
SUPERINTENDENT OF  
SCHOOLS

**KAREN L. SMITH**  
ASSISTANT SUPERINTENDENT  
OF SCHOOLS

#### BOARD OF EDUCATION

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BOARD CHAIRPERSON

TERRI C. CARMODY  
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JILL NOTAR-FRANCESCO  
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**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date March 12, 2015

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 \_\_\_\_\_ March 12, 2015 \_\_\_\_\_

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 administration is monitoring a recurring moisture issue when extreme temperature changes occur. This may be caused by winter into spring temperature swings. The project will be closed out when this issue is resolved.

**Kennedy & DePaolo Middle School - Renovation/Expansion:** \_\_\_\_\_

A PCT review took place at the State Bureau of School Facilities on March 4<sup>th</sup>, 2015. The final phase review was for installation of a generator and courtyard upgrades at both JAD and JFK projects.

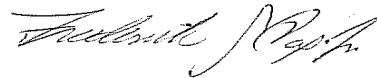
**Background:** At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a permanent agenda report for school construction projects.

**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 March 12, 2015

Decision Requested X Agenda Code 10 a

**AGENDA REPORTING FORM**

**Agenda Topic:** Job Descriptions ~ Southington High School Principal and Elementary Principal  
(Second Reading)

**Summary of Issue:** The Policy & Personnel Committee has reviewed the job descriptions for the  
Southington High School Principal and Elementary Principal positions. Included are the final  
drafts of those job descriptions that were presented at the February 17, 2015 Policy and Personnel  
Committee meeting.

**Background:** The Policy and Personnel Committee regularly reviews job descriptions to ensure  
they are current and appropriate.

**Alternative Strategies:** N/A

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

**Beginning Date of Program or Project:** Upon Board approval

**Ending Date of Program or Project:** N/A

**Recommendation or Comment:** Move that the Board of Education approve the job descriptions  
for the Southington High School Principal and Elementary positions, as recommended by the  
Policy and Personnel Committee.

**Titles of Attachments:**

1. DRAFT Job Descriptions

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Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools



# **SOUTHTON PUBLIC SCHOOLS**

## **JOB DESCRIPTION**

### **DRAFT**

**TITLE:** HIGH SCHOOL PRINCIPAL

**QUALIFICATIONS:**

- 1) Connecticut Intermediate Administrator Certification
- 2) Experience in administration at the secondary level preferred
- 3) Experience in teaching at the secondary level preferred
- 4) Knowledge of current practices and theory in secondary education

**REPORTS TO:** Superintendent of Schools or his/her designee

**SUPERVISES:** The programs, activities, personnel, and operations of Southington High School

**JOB GOAL:**

Provide administrative and instructional leadership required for the operation of a contemporary high school, within the policies established by the Board of Education and implemented by the Superintendent of Schools.

**PERFORMANCE RESPONSIBILITIES:**

- 1) Ensure the safety of all students, staff, and visitors within the building and on school grounds.
- 2) Develop and implement contemporary education programs for student achievement.
- 3) Develop, implement, and evaluate curriculum.
- 4) Supervise and evaluate certified and classified personnel.
- 5) Select and assign all staff members.
- 6) Maximize staff utilization.
- 7) Ensure effective leadership of all student groups and school activities.
- 8) Promote and supervise co-curricular activities.
- 9) Organize and supervise procedures for student management and conduct.
- 10) Develop and encourage a viable parent/teacher organization.
- 11) Promote positive community relations.
- 12) Develop and implement the school budget.
- 13) Manage the Student Activity Fund.
- 14) Supervise building and equipment maintenance.
- 15) Promote school and college relationships.
- 16) Perform any and all related other duties assigned by the Superintendent of Schools.

**TERMS OF EMPLOYMENT:**

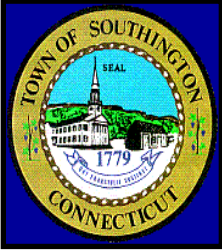
In accordance with the working agreement between the Southington Board of Education and the Southington Administrators Association.

**EVALUATION:**

Performance to be evaluated annually by the Superintendent of Schools or his/her designee.

JOBDESC.C01/Ruth

Revised 03-14-96; 2-12-15



# **SOUTHTON PUBLIC SCHOOLS**

## **JOB DESCRIPTION**

### **DRAFT**

**TITLE:**           **ELEMENTARY PRINCIPAL**

**QUALIFICATIONS:**

- 1) Connecticut Intermediate Administrator Certification
- 2) Experience in teaching at the elementary level **preferred**
- 3) Knowledge of current practices and theory in elementary education

**REPORTS TO:**           Superintendent of Schools or his/her designee

**SUPERVISES:**           The school programs, activities, personnel and school operations

**JOB GOAL:**

To provide administrative and instructional leadership required for the operation of a contemporary elementary school, within the policies established by the Board of Education and implemented by the Superintendent of Schools.

**PERFORMANCE RESONSIBILITIES:**

- 1) Ensure the safety of all students, staff, and visitors within the building and on school grounds.
- 2) Develop and implement contemporary education programs.
- 3) Develop, implement and evaluate curriculum.
- 4) Schedule, supervise and evaluate certified and classified personnel.
- 5) Select-and assign-all staff members.
- 6) Maximize staff utilization.
- 7) Encourage cooperative leadership of students in worthwhile activities of school life.
- 8) Promote and supervise co-curricular activities.
- 9) Promote and maintain high standards of student conduct.
- 10) Develop and encourage a viable parent/teacher organization.
- 11) Promote positive community relations.
- 12) Prepare and submit the school's budgetary requests and to monitor the expenditure of approved funds.
- 13) Chair, and/or participate in team meetings as required.
- 14) Supervise building and equipment maintenance.
- 15) Perform any and all related other duties assigned by the Superintendent of Schools.

**TERMS OF EMPLOYMENT:**

In accordance with the working agreement between the Southington Board of Education and the Southington Administrators Association.

**EVALUATION:**

Performance to be evaluated annually by the Superintendent of Schools or his/her designee.



**\*DRAFT\*****Series:** \_\_\_\_\_**Video Surveillance**

The Southington Board of Education recognizes the need to maintain appropriate conduct on school property and on school buses. Accordingly, the Board authorizes the installation of video cameras on school property and on school buses to aid in monitoring student behavior. The recordings from these cameras, which provide video coverage only, may be used to assist school administrators in deciding upon appropriate disciplinary action, or for other appropriate purposes as determined by the school administration.

**Legal Reference:**

Connecticut General Statutes § 10-221

Connecticut General Statutes § 14-200 *et. seq.*

Connecticut General Statutes § 31-48b

Connecticut General Statutes § 31-48d

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g *et seq.**Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools*, United States

Department of Education (October 2007), available at

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.*Office of the Public Records Administrator, Retention Schedule M1-General**Administration Records*, available at <http://www.cslib.org/retschedules.htm>.*Office of the Public Records Administrator, Retention Schedule M8-Education**Records*, available at <http://www.cslib.org/retschedules.htm>.

Policy adopted:

**\*DRAFT\***

**Series:** \_\_\_\_\_

**Video Surveillance**

**A. Video Surveillance Rules**

1. The district shall annually notify its students, their parents/guardians, and its staff that video surveillance may occur on any school property and the district shall post signs at each building with video cameras.
2. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or his/her designee.
3. The system can be used for live, day-time viewing, and/or night-time monitoring and surveillance of the buses, grounds, and buildings.
4. The use of video recordings from surveillance equipment shall be subject to the other policies of the District, including policies concerning the confidentiality of student and personnel records. Video recordings considered for retention as a part of a student's record will be maintained in accordance with established student record procedures governing their access, review, and release.
5. The Board or its administrators may use video surveillance for any legitimate educational or operational purposes, including but not limited to: a) monitoring and protecting District property from vandalism or theft; b) fostering the safety and security of students, staff, and visitors during or after school and/or while participating in school functions; c) cooperating with specific law enforcement inquiries and proceedings; and d) when warranted, investigating and/or remediating specific student disciplinary situations.
6. The Superintendent and/or designee of the Board may access the videotapes as needed to fulfill their professional responsibilities.
7. It will be the responsibility of the Board of Education and administration to periodically review and update the video surveillance policy and its regulations.

**\*DRAFT\***

**Series:** \_\_\_\_\_

**Video Surveillance**

**B. Operation of the Video Surveillance System**

1. Video cameras will be utilized in areas recommended by the building administration and approved by the Superintendent. The District will notify students, parents, and employees that video surveillance may occur on school property through a video surveillance policy among its Board policies, in parent/student handbooks, and on the Southington Public Schools Website.
2. Video recording equipment will be installed prominently. Equipment will not be placed in areas where students, employees, and the general public have a reasonable expectation of privacy. Video recording equipment may be in operation 24 hours per day.
3. Building principals, other administrators, and other personnel working with the video surveillance system are required to review and apply these regulations in performing their duties and functions related to operation of the system.
4. Staff and students are prohibited from unauthorized use of, tampering with, or otherwise interfering with video records and/or video camera equipment. Staff and/or students found to violate this regulation will be subject to appropriate disciplinary action, consistent with District policies and procedures.
5. The District will provide reasonable safeguards including, but not limited to, password protection and controlled physical access to protect the surveillance system from unauthorized users and unauthorized use.
6. Video monitors will be located in a location determined by the building administrator.
7. Video surveillance equipment will be used in accordance with all Board of Education policies.

**\*DRAFT\***

**Series:** \_\_\_\_\_

**Video Surveillance**

**C. Storage and Security**

1. Surveillance video recordings shall be maintained by the district for at least two weeks, after which time the tapes may be recycled. If a tape becomes evidence in any kind of disciplinary proceeding or litigation; if notice of pending action has been filed with the town clerk pursuant to Conn. Gen. Stat. § 7-101a(d); or if a tape otherwise takes on a status that would require a longer retention period according to the applicable retention schedule, the tape must be retained for the amount of time specified by the Board's records retention schedule, or until all actions have been resolved, whichever time period is greater.
2. Video records held for review of property or student incidents will be maintained in their original form pending resolution. Records will then be erased, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

**D. Requests to View Video Surveillance**

Requests to review video records will comply with all applicable state and federal laws and with Board Policy. All requests for review of video recordings that are considered an educational record will be as follows:

1. All viewing requests must be submitted in writing to the Superintendent within five (5) school days of the date of the recording. Requests for viewing will be limited to those parents/guardians, students, and/or law enforcement officials with a direct interest in the proceedings, and only the portion of the video record concerning the related specific incident will be made available for viewing.
2. Approval/denial for viewing will be made within five (5) school days of receipt of the request and so communicated to the requesting individual by the Superintendent or his/her designee.
3. All viewing will include the building principal or his/her designee, and will take place in the school's administrative offices.

**\*DRAFT\***

**Series:** \_\_\_\_\_

**Video Surveillance**

4. A written log including the date of viewing, reasons for viewing, the date the recording was made, and signature of the viewer, will be maintained of any persons viewing video records.
5. Video records will remain the property of the District and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
6. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.

**E. Student Records**

Video surveillance records may become a part of a student’s educational record if the student is personally identifiable and the video is maintained with regard to that student. The District will comply with all applicable state and federal laws and Board policies related to record maintenance and retention.

Regulation adopted:

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 12, 2015

Decision Requested x Agenda Code 10 c.

**AGENDA REPORTING FORM**

**Agenda Topic:** Dedication of Walkway at Southington High School Presentation

**Summary of Issue:** A group of citizens and staff members inquired about naming a walkway at the Community Turf Field for former coach Dom D'Angelo. A committee was formed to review the request and to make a recommendation to the Board.

**Background:** Please refer to the summary information included above.

**Alternative Strategies:** N/A

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

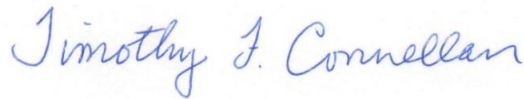
**Beginning Date of Program or Project:** TBD

**Ending Date of Program or Project:** TBD

**Recommendation or Comment:** Review and act on the recommendation of the committee

Title of Attachment(s)

1. Presentation



\_\_\_\_\_  
Signature of Superintendent of Schools



# **“DOM D’ANGELO WAY”**

Southington High School  
Athletic Facility



# Purpose

- ▣ To recognize the contributions of Dom D'Angelo as a Veteran, Educator, Coach, Athletic Director, Mentor and Community Leader at Southington High School and the Southington Community.



# Objective

- ▣ The objective is to provide an overview proposal to install a walkway in honor of Dom D'Angelo.
- ▣ Two years of active research and fact findings.
- ▣ The committee members are: Terri Carmody, Colleen Clark, Terry Lombardi, Brian Stranieri, Rob Thomson & Mike DeFeo



# Who was “Dom D’Angelo”?

- ▣ A longtime Southington citizen and educator
- ▣ Decorated Soldier & Awarded Bronze Star in WWII under General Patton
- ▣ Founded Southington Midget Football & Bidy Basketball Leagues
- ▣ 1st Athletic Director @ YMCA & Camp Director
- ▣ Served 25 Years as Commissioner of Park & Recreation Board
- ▣ Won numerous civic & athletic awards
- ▣ Saluted for his devotion to youth athletics by the Governors of CT
- ▣ Joined the Southington High School staff in 1967 where he taught Social Studies and eventually became Athletic Director
- ▣ Coaching career spanned 21 years with a Football record of 169-71.
- ▣ 1972 recognized as National High School Coach of the Year & 1973 named Northeastern States High School Coach of the Year.
- ▣ Inducted into The Southington Sports Hall of Fame Inaugural Class



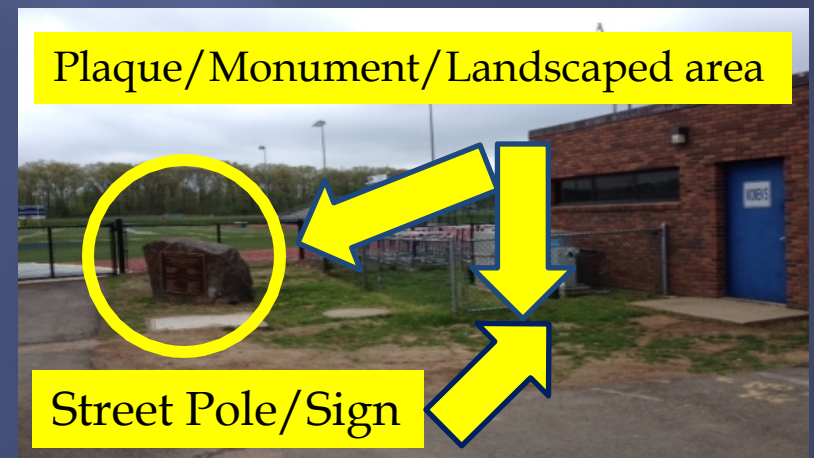
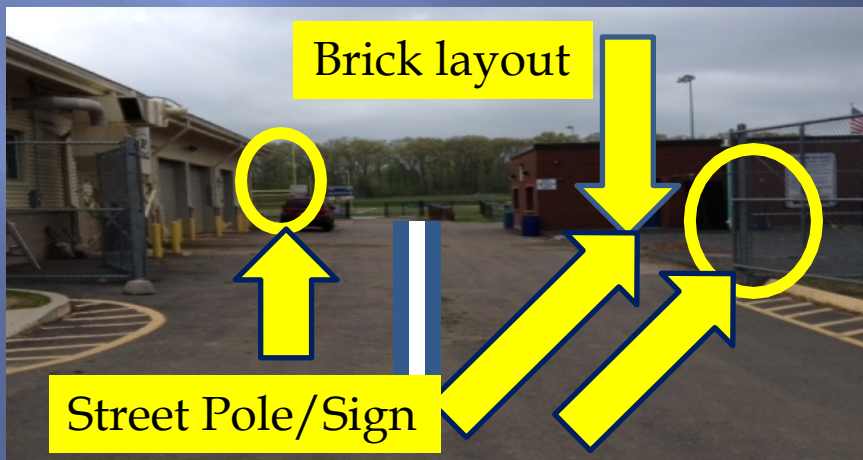
# Recognition



- By way of establishing an area within the athletic complex which is designated as

## “Dom D’Angelo Way”

- Road Sign signifying designated area.
- Plaque/Monument identifying years of service, accomplishments, and contribution to the Southington High School and the Southington Community.



# Financial Support

- ▣ This project will be fully funded by private donations and the committee will implement various fundraisers throughout the next few months to reach the financial goals set for this initiative.
- ▣ There will be no cost to the Southington taxpayers or Board of Education.



# Timeline of Events:

- Approval by Board of Education – March 2015
- Begin financial campaign – April thru August
- Layout plaque / monument area – April thru August
- Layout light poles / street sign – April thru August
- Begin work on both brick layout & pole/street sign - May
- Completion of construction – August
- Dedication of “Dom D’Angelo Way” - September



# Conclusion

- ❑ The Committee feels that this individual is worthy of this honor and meets the guidelines set forth by the Southington Board of Education for the naming of the proposed walkway.
  
- ❑ Board Policy R-7551 Series 7000: Construction of Physical Facilities
  - Occupying
  - Dedication of Project
  - Name of Facility
  
- ❑ It is the intent of this committee after more than two years of research, that we strongly recommend naming the walkway to the athletic complex at Southington High School in honor of “Dom D’Angelo” for his major contributions to Southington High School and the Southington Community.

