

Southington Board of Education Meeting

Thursday, September 10, 2015 6:00 PM

Municipal Center 200 North Main Street Southington, CT 06489 REVISED

- September 8, 2015

200 North Main Street

Southington, CT 06489



BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session to discuss SEA Negotiations and Personnel
3. Celebration of Excellence ~ 7:00 p.m.~ Jill Notar-Francesco for Outstanding Leadership and Dedication to the Southington Board of Education
4. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
5. Pledge of Allegiance
6. Approval of Minutes ~ August 13, 2015
7. Communications
 - a. Communications from Audience
 - b. Communications from Board Members
 1. Acceptance of letter of resignation from Jill Notar-Francesco, Board member
 - c. Communications from Administration
 - d. Communications from Student Representatives
8. Report of Superintendent
 - a. Personnel Report
9. Old Business
 - a. Town Government Communications
 - b. Construction Update
 - c. Enrollment Update
10. New Business
 - a. 2014-2015 School Resource Officer Annual Report
 - b. School Opening 2015-2016
 - c. Summer School 2015
 - d. Budget Assumptions / Priorities for 2016-2017
 - e. Athletic Director Job Description ~ Second Reading
 - f. Computer Teacher Job Description ~ Second Reading
 - g. Community Relations Policy ~ Second Reading
 - h. Participation in Athletics and Other Co-Curricular Activities ~ Second Reading
11. Adjournment

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

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

AUGUST 13, 2015

The regular meeting of the Southington Board of Education was held on Thursday, August 13, 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 6:30 p.m.

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

Present from Administration: Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent (*arrived at 6:40 p.m.*); and Mrs. Sherri DiNello, Director of Business and Finance.

Present from the Southington Town Council: Mr. Tom Lombardi and Mrs. Cheryl Lounsbury (*arrived at 6:35 p.m.*).

Present from the Southington Board of Finance: Mr. John Leary (*arrived at 6:36 p.m.*).

Present from Shipman & Goodwin LLP: Richard A. Mills, Esq.

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

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

Motion carried unanimously by voice vote.

2. EXECUTIVE SESSION TO DISCUSS TEACHER NEGOTIATIONS AND PERSONNEL MATTERS

Mrs. Carmody declared a recess of Executive Session at 7:22 p.m. The Board returned to public session at 7:29 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

The regular session was reconvened at 7:30 p.m. by Mrs. Carmody, Vice Chairperson. Board members present: Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, and Mrs. Patricia Queen. Absent: Mr. Brian Goralski, Chairperson, and Mr. Zaya Oshana.

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

4. PLEDGE OF ALLEGIANCE

The audience recited the Pledge of Allegiance led by Mrs. Notar-Francesco.

Mrs. Notar-Francesco called for a moment of silence in memory of the following:

- Two students who perished in an automobile accident on Tuesday, July 28, 2015, Olivia Fusco, who was 14-years old and a student at Kennedy Middle School and AnnMarie "Annie" Olender, who was 16-years old and a student at Southington High School.
- Jeanne Brayton, who passed away on Saturday, July 25, 2015 and was a longtime employee of the Food Service Program at DePaolo Middle School.
- Dr. Martin Godgart, a former Assistant Superintendent of the Southington Public Schools from 1969-1970 who passed away on August 4, 2015.

5. APPROVAL OF MINUTES ~ June 25, 2015

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

"Move to approve the regular Board of Education minutes of June 25, 2015, as submitted."

Motion carried by voice vote with Mrs. Carmody abstaining.

a. Approval of Special Meeting Minutes ~ July 23, 2015

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

"Move to approve the special Board of Education minutes of July 23, 2015, as submitted."

Motion carried unanimously by voice vote.

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

“Move to switch Agenda Item 6.b ‘Communications from Board Members’ and Agenda Item 6.c ‘Communications from Administration’.”

Motion carried unanimously by voice vote.

6. COMMUNICATIONS

a. Communications from Audience

Mr. Arthur Cyr, 103 Berlin Avenue addressed the middle school projects and the cooperation between all the town departments that has resulted in a job well done. He also discussed “free money” and praised DePaolo Middle School staff and their PTO who took advantage of the free money from the Stop & Shop program that resulted in DePaolo Middle School receiving \$5,425.94 in the 2014-2015 school year (*Attachment #1*).

b. Communication from the Administration (formerly Agenda Item 6.c):

Mr. Connellan introduced the following new administrators to the public: Erin Natrass, Principal of South End Elementary School, Greg Ferry, Athletic Director, Amy Aresco, Special Education Coordinator, Evette Corujo-Aird, Special Education Coordinator.

Mrs. Carmody called for a recess at 7:38 p.m.

Mrs. Carmody reconvened the regular Board of Education meeting at 7:48 p.m.

Mr. Madancy and Mr. Romano addressed the preparations that have taken place over the summer and that continue to take place for the opening of the 2015-2016 school year. Mr. Madancy noted that Convocation this year will be starting earlier at 8:00 a.m. at the high school instead of 9:00 a.m.

c. Communication from Board Members (formerly Agenda Item 6.b):

Mrs. Notar-Francesco addressed two items:

1) Winterberry Gardens donated some plants for a Flower Service Garden at the entrance of Hatton Elementary School as part of a Summer School enrichment class project for making the air become cleaner.

2) Mrs. Notar-Francesco and Mrs. Lombardi attended the CABE Leadership Conference in July. An item discussed was the School Governance Position Statement, which she distributed to the Board (*Attachment #2*). It defines what the Board of Education responsibilities are in relation to the Superintendent’s responsibilities and what the joint responsibilities between the two groups are. CABE recommends that Boards of Education conduct self-evaluations. Mrs. Notar-Francesco suggested that the Board look into a retreat this year to self-evaluate.

Mrs. Lombardi addressed student summer enrichment programs and Camp Invention that was held this summer at Strong School with 107 students attending. She noted that Southington’s Camp Invention was the second highest attended in Connecticut. She gave examples of some of the inventions and congratulated David DeStefano and Jessica Graham who were the directors of the program.

Mr. Derynoski questioned the impact of the Open Choice Grant that was not being funded this year. Mr. Connellan noted that there was no impact on the operating budget and that it would not impact funding for the current year because it was a Capital Grant.

Mrs. Queen questioned the SAT replacing the SBAC for juniors. Mr. Connellan has not heard anything from the State Department of Education or the State Board of Education on this.

Mrs. Carmody appointed the following to the Paraprofessional Negotiating Committee: Mrs. Queen, Mrs. Johnson and Mrs. Carmody. The purpose of these negotiations is to discuss language changes needed to include the ABA Therapists in the Paraprofessional bargaining unit, for which they petitioned. The actual Paraprofessional contract does not expire until June 30, 2016.

7. SUPERINTENDENT’S REPORT

a. Personnel Report

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

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

Motion carried by voice vote with Mrs. Lombardi abstaining.

8. COMMITTEE REPORTS

a. Finance Committee Meeting ~ August 11, 2015

1. Bid Approval-Bid #2016-BID-06, Snow Removal & Sanding (JAD, JFK, FES, DES/JVP, SEES, SES, TES)

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

“Move to approve Bid 2016-BID-06 for Snow Removal and Sanding at J. A. DePaolo and J. F. Kennedy Middle Schools, Flanders, Derynoski / Pyne Center, South End, Strong and Thalberg Elementary Schools.”

Motion carried unanimously by voice vote.

2. Contract – Elementary Counseling Grant Evaluator

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

“Move to approve the proposed contract with Ms. Paula Quinn for year three for the external evaluation of the Southington Public Schools Elementary Counseling Grant funded by the United States Department of Education.”

Motion carried unanimously by voice vote.

Mrs. Notar-Francesco reported that the Finance Committee also addressed the Healthcare Reform benefits for nonunion staff working more than 30-hours per week. The long-term and permanent substitutes are employed more than the 30-hour threshold per week and it is felt that it is in the students' best interest to continue to utilize long-term substitutes for teachers on leave of absence and permanent substitutes in the buildings. These staff members would need to be offered health benefits next year. Mrs. DiNello will work with the Self Insurance Committee for the type of plan to be considered by the Town and Board of Education. The Board discussed the potential impact that this unfunded mandate would have on the budget, the restriction on the 30-hours per week for substitute teachers when substitutes are already hard to find, and collaborating with other districts.

Mrs. DiNello gave an update on the 2014-2015 year end close-out and that the year closed with a balance of \$12,455. This was the tightest close-out in her 15 years with the school system. The Finance Committee will meet in September for a final review of the year end close-out and account balances. The Board praised Mrs. DiNello for all her efforts on closing the year on a positive note.

b. Policy & Personnel Committee Meetings ~ June 30, 2015, July 14, 2015, July 20, 2015, August 11, 2015

Mrs. Clark reported that the Policy and Personnel Committee met throughout the summer and addressed the following:

- Job description for the Athletic Director
- Policy 1325 "Community Relations"
- Policy #1330 "Facilities Usage"
- Policy #5133 "Participation in Athletics and Other Co-Curricular Activities"
- Athletic Code of Conduct and Student Handbook
- Job Description for the Computer Teacher
- Policies 5112 and 5113 regarding Attendance

The next Policy & Personnel Committee meeting will be September 29, 2015.

Mr. Connellan discussed the Southington High School Student Handbook and Student Athletic Handbook and the work being done to make sure they align with the Board of Education policies.

9. OLD BUSINESS

a. Town Government Communications

There were no communications.

b. Construction Update

Mr. Romano gave an update on the middle school projects and reported that the Certificate of Occupancy for DePaolo Middle School is being requested for August 18, 2015 and August 19, 2015 for Kennedy Middle School. They are ahead of schedule, and the schools will be ready for the students on August 27, 2015.

Mrs. Clark announced that on Sunday, September 13, 2015, there will be a grand opening of both middle schools and official invitations will be sent.

c. Teacher Evaluation Plan Update

Mr. Madancy reported that the Teacher Evaluation Plan was revised and was declined by the state the first time around because the state added a "Review of Practice" as a requirement in addition to Teacher Observations; however, it was passed after resubmission.

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

"Move to accept the revised copy of the Teacher Evaluation and Support Plan as presented by the administration for implementation during the 2015-2016 school year."

Mrs. Queen wanted the public to know how labor intensive the Evaluation Plan mandated by the state is for the teachers and administrators.

Motion carried unanimously.

d. Administrator Evaluation Plan Update

Mr. Madancy reported that the Administrator Evaluation Plan aligns with the state model, and there were no additional requirements by the state.

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

"Move to accept the revised copy of the Administrator Evaluation and Support Plan as presented by the administration for implementation during the 2015-2016 school year."

Motion carried unanimously by voice vote.

10. NEW BUSINESS

a. Superintendent's Annual Report ~ 2014-2015

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

"Move to recommend that the Superintendent's Annual Report for the 2014-2015 school year be approved as submitted."

The Board members were impressed with the quality of education happening throughout the district. They were impressed that 100% of the Class of 2015 received their diplomas and gave credit to administration in managing a huge amount of change this past year. It was noted that Mastery-based learning stood out in the principals' reports.

Motioned carried unanimously by voice vote.

b. Opening of School Dates ~ 2015-2016

The Board members appreciated having this information.

c. Class Size Report

Mr. Connellan noted that this was the Elementary Class Size Report. He recommended that two FTE (Full-time Equivalent) teachers be added at Thalberg Elementary School in Kindergarten and Grade 3 and a .2 FTE English Language Teacher added at the high school. The Board discussed at length enrollment in different schools and grade levels, classroom space, and the middle school computer teacher/media specialist that was cut from the budget. Mrs. DiNello explained where the money would come from for the 2.2 teachers recommended and was confident that within the teacher line item in the budget that there was funding.

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

“Move to approve the addition of 2.2 FTEs. Two FTEs for the elementary schools as represented on the grid and .2 FTE for the EL teacher at the high school.”

Motion carried unanimously by voice vote.

Mr. Connellan noted that once the enrollment settles, he would bring back for discussion in September the middle school computer teacher/media specialist for consideration per the Board’s request.

d. School Enrollment Area ~ HillCrest Village

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

“Move that the streets of HillCrest Village; Hillcrest Drive, Magnolia Way, Old Oak Court, Redwood Lane and Linden Court be added to the South End School attendance area.”

The busing for this area has been coordinated with New Britain Transportation. Mr. Connellan will contact the real estate agency that is selling these homes to inform them of the street assignment to South End School.

Motion carried unanimously by voice vote.

e. Athletic Director Job Description ~ First Reading

This agenda item will go before the next Board of Education meeting for approval.

f. Computer Teacher Job Description ~ First Reading

This agenda item will go before the next Board of Education meeting for approval.

g. Community Relations Policy ~ First Reading

This agenda item will go before the next Board of Education meeting for approval.

h. Participation in Athletics and Other Co-Curricular Activities ~ First Reading

This agenda item will go before the next Board of Education meeting for approval.

The Board recessed from public session at 9:15 p.m.

The Board returned to Executive Session at 9:21 p.m.

Present from the Board: Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco and Mrs. Queen.

Present from Administration: Mr. Connellan, Mr. Madancy and Mrs. DiNello.

11. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

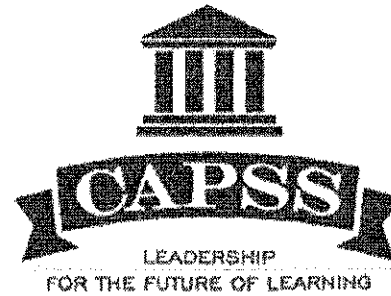
The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary

STOP & SHOP STORES		*FREE MONEY		SCHOOL REWARDS	
www.stopandshop.com/our_stores/bonus_bucks/area_schools.htm					
SCHOOL NAME	CODE #	2011-2012	2012-2013	2013-2014	2014-2015
SOUTHINGTON HIGH	05789	\$ 951.96	\$ 1,277.01	\$ 573.85	\$ 509.43
Joseph A. DePaolo MIDDLE	06639	\$ 498.35	\$ 1,030.01	\$ 3,859.41	\$ 5,425.94
John F. Kennedy MIDDLE	05771	\$ 408.19	\$ 538.53	\$ 256.78	\$ 462.14
Walter A. Derynoski ELEM	06864	\$ 1,308.09	\$ 3,095.32	\$ 2,877.61	\$ 2,222.64
FLANDERS ELEM	08336	\$ 707.20	\$ 1,728.59	\$ 2,011.06	\$ 1,562.50
William A. Hatton ELEM	08351	\$ 7.25	\$ 1,270.87	\$ 948.84	\$ 1,726.57
Urbin T. KELLEY ELEM	05865**	\$ 378.72	\$ 686.34	\$ 485.04	\$ 584.37
PLANTSVILLE ELEM	08807	\$ 440.57	\$ 514.59	\$ 338.50	\$ 310.93
SOUTH END ELEM	05936	\$ 1,285.92	\$ 1,148.44	\$ 928.35	\$ 697.63
William A. Strong ELEM	07672	\$ 742.31	\$ 923.89	\$ 611.68	\$ 797.58
Reuben E. Thalberg ELEM	08768	\$ 2,497.42	\$2,027.60	\$ 2,657.97	\$ 3,270.12
TOTAL		\$ 9,225.98	\$ 14,241.19	\$ 15,549.09	\$ 17,569.85
		UP 54%	+ \$ 5,015.21	\$ 1,307.90	\$ 2,020.76
You need to have parents register every school year!					



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 81 Wolcott Hill Road, Wethersfield CT 06109
 (860) 571-7446 Fax - (860) 571-7452
 Website -- www.cabe.org
 Email -- admin@cabe.org

The Connecticut Association of Public School Superintendents
 26 Caya Avenue, West Hartford CT 06110
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 Email -- capss@crec.org

School Governance Position Statement November, 2014

"The school leadership team -- school board and superintendent -- is critical to the success of public education. Great things can happen when the elected and executive leadership of a school system are in agreement about goals and expectations. That requires candor and collaboration, and a shared commitment to the mission of ensuring that all children have access to a great education."

Thomas Gentzel, Executive Director, National School Board Association, and Daniel Domenech, Executive Director, American Association of School Administrators. 2014

Preface:

Connecticut's educational leaders recognize the power and potential to improve teaching, learning, and student achievement in our public schools through cooperative, purposeful and professional working relationships between Superintendents and Boards of Education. The functions of our publicly elected Boards and hired Superintendents are subject to shifting demographic, cultural, and regulatory pressures. Meanwhile, in this continually evolving context, robust working relationships between school Boards and Superintendents, based on proven practices, consistently prove to be key drivers of high-achieving school districts.

This document is CABE and CAPSS view on the nature of and expectations for working relationships between Boards of Education and Superintendents. We intend it as a statewide reference for both groups to work toward strengthening strategic partnerships that empower student achievement. Our attempt is to capture best practices in this area, understanding that many of the issues addressed must be determined at the local level. We recognize that Superintendent/Board relationships vary, reflecting the diversity of our cities and towns.

We hope that this reference will continue to facilitate ongoing statewide discussions among and between Boards of Education and Superintendents for the districts that serve our students.

For success, the Board of Education and the Superintendent of Schools in any school district must share the same goals and vision for providing students with quality education. While Board and Superintendent roles are different, they should complement each other. For the greatest success, Board members and the Superintendent must work collaboratively as a governance team, with each clear on their roles and areas of responsibility, respecting the others' roles and responsibilities, and collaborating effectively on shared responsibilities.

School Governance Position Statement 2014

Our stance aligns with the AASA-NSBA foundational position: In general, “the Board is a legislative body that develops, evaluates and oversees education policies. The Superintendent is the professional educator chosen by the Board to implement policies and to provide professional leadership (and vision) for a district’s schools.”

School districts with high-quality governance teams and high student achievement are characterized by excellent working relationships between the Superintendent and Boards of Education. **The focus of the relationship must always be collaboration on behalf of children.**

School Governance Position Statement 2014

Joint Board/Superintendent Responsibilities

The primary responsibility of a Board and Superintendent is to foster a district culture that makes student achievement its primary focus. These are specific joint responsibilities that will accomplish this goal:

- To work together with the community to develop a vision for the school district with a primary focus on student achievement.
- To develop goals that align with the vision for the district and foster continuous improvement.
- To institute a process for long-range and strategic planning that aligns with the vision for the district.
- To communicate and interpret the school district's mission to the public and listen, and incorporate appropriate community perspectives into Board action.
- To provide community leadership on educational issues by creating strong linkages with appropriate organizations, agencies, and other groups to provide support for healthy development and high achievement for all children.
- To participate in professional development specifically regarding their roles and responsibilities and on relevant content areas.
- To support Board actions and decisions.
- To collectively execute their legal responsibilities.
- To set aside time, at least semiannually, to discuss school Board/Superintendent relations.
- To belong to, actively support, and participate in their professional organizations, and encourage each other to do so.
- To ensure that quality professional development opportunities, consistent with district goals, are available to all Board members and school district employees.
- To ensure district adherence to federal and state laws and Board policies.
- To advocate, at the national and state levels, for students and the school district and promote the benefits of public education.
- To collaborate with other school Boards, Superintendents, agencies, and other bodies to inform state and federal policy makers of local concerns and issues relative to education.
- To work collaboratively with agencies, and other bodies, as appropriate, on an ongoing basis.

School Governance Position Statement 2014

Board and Superintendent Responsibilities

The following delineation of roles and responsibilities should be followed with integrity and commitment to ensure that Boards and Superintendents fulfill their obligations to provide the best possible education for their school districts' children.

Board of Education's Responsibilities

- To hire, support, evaluate, and work effectively with the Superintendent of Schools.
- To establish and regularly review all policies, ensuring they are lawful and designed to improve the quality of the school district.
- In consultation with the Superintendent, to conduct an annual formal evaluation of the Superintendent of Schools that: 1) reflects the significant complexities and wide variety of responsibilities inherent to the role; 2) identifies areas of success and targeted professional development and 3) focuses on student achievement in the proper context.
- To inform the Superintendent, through the established chain of command, of potential barriers to the realization of the board's vision for the school system.
- To refer communications such as questions, complaints and personnel inquiries to the Superintendent, as appropriate, and to encourage adherence to the established chain of command.

Superintendent of Schools' Responsibilities

- To work effectively with the Board, serving as the school Board's chief executive officer and educational leader for the Board, district, and community.
- To implement policies approved by the Board and recommend changes, if appropriate, and to develop, implement and inform the Board of administrative procedures necessary to implement Board policy.
- To participate, as appropriate, in his/her annual evaluation, by providing data and other information that will inform the evaluation.
- To proactively identify and address potential barriers to the realization of the board's vision for the school system.
- To respond to communications, as appropriate, and ensure the adherence and appropriate response through the chain of command, and to keep Board members informed about district issues in a timely manner.

School Governance Position Statement 2014

- To seek the Superintendent's recommendation before taking action.
- To make decisions based on data.
- To adopt, advocate for and oversee the school budget, which is responsive to district goals and meets the needs of all students.
- To delegate to the Superintendent responsibility for all administrative functions, except those specifically reserved to the Board through Board policy.
- To conduct an annual self-evaluation of its own leadership, governance and teamwork and take appropriate action pursuant to that evaluation.
- To provide leadership development opportunities for the Superintendent.
- To have the Board leadership work with the Superintendent to develop meeting agendas that include student achievement.
- To determine and include in district policy, hiring procedures that clearly define Board and Superintendent responsibilities to participate in termination procedures and decisions as prescribed by Connecticut General Statutes.
- To provide the Board with well-informed recommendations.
- To facilitate effective, data-driven decision making.
- To prepare, advocate for and implement the annual budget that addresses district goals and meets the needs of all students; and report regularly to the Board on the status of the budget and any concerns or other issues about which the Board should be informed.
- To oversee the organization and management of the district's day-to-day operations.
- To participate, as appropriate, in the annual self-evaluation of the Board, and assist with follow-up.
- To engage in leadership development opportunities provided by the Board.
- To work closely with the Board leadership to develop meeting agendas that include student achievement.
- To, as pursuant to Board policy, hire personnel for the school district and ensure that each employee is properly supervised and evaluated; and to make recommendations for termination of employment.

School Governance Position Statement 2014

- To establish, in accordance with state statute, a professional staff evaluation process that is based on effective performance.
- To ensure there is a supportive, smoothly-operating Board/Superintendent leadership team, which results in an effective and efficient school district.
- To share relevant information for the betterment of the district with the Board/Superintendent leadership team.
- To hold Superintendent accountable for alignment of district activities with district vision.
- To implement the Board-established professional staff evaluation process that is based on effective performance, in accordance with state statute.
- To serve as a key, effective member of the Board/Superintendent leadership team and to lead the district staff to meet the district's goal.
- To communicate research information, performance results and educational needs to the Board for possible Board action.
- To ensure that actions of the entire district align to the district vision.

The Relationship between the Board Chair and the Superintendent

By the nature of the position, the Board Chair plays a key role in ensuring the effective functioning of the governance team. The Chair serves as the liaison between the Board and the Superintendent. The Board Chair will often have a very different relationship with the Superintendent of Schools than others on the Board. Because of this relationship, it is crucial that Board Chairs be chosen carefully. Ability to serve as representative of the Board and, as appropriate, partner with the Superintendent, should be critical considerations in selecting the Board Chair.

The Chair should also recognize that his or her role is dependent upon the support of the Board, and that action generally requires the vote of the Board.

Usually the Chair and Superintendent collaborate on developing the meeting agenda and other operational issues facing the Board. (Sometimes Board officers do this with the Superintendent.) The Superintendent will depend on the Chair for guidance, and the Chair should look to the Superintendent for the same, not only in setting the agenda, but also in carrying out other joint Board/Superintendent responsibilities. Both the Board Chair and the Superintendent should develop and maintain a close, positive working relationship.

The Superintendent is a non-voting member of the district leadership team, and should be accorded the proper respect. The Board and the Superintendent work together to ensure that they make all decisions consistent with the ethical standards they've established.

School Governance Position Statement 2014

The Chair has the unique role of communication with all Board members and provides appropriate information on any issues that arise in the district. The Superintendent also has a role in seeing that the Chair gets any help or information they need to make sure this communication takes place.

The Chair has a responsibility to ensure that the Superintendent can do his/her job without undue outside interference. The Chair must also ensure that individual Board members understand their roles and responsibilities, not only in terms of the Board/Superintendent relationship, but also as the Board relates to the students, community, staff, government agencies, and others affected by the Board. Understanding that Board members are individuals, with different opinions and agendas, the Board Chair still has the responsibility, to the extent possible, for keeping everyone "on the same page." In particular, the Chair must make every effort to ensure that once district policy has been properly established, the Board speaks "in one voice" as the Superintendent implements that policy. This will, in the long run, pay dividends in terms of credibility of the Board and will lead to more efficient and effective Board action.

For more information on the work of the Board Chair, please see the CABE publication, "Who's In Charge? A Guide for Board of Education Chairs".

Conclusion

While this position paper attempts to outline the various roles and responsibilities of Boards of Education and School Superintendents, its primary purpose is to emphasize the importance and necessity of a close working relationship between the two, based on trust, an understanding of each other's unique roles and abilities, and a shared vision for the school district's success. Not only is such a relationship a necessary prerequisite for this success, but also, the lack of a trusting, collaborative relationship between a Board of Education and its Superintendent is a blueprint for failure.

The focus for Boards and Superintendents must always be: how we can work together to ensure educational excellence for our children?

Hiring of Personnel

Both CABE and CAPSS appreciate the importance of a clear understanding between Boards of Education and the Superintendents concerning the hiring process. Following is a suggested "best practice" and recommended policy that represents the considered judgment of the two organizations.

The hiring of qualified individuals to serve as teachers and administrators within our school system is arguably the single most important function of the school district's leadership team. As such, it is essential that the Board of Education and Superintendent understand their roles within the hiring process and work together to ensure that only the best and most qualified individuals are hired to work with our children.

The Superintendent is responsible for the hiring of all teaching and classified staff. The Superintendent will give regular and timely reports of all teaching vacancies, transfers, and new hires to the Board of Education.

The Board of Education will appoint qualified individuals to all administrative positions, based on the recommendation of the Superintendent. The Board of Education will give the Superintendent's recommendation serious consideration, understanding the need for the Superintendent to be able to build an administrative team that can work closely together to meet the needs of the school district.

School Governance Position Statement 2014

While the Board of Education may accept or reject the Superintendent's recommendation, appointment of an administrator by the Board of Education will be valid *only if* made on the recommendation of the Superintendent. The decision to accept or reject the Superintendent's recommendation will be done at a regular or special meeting of the Board of Education.

The Superintendent will be responsible for the posting of administrative positions, recruitment and screening of candidates, and when called for, bringing candidate(s) to the Board of Education for consideration. The Superintendent will solicit the advice of the Board of Education when conducting an administrative search and, when appropriate and as agreed upon by the Board of Education and the Superintendent, will involve Board members in the search process.

References

- Dervarics, Chuck and O'Brien, Eileen, "Eight characteristics of Effective School Boards: full report," Center for Public Education, January 28, 2011
- Connecticut Association of Boards of Education, "Who's In Charge? A Guide for Board of Education Chairs."
- Hanover Research, "Review of Effective Superintendent Leadership and Development Practices," May, 2013

Board of Education

Administrative Report

September 10, 2015



- 1. Accommodations due to weather**
- 2. School year 2015-16 Opening Activities**
- 3. Smarter Balanced Assessment Results**
- 4. Open Choice Capital Grant**
- 5. Grand Opening – Middle Schools**

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 10, 2015

Decision Requested X Agenda Code 8. a.

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for 2015 - 2016.

Background: The attached report lists personnel activity from August 1, 2015 through August 31, 2015.

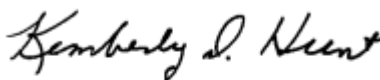
Alternative Strategies: _____

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 – September 2015

PERSONNEL ACTIVITY REPORT

FOR: September 2015

APPOINTMENTS

Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Bond, Kathleen	Grant Funded Guidance Counselor	PES & SES		August 24, 2015	MA	University of St. Joseph	\$52,410.00
Buden, Christy	Teacher Leader, Elementary Level	District		August 24, 2015	MA	Quinnipiac University	\$65,395.00
Coloske, Leah	Art Teacher	HES/TES		August 24, 2015	BA	Central CT State University	\$45,100.00
Dezio, Jenna	Grade 1 Teacher	Kelley		August 24, 2015	MA	Quinnipiac University	\$48,600.00
Girardin, Robert	Grade 3 Teacher	Thalberg		August 24, 2015	MA	Central CT State University	\$48,600.00
Grodzicki, Jenna	Library Media Specialist	Thalberg	.60	August 24, 2015	MA	University of New England	\$60,555.00 prorated
Hinckley, Jennifer	School Psychologist	TES & JAD		August 24, 2015	6 th Year	Capella University	\$62,105.00
Lowell, Jamie	Grade 2 Teacher	Flanders		August 24, 2015	MA	Central CT State University	\$48,600.00
Maltby, Shari	Social Worker	Flanders		August 24, 2015	MA	University of CT	\$57,065.00
Mroz, Rachel	School Psychologist	HES & DES		August 24, 2015	MA	Northeastern University	\$54,350.00
Pagano, Kaitlin	Grade 5 Teacher	DES		August 24, 2015	MA	University of Bridgeport	\$51,800.00
Prinzhorn, Katherine	Grade 1 Teacher	Thalberg		August 24, 2015	MA	University of Hartford	\$48,600.00
Raponey, Ryan	Physical Ed / Health Teacher	SHS		August 24, 2015	BA	Southern CT State University	\$45,100.00
Testerman, Timothy	Technology Teacher	JFK		August 24, 2015	MA	Central CT State University	\$84,105.00
Tevlin, Kelley	Grade 3 Teacher	Plantsville		August 24, 2015	MA	Central CT State University	\$50,500.00
DeGiacomo, Leslie	Grade 5 Teacher	Hatton		To be determined	MA	University of New Haven	\$51,800.00
Gregory, Alexander	Technology Teacher	SHS		To be determined	BA	Central CT State University	\$45,100.00

Pestillo, Bethany	Special Education Teacher	Flanders		August 24, 2015	MA	St. Joseph College	\$50,500.00
Ragozzine, Shelly	Special Education Teacher	DES		August 24, 2015	BA	Cedar Crest College	\$45,100.00
Parker, Kathryn	Grant Funded Guidance Counselor	Kelley DES	.30 .70	September 21, 2015	MA	Syracuse University	\$48,600.00 Prorated to start date

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Sharp, Kathleen	Secretary Class II	DES	35.00	August 12, 2015	\$21.99
Thompson, Gary	Assistant Head Custodian	SHS	40.00	August 24, 2015	\$24.25
Andreotta, Hilary	Special Education Paraprofessional	Thalberg	15.75	August 26, 2015	\$15.36
Borchard, Robin	Special Education Paraprofessional	DES	19.50	August 26, 2015	\$15.36
Butlien, Jeremine	Special Ed Paraprofessional	JAD	31.25	August 26, 2015	\$15.36
Czaja, Pamela	Special Education Paraprofessional	DES	31.25	August 26, 2015	\$15.36
Danks, Gary	Special Education Paraprofessional	DES	18.50	August 26, 2015	\$15.36
Fordiani, Elizabeth	Registered Nurse	DES	36.25	August 26, 2015	\$43,060.00
Fortin, Stephanie	Special Education Paraprofessional	DES	31.25	August 26, 2015	\$15.36
Griffin, Hattie	ABA Therapist	Hatton	28.00	August 26, 2015	\$15.50
Grosso, Joanne	Special Ed Paraprofessional	DES	15.75	August 26, 2015	\$21.15
Lucian, Kristn	ABA Therapist	DES	35.00	August 26, 2015	\$15.50
Najarian, Irene	Special Education Paraprofessional	DES	31.25	August 26, 2015	\$16.00
Perillo, Carla	Library Paraprofessional	Thalberg	15.75	August 26, 2015	\$15.36
Day, John	Crossing Guard	District	10.00	August 27, 2015	\$16.67
Gaona, Ruben	Crossing Guard	District	10.00	August 27, 2015	\$16.67
Stanton, Jennifer	Grant Funded Reading Tutor	Thalberg	25.00	August 27, 2015	\$19.53
Butkiewicz, Francis	Custodian, Evening Shift	SHS	40.00	August 31, 2015	\$22.48
Needham, Heather	ABA Therapist	Hatton	12.00	August 31, 2015	\$15.50
Bonola, Marcy	Grant Funded Reading Tutor	South End	25.00	September 14, 2015	\$19.53
Gazaferi, Maria	ELL Tutor	District	31.25	September 2, 2015	\$15.00
Buckley, Linda	Grant Funded Reading Tutor	Flanders	25.00	September 8, 2015	\$19.53
Drexler, Ingrid	Grant Funded Math Tutor	DES	25.00	September 8, 2015	\$19.53
Soltys, Teresa	Grant Funded Reading Tutor	Plantsville	10.00	September 8, 2015	\$19.53
Whittaker, Carol	Grant Funded Math Tutor	DES	17.50	September 8, 2015	\$19.53
Dickau, Dawn	Special Education Paraprofessional	South End	17.00	To be determined	\$10.50
DiNello, James	Grant Funded Math Tutor	JAD	25.00	August 31, 2015	\$19.53
Loffredo, Jennifer	Special Education Paraprofessional	JAD	19.50	August 31, 2015	\$15.36

McBride, Robin	Clerk	Kelley	15.00	August 27, 2015	\$15.35
O'Reilly, Julie	Grant Funded Reading Tutor	DES	20.00	August 27, 2015	\$19.53
Renehan, Lauralea	Special Education Paraprofessional	JAD	19.50	August 27, 2015	\$15.36
Rousseau, Cassandra	Special Education Paraprofessional	JAD	19.50	August 27, 2015	\$15.36
Wright, Carol	ABA Therapist	Hatton	11.00	August 27, 2015	\$15.50
Sheridan, Ashley	Special Ed Paraprofessional	DES	19.50	August 27, 2015	\$15.36

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Mellon, Lindsay	School Psychologist	FES & KES	August 3, 2015	1 year	No
LaMay, Alysia	Special Education Teacher	Flanders	August 6, 2015	5 months	No
Tattersall, Carole	Library Media Specialist	PES & KES	August 24, 2015	11 years	No
Frank, Katie	Speech Language Pathologist	JFK	September 12, 2015	1 year	No
Abed, Laura	Library Media Specialist	SES & SEES	September 24, 2015	8 years	No
Uhlman, Alexandra	.3 FTE Grant Funded Elem Counselor .7 FTE Project Director	South End	September 26, 2015	2 years	No

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Francis, Elizabeth	Full-Time Special Ed Paraprofessional	JAD	August 4, 2015	5 years	No
Tillotta, Paul	Crossing Guard	District	August 6, 2015	14 years	No
Remington-Fox, Suzanne	Board Certified Assistant Behavior Analyst	District	August 7, 2015	1 year	No
Calderoni, Amanda	ABA Therapist	DES	August 11, 2015	2 years	No
Martin, Laurie	Part-Time Special Ed Paraprofessional	Kelley	August 11, 2015	2 years	No
Clynes, Francis	Part-Time Special Ed Paraprofessional	JAD	August 12, 2015	3 years	No
Gray, Patricia	Clerk	JFK	August 12, 2015	2 years	No
Lowell, Jamie	Part-Time Paraprofessional	Flanders	August 12, 2015	2 years	No
Barracca, Christine	Full-Time Special Ed Paraprofessional	JFK	August 17, 2015	8 years	No
Breen, Gina	Part-Time Special Ed Paraprofessional	South End	August 18, 2015	3 years	No
Cello, Vincent	Crossing Guard	District	August 18, 2015	16 years	No
Fortin, Stephanie	Part-Time Special Ed Paraprofessional	DES	August 18, 2015	2 years	No
Johnston, Linda	Part-Time Special Ed Paraprofessional	JFK	August 18, 2015	1 year	No
Najarian, Irene	Part-Time Special Ed Paraprofessional	DES	August 18, 2015	3 years	No
Griffin, Hattie	Part-Time Special Ed Paraprofessional	Hatton	August 19, 2015	7 months	No
Flood, Mary Beth	Part-Time Special Ed Paraprofessional	DES	August 19, 2015	2 years	No
Barbagallo, Angelica	Special Ed Pre-K Paraprofessional	South End	August 20, 2015	1 year	No
McFall, Sylvia	Permanent Substitute Nurse	District	August 20, 2015	1 year	No
Fordiani, Elizabeth	Part-Time Nurse	DES	August 21, 2015	1 years	No
Lucian, Kristen	Part-Time Special Ed Paraprofessional	DES	August 24, 2015	1 year	No

Perry, Ashley	ABA Therapist	Hatton	August 24, 2015	1 year	No
Butlien, Jeremine	Part-Time Special Ed Paraprofessional	JAD	August 25, 2015	2 years	No
Czaja, Pamela	Part-Time Special Ed Paraprofessional	DES	August 25, 2015	1 year	No
Grasso, Joanne	Full-Time Special Ed Paraprofessional	DES	August 25, 2015	15 years	Yes
DePallo, Kathleen	Part-Time Special Ed Paraprofessional	Flanders	August 26, 2015	2 years	No
Butkiewicz, Francis	Part-Time Custodian	JAD	August 29, 2015	2 days	No

TRANSFERS

Certified

Name	From Position	From School	To Position	To School	Effective Date
Smith, Samantha	Grant Funded Guidance Counselor	DES	.3 FTE Grant Funded Elementary Guidance .7 FTE Project Director of the Mental Health Counseling Grant	South End	September 28, 2015

Classified

Name	From Position	From School	To Position	To School	Effective Date
Stolz, Diane	Registered Nurse	Derynoski	Registered Nurse	South End	August 25, 2015
St. Jarre, Cynthia	PT Sp Ed Paraprofessional	Flanders	PT Sp Ed Paraprofessional	JAD	August 26, 2015

UNPAID LEAVES OF ABSENCE

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

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
Maddalena, Marguerite	Unified Sports Site Coordinator Fall Soccer	SHS	August 19, 2 015	\$700.00
Maddelena, Marguerite	Unified Sports Site Coordinator Winter Basketball / Bowling	SHS	August 19, 2015	\$700.00
Maddelena, Marguerite	Unified Sports Site Coordinator Spring Track/Field/Golf	SHS	August 19, 2015	\$700.00
Maddelena, Marguerite	Unified Sports Site Coordinator Unified CIAC	SHS	August 19, 2015	\$700.00
Zenowitz, Thomas	Assistant Coach, Cross Country	SHS	August 26, 2015	\$1,722.00
Safo-Agyerman, Alexis	Assistant Coach, Cheerleading	SHS	August 26, 2015	\$3,179.00
Kalinowski, Kasia	Freshman Coach, Girls Volleyball	SHS	August 26, 2015	\$2,898.00

Resignations

Name	From Position	School	Effective Date
Alyssa Bunel	Drama Club Musical Advisor	SHS	August 14, 2015
Jenkinson, Petra	Key Club Co-Advisor	SHS	August 17, 2015
Cousino, Becky	Honor Society Advisor	SHS	August 18, 2015
Andino, Christian	Assistant Coach, Cheerleading	SHS	August 18, 2015
Luddy, Erin	Freshman Coach, Softball	SHS	August 18, 2015
Thompson, Robin	Freshman Coach, Girls Volleyball	SHS	August 21, 2015

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date September 10, 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 _____ September 10, 2015 _____

Decision Requested _____

Agenda Code _____ 9 b. _____

AGENDA REPORTING FORM

Agenda Topic: _____ **Construction Update** _____

Summary of Issue: _____ The District's 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: _____

_____ Building construction at both schools has been completed. Students and staff are occupying all areas. Remaining
construction work is limited to the site-work and landscaping. Newfield is working on punch list and additional
requested items. Some of this work is being completed on second shift. The commissioning agent is working through
the mechanicals at both schools. There are many systems that require debugging. The construction trailer at DePaolo
has been removed. _____

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 10, 2015

Decision Requested x Agenda Code 9 c.

AGENDA REPORTING FORM

Agenda Topic: Enrollment Update

Summary of Issue: Elementary enrollment seems to have stabilized. There are no additional elementary staffing recommendations at this time. Enrollment in Algebra I CP at Southington High School is high in all sections. An additional section has been created to allow for more reasonable class sizes which will allow for increased scheduling flexibility.

Background: Enrollment increased unexpectedly at Southington High School over the summer and during the first week of the school year. The unanticipated enrollment created large class sizes in Algebra I CP classes.

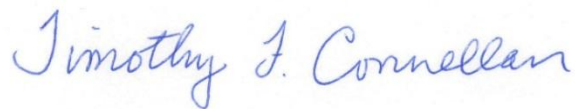
Alternative Strategies: Recombine sections of Algebra I CCP to free an existing 1.0 fte certified position for one period per day. This option would lead to higher class sizes in Algebra I CCP

Cost (if applicable): \$9,700 **Funding Source:** Operating budget salary account

Beginning Date of Program or Project: ASAP

Ending Date of Program or Project: End of school year

Recommendation or Comment: The recommendation is to increase the current .6 fte certified position to a .8 fte certified position



Signature of Superintendent of Schools

Average Class Sizes
2015-2016

SCHOOL	KDG	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	TOTAL
Derynoski							
TOTAL	97	80	101	107	95	121	601
FTEs	6	5	5	5	4	6	31
Average	16	16	20	21	24	20	19
Flanders							
TOTAL	35	56	55	45	57	54	302
FTEs	2	3	3	2	3	3	16
Average	18	19	18	23	19	18	19
Hatton							
TOTAL	52	61	63	65	66	72	379
FTEs	3	3	3	3	3	3	18
Average	17	20	21	22	22	24	21
Kelley							
TOTAL	35	55	56	57	51	66	320
FTEs	2	3	3	3	3	3	17
Average	18	18	19	19	17	22	19
Plantsville							
TOTAL	50	50	46	52	45	47	290
FTEs	3	3	3	3	2	2	16
Average	17	17	15	17	23	24	18
South End							
TOTAL	35	44	31	38	43	40	231
FTEs	2	3	2	2	2	2	13
Average	18	15	16	19	22	20	18
Strong							
TOTAL	35	49	48	41	65	55	293
FTEs	2	3	3	2	3	3	16
Average	18	16	16	21	22	18	18
Thalberg							
TOTAL	69	64	78	74	58	88	431
FTEs	4	4	4	4	3	4	23
Average	17	16	20	19	19	22	19
ENROLLMENT	408	459	478	479	480	543	2847
FTE-TOTALS	24	27	26	24	23	26	150
Average	17	17	18	20	21	21	19

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only x Board Meeting Date: September 10, 2015

Decision Requested Agenda Code 10 a.

AGENDA REPORTING FORM

Agenda Topic: 2014-2015 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. Officer Donald MacKenzie has prepared the attached report which summarizes this year's program.

Background: The School Resource Officer has proven to be a valuable staffing resource at Southington High School.

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: Board members may wish to comment on the report.

Title of Attachment:
1. 2014-2015 Report

Timothy J. Connellan

Signature of Superintendent of Schools

**Southington Police Department
Southington High School SRO
Final Report
2014-2015 Year**

REPORTING PERIOD:

August 2014 - June 2015

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 third year as the School Resource Officer. 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, 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, assisting Mr. Torino.

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 Snap Chat 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.

Southington High School SRO Calls for Service:

- Total Items for Call Type 01D-Domestic Violence: 1
- Total Items for Call Type 01E-Physical Violence - Non Dmstc : 4
- Total Items for Call Type 02c-Sexual assault: 3
- Total Items for Call Type 04A-Verbal Dispute : 8
- Total Items for Call Type 04C-Threatening/harassmnt : 15
- Total Items for Call Type 04d-Trespassing : 1
- Total Items for Call Type 04P-Suspicious - Person : 9
- Total Items for Call Type 04V-Suspicious - Vehicle : 4
- Total Items for Call Type 06-Theft - From Person : 7
- Total Items for Call Type 07B-Medicals (all) :23
- Total Items for Call Type 08-vandalisms / damage To Property : 9
- Total Items for Call Type 09A-Mva : 2
- Total Items for Call Type 09B-Pblc Hazard - Unknown : 5
- Total Items for Call Type 09P-Parking Lot Collision : 8
- Total Items for Call Type 10B-Motor Vehicle Stop : 1
- Total Items for Call Type 10C-Parking Violation: 20
- Total Items for Call Type 10D-Traffic Detail: 3
- Total Items for Call Type 11A-Lost Property: 4
- 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: 10
- Total Items for Call Type 13J-Missing Person - Juvenile: 1
- Total Items for Call Type 17-Alarm: 14
- Total Items for Call Type 18B-Civil Matters/no Crime: 6
- Total Items for Call Type 19A-Unlock Car Door: 10
- Total Items for Call Type 19B-Police Info: 20
- Total Items for Call Type 19F-Location Check: 148
- Total Items for Call Type 19N-Deliver/pick-Up Items: 7
- Total Items for Call Type 19SC-School Check - Patrol: 17
- Total Items for Call Type 19T-Training On Shift: 8
- Total Items for Call Type 20-Animal Issues: 3
- Total Items for Call Type 21C-Car Seats: 1
- Total Items for Call Type 21E-Explorers: 1
- Total Items for Call Type 21S-Sro: 40
- Total Items for Call Type 22-Oos Activity: 6
- Total Items for Call Type 50-Fire-General Fire Service: 1

Total numbers of calls for service during the 2014-2015 School Year was: 558

The 2014 through 2015 SHS school year was my last year as the SRO. I feel that I had made a difference during my time at the high school.

Officer Mackenzie #364, SRO

FY 2014/2015		SHS	
SRO Arrests		ENFORCMENT ACTION	
ALCOHOL	2	Juv. Summons	18
ASSAULT	1	Juv. Rev. Board	5
BOP	8	Criminal Arrests	1
CRIM TRESS	3		24
DISORDERLY	2		
DRUGS	7		
LARCENY	1		
	24		

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 10, 2015

Decision Requested _____ Agenda Code 10 b.

AGENDA REPORTING FORM

Agenda Topic: School Opening 2015-2016

Summary of Issue: Administration will share an Opening of School update.

Background: N/A

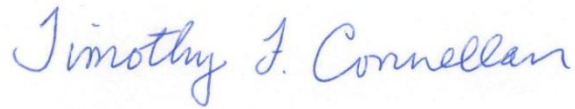
Alternative Strategies: N/A

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: Information on the Opening of School.



Signature of Superintendent of Schools

Southington Summer Programs



2015

Presented by:
Dave DeStefano

July 2015



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29 9-12 program began	30	1	2	3 Holiday No School	4
5	6 K-5 programs began	7 6-8 program began	8	9	10	11
12	13	14	15	16	17	18
19	20 9-12 program concluded	21	22	23	24 K-5 & 6-8 programs concluded	25
26	27	28	29	30	31	

Program Highlights



- Elementary enrollment increased nearly 50% compared to last year's data and up from 12 students in 2008 to 69 in 2015.
- Seventeen enrichment courses were offered, ten of which had enough enrollment to run.
- 100% of high school students were able to recover credits.
- Two high school enrichment courses were offered for the first time. Both focused on developing SAT preparation skills.



[Bus Routes](#)

[CT Sex Offender Registry](#)

[Family Resource/Early Child](#)

[Food Services Program](#)

[Preschool](#)

[School/Street Directory](#)

[Southington Drug Task Force](#)

[STEPS](#)

[Summer Math](#)

[Summer Reading Lists](#)

Summer School

[6-8 Summer School](#)

[9-12 Summer School](#)

[Camp Invention](#)

Elementary Enrichment

[High School Enrichment](#)

[Home](#) > [Parents & Students](#) > [Summer School](#) > [Elementary Enrichment](#)

Southington Public Schools Summer Enrichment 2015

Grades K-5 Program and Classes

Dear Parent/Guardian and Student:

The Board of Education will offer another great year of elementary-level summer enrichment. Parents or guardians, wishing to satisfy their child's curiosity and promote collaborative skills, will be able to register their children in an enrichment class at various grade levels.

WHO: Students Entering Grades K-6

WHEN: July 6 - 24, 2015
Monday - Friday

WHERE: Hatton Elementary School

TUITION: \$150 per student/session -OR-
\$250 per double session

DISCOUNT: \$50 discount for each additional child enrolled

TIMES: 9:00 - 12:00 p.m.
15 minute break built in during the session with teacher present

OPEN HOUSE: Friday, July 24
10:30 - 12:00 p.m. Student work will be on display for parents

NOTE: Transportation and snacks are not provided for this program

2015 Summer [registration forms](#)

Please note the updated courses that are available below

2015 Classes (updated 6/30/15)	Grade Level (2015-2016)	Instructor (Home School)	Session(s)*
Innovation Creation	K - 2	Ms. Bacchus (Strong)	FULL
The Magic of Fairy Tales	1 & 2	Ms. Bianchini (Kelley)	CLOSED
Animals and Their Habitats: A Study of Nonfiction and the Arts	1 - 3	Mrs. Smith (Strong)	A or B

Elementary Enrichment Data



	<u># of students</u>	<u>Vs. LY</u>	<u># of sessions</u>	<u>Vs. LY</u>
Elementary	69	+22	112	+35
Pre-K	2	±0	2	-2
Kindergarten	6	-3	10	-6
Grade 1	9	+4	15	-1
Grade 2	14	+11	23	+18
Grade 3	7	-4	14	-5
Grade 4	21	+15	33	+25
Grade 5	9	+2	13	+4
Grade 6	1	+1	2	+2

Elementary Enrichment Data



Representing Schools	Number Enrolled	Versus 2014
Pre-School	1	+1
<u>Derynoski</u>	12	+5
Flanders	3	-5
Hatton	10	+1
Kelley	1	-2
Plantsville	6	+3
South End	7	+7
St. Dominic	1	±0
St. Thomas	0	-1
Strong	12	+7
<u>Thalberg</u>	15	+5
JFK	1	+1
Total	69	+22

Elementary Enrichment Photos



Elementary Enrichment Photos



Middle School Data

Language Arts Sessions: 10 (-11 from LY)
Mathematics Sessions: 25 (± 0 from LY)

Representing Schools	Number Enrolled	Versus 2014
<u>DePaolo</u>	20	-2
Kennedy	5	-2
Washington MS	1	+1
Total	26	-3

	# of <u>students</u>	Vs. LY	# of <u>sessions</u>	Vs. LY
Middle School	26	-3	35	-11
Grade 6	0	-3	0	-6
Grade 7	18	+5	24	+4
Grade 8	8	-5	11	-10

Recent Headlines

AMERICA'S OLDEST CONTINUOUSLY PUBLISHED NEWSPAPER

Hartford Courant



VOLUME CLXXIX NUMBER 241

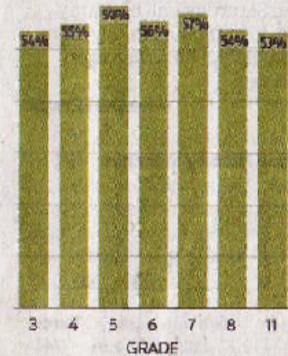
COURANT.COM

SATURDAY, AUGUST 29, 2015

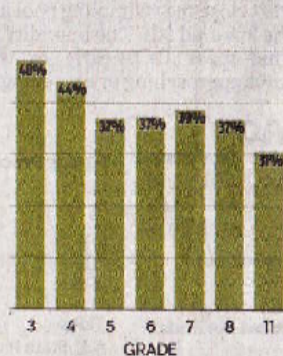
Statewide Results

Percentages of students statewide who meet or exceed targeted achievement levels

ENGLISH



MATH



SCHOOL TESTING VERDICT:

'The Gaps Persist'

'Smarter Balanced' Scores Expose Deficiencies

By **KATHLEEN MEGAN**
kmegan@courant.com

State education officials' warnings proved true Friday with the release of student scores on the new "Smarter Balanced" test that are substantially lower than the scores on the state's old Mastery Test.

Results showed that 39.1 percent

of students met or exceeded the target achievement level on the math test, while 55.4 percent did so on the English language arts test.

While state officials emphasized that the controversial new test is not comparable to the old one, teachers and parents have been accustomed to seeing higher levels of success on the state's former

standardized tests.

In 2013, for example, 78 percent of those taking the former high school standardized test were rated proficient or above in math; 81 percent got that rating in reading, and 88.9 percent did so in writing. The rate of success was similar at

SCORES, A3

High School



- At the high school level, low enrollment was attributed to student success during the school year by successfully earning credit.
 - As a result there were significantly less students eligible for summer school.

High School Data

Session	# Enrolled	Vs. 2014
English 9	9	-5
English 10	11	+3
English 11	3	-4
English 12	0	-2
Algebra I	14	+8
Algebra II	4	±0
Geometry	8	+2
Earth Science	4	+2
Biology	5	±0
U.S. History	2	+2
Civics	5	+5
Spanish I	0	N/A
Spanish II	0	N/A
Health	7	+5
P.E.	6	-1
Total	78	+15

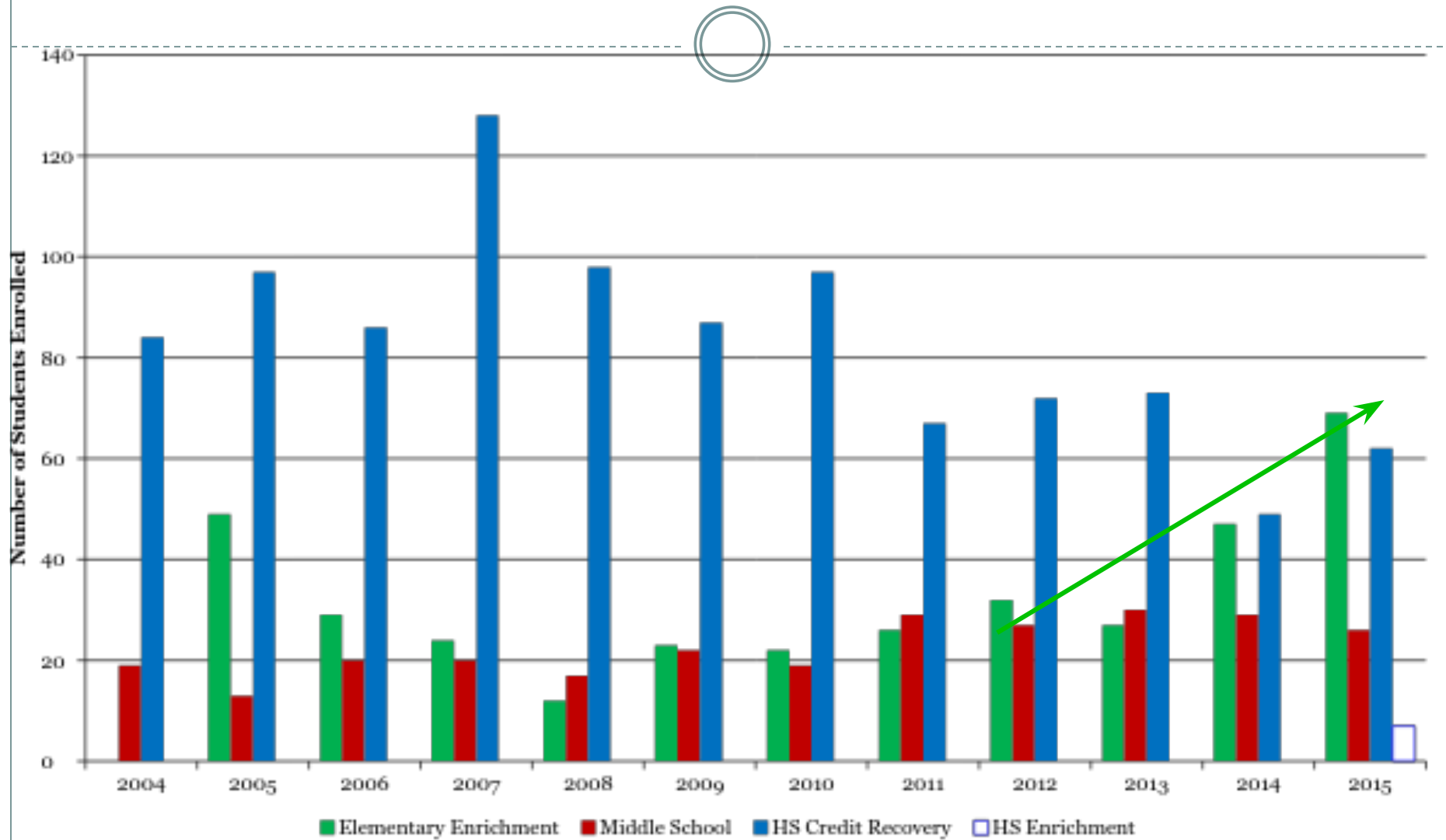
High School Data



	<u># of students</u>	<u>Vs. LY</u>	<u># of sessions</u>	<u>Vs. LY</u>
High School	62	+13	78	+15
Grade 9	24	+9	34	+16
Grade 10	16	-2	19	-7
Grade 11	19	+7	21	+6
Grade 12	3	-1	4	±0

HS Enrichment	7	+7	7	+7
Grade 8	1	+1	1	+1
Grade 9	2	+2	2	+2
Grade 10	3	+3	3	+3
Grade 11	1	+1	1	+1
Grade 12	0	±0	0	±0
Totals:	164	+39	232	+48

History of Summer School Enrollment



Note: Elementary enrichment program began in 2005



Camp Invention®



2015

Presented by:
**Dave DeStefano &
Jessica Graham**

Program site and dates



Site

- Strong Elementary School

Dates

- August 3rd – 7th
- 9:00 a.m. – 3:30 p.m.



[Home](#) > [Parents & Students](#) > [Summer School](#) > [Camp Invention](#)

Camp Invention 2015

Attention Parents,

Without a doubt last year's 'Morphed' program was a huge success and surely will be even better this year. Camp Invention promotes 21st century skills and engages children in higher-order hands-on activities. Camp Invention is a non-profit organization that brings innovative ideas and allows young learners to explore through inquiry. This year's theme is ['illuminate'](#) and offers new activities that will get boys and girls to spend time collaborating with teammates to construct a freestyle racing cart, pushing the limits during high-energy games and taking apart electronics to assemble something one-of-a-kind! For those that are making a return to this year's program a \$35 alumni discount is offered until February 16th. Last year's program filled to the maximum capacity, so be sure to register ASAP! Hope to see you there this year!

Sincerely,
Dave DeStefano
Site Director

Click the image below to register for this year's exciting opportunity.



Who: Children entering grades 1-6
When: August 3rd - 7th, 2015
Where: Strong Elementary School**
Times: 9:00 a.m. - 3:30 p.m.

[Bus Routes](#)

[CT Sex Offender Registry](#)

[Family Resource/Early Child](#)

[Food Services Program](#)

[Preschool](#)

[School/Street Directory](#)

[Southington Drug Task Force](#)

[STEPS](#)

[Summer Math](#)

[Summer Reading Lists](#)

Summer School

[6-8 Summer School](#)

[9-12 Summer School](#)

Camp Invention

[Elementary Enrichment](#)

[High School Enrichment](#)

Enrollment Timeline and Milestones



- Alumni discounts were announced in December
- Strong initial enrollment in February, mostly alumni returning.
- February 14th: 35 students had enrolled (met min.)
- March 28th: 90 students had enrolled
 - Enough to staff an assistant director and run all 5 modules.
- June 3rd: 110 campers (Max. enrollment)
 - First school district in CT to meet the maximum enrollment

Staff



Miss Graham
Asst. Director



Ms. Levin
M.O.V.E.



Ms. Lombardi
Inducted



Miss DiCenzo
I Can Invent:
Gamers



Mrs. Bacchus
Design Studio:
Illuminate



Mr. Amnott
KartWheel

Camp Invention 2015



2015 “Illuminate”



Camp Invention®

Snapshots

M.O.V.E.™



Inducted™



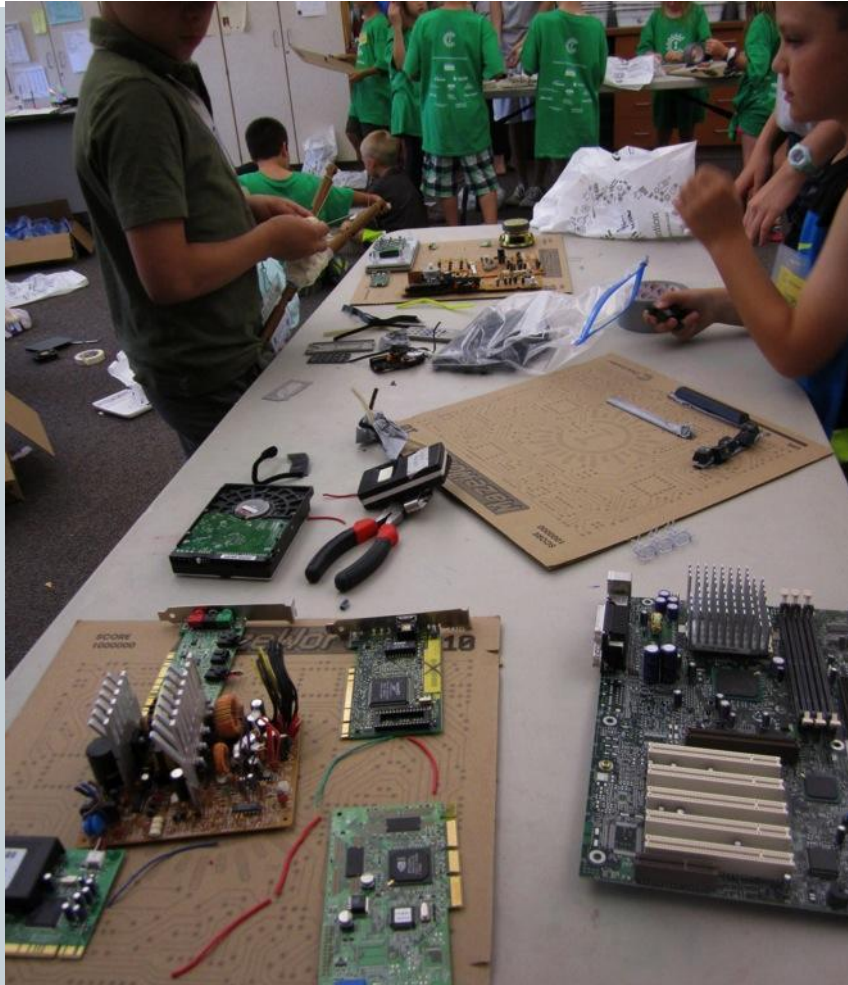
Design Studio: Illuminate™



KartWheel!™



I Can Invent: Next Level Gamers™





Special visit from:
Patsy Eldridge
Regional Program
Development Manager

Patsy oversees all 107
Camp Invention
programs in New
England and Long
Island.

She used our site as a
model to promote
growth in Connecticut.

North Haven visitors
were given a tour during
Patsy's visit.



Camp Invention tests creativity

August 14, 2015



Sophia Lopresti, 7, disassembles a computer to be repurposed at Camp Invention at Strong School.

By TAMMI NAUDUS
STAFF PHOTOGRAPHER

This past week, more than 100 local students converged on Strong School for a weeklong summer adventure with lessons that explore connections between engineering, and innovation.

Children worked together to seek solutions to real-world problems, children sharpen critical 21st century learning skills

"This year we have a full house of 110 elementary school children, 10 students. We have five instructors and an assistant director." site director students rotate through several modules during each day of the program

Each module had a specific focus. In the KartWheel module, children the finish line as they build, enhance, and upgrade their very own development of a product from scratch during the Design Studio.

In the I Can Invent: Next Level Gamers module, participants recycled unused game model. Finally, in the Inducted module, personalized video challenges from National Inductees are introduced along with hands-on activities.

Students spend week at Camp Invention

Farrah Duffany

PUBLICATION: Record-Journal (Meriden, CT)

SECTION: Local & State

Record-Journal staff

SOUTHINGTON - Grabbing a plastic bag with both hands, Matthew Riccio, 10, an upcoming sixth-grader at DePaolo Middle School, turned it upside down, spilling the contents on the classroom rug in Strong School. Screws, magnets, nuts, bolts and disassembled computer pieces scattered on the floor as Matthew and his partners Spencer Li and Aravind Bhamidipati, also upcoming sixth-graders at DePaolo, sifted through them for their project.

"We got two motors out of it," said Aravind. "And we will make a maze out of those parts." A total of 110 students in grades one through six were enjoying a week-long program called **Camp Invention**. The **camp** was created by the National Inventors Hall of Fame, a nonprofit organization that helps inventors. This is the second year the school district offered the program.

Because of the popularity of the program last year, Dave DeStefano, the summer school director for the district, said it filled up two months ahead.

"I think it's great to see 30 or 40 are alumni," DeStefano said. "They loved it last year and they are back again." Last year all the projects had insect themes to them and this year the theme for the **camp** is illuminate.

Matthew, Aravind and Spencer were creating a maze using a circuit board and pieces of material they disassembled from DVD players, computers, radios, clocks, and other old, unused gadgets. The project is called Maze-World and students could use reverse engineering to take devices that were once used in other products and recreate them in a video-game type of maze.

Each student or group had a cardboard base to work with to establish their maze. "You got it? Do you want to do it together?" asked Alexandra Wyluda, to Donovan Kashuba, 9, as he tried to pick up an old computer tower with pieces missing.

"It's really exciting," she said. "I work with kids at the YMCA too so I know some of the kids from that." Wyluda, an upcoming senior at Southington High School, was volunteering to help the students at the **camp**.

DATE: August 7, 2015

Page: C03 MEMO2

HOME

NEWS

OPINION

SPORTS

OBITUARIES

COMMUNITY

PHOTO & VIDEO

Moving Forward



2015 Highlights

- 120 participants (maximum enrollment for a one-week program)
 - 45 returned from last year
- \$600 stipend bonus awarded to the site district (\$5 for each participant)
- Strong Elementary School proved to be an ideal site
- Developing interest in a middle school program

2016 Suggestions

- Consider offering two, one-week camps
 - Alumni discount is \$35 off registration
- Use stipend to staff a nurse and/or develop scholarship account
- Continue to use Strong Elementary School
- Promote Invention Project more aggressively



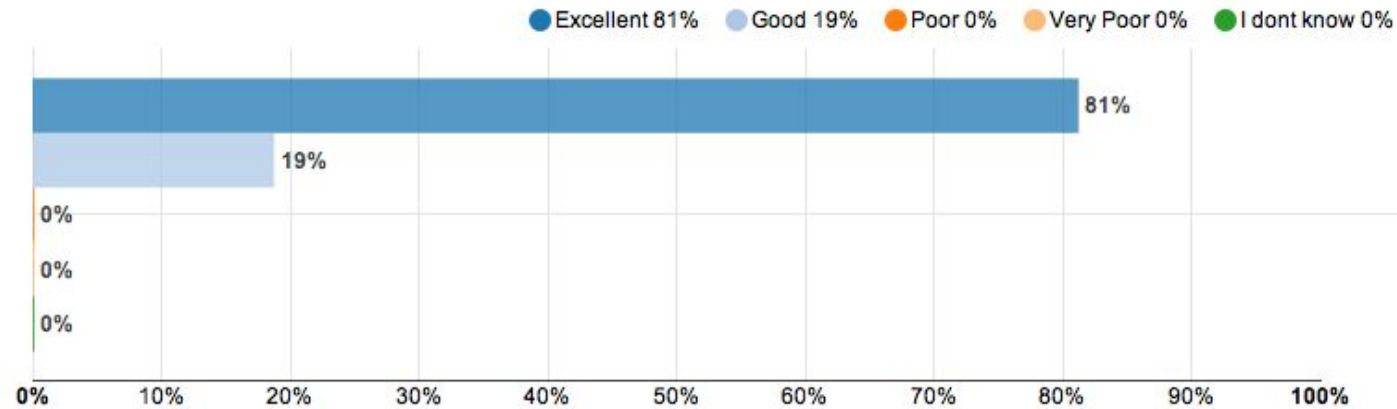
Ready to do
it again!



Camp Invention®

8a. Overall, how would you rate your child's experience in the Camp Invention program?

16 responses

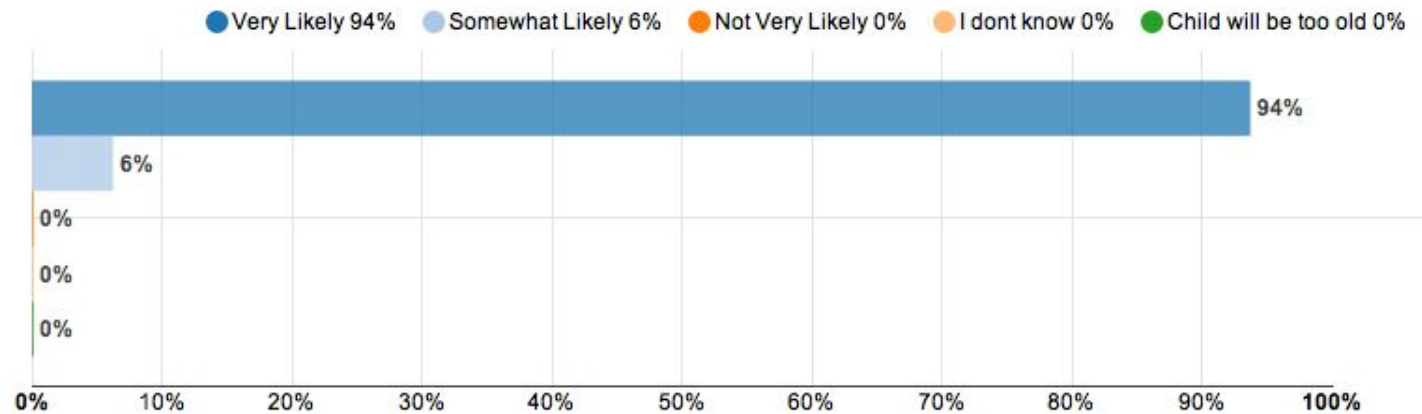


8b. Overall, how would you rate your child's experience in the Camp Invention program? - Explanation

- My son has become interested in robotics and inventing. This camp was perfect to teach him more background knowledge & motivate him.
- My son got in the car on the first day exclaiming that he loved camp and wanted to go back the next day.
- "best camp ever" was something I heard daily!
- Loved inventing things! Especially using tools!
- My child had a lot of fun, and that's what matters most to me
- My son loved this camp! He said it was the best camp of the summer.
- She was really proud of her inventions and she seemed to have a great time
- Our grandson's take apart item was taken by another. Child. Very disappointing
- My son enjoyed the camp very much.
- My child had a hard time, he needs more help than others
- Kids liked program
- The camp lived up to our expectations.
- My daughter loved the camp! This was the first time she attended. She loved it so much she wants to go again next year
- My son loves Camp Invention. All the things he likes to do (build, create, explore) he gets to do there. It's perfect for his interests.
- This was not a glorified babysitting program...there was much thought and creativity involved in the program...will continue to return year
- My son had a blast. He seemed to enjoy all of the activities.

11a. How likely are you to send your child to the Camp Invention program again?

16 responses



11b. How likely are you to send your child to the Camp Invention program again? - Explanation

- He really enjoyed himself and this camp allowed him to create and invent as he is becoming highly motivated.
- My son enjoyed it very much
- I don't think she has ever had so much fun learning. We both only wish it could have been 2 weeks, rather than one.
- Had a blast!
- He had a wonderful time and can't wait for next year
- He had an amazing experience. Just wish the hours were a little longer. We both work and it was difficult picking him up.
- She seemed to learn a lot & had a great time doing it.
- Too old
- This was his 2nd year and he wants to go back again next year.
- It depends on many variables- my child was disappointed.
- Kids liked
- This was an excellent camp. I only wish that it was not as expensive. If possible perhaps ways to cut back the tuition should be explored.
- My daughter wants to attend next year
- He simply loves going, has fun, and learns.
- we will definitely be attending next year
- My child clearly enjoyed his camp experience. I think it is a wonderful program that teaches children to think out of the box.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 10, 2015

Decision Requested X

Agenda Code 10.d

AGENDA REPORTING FORM

Agenda Topic: Budget Assumptions and Priorities for 2016 - 2017

Summary of Issue: Annually, the Board sets up budget assumptions and priorities to be included in the upcoming budget documents.

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: The Board of Education adopt the Budget Assumptions and Priorities for 2016 - 2017.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. 2016-2017 Assumptions – Draft
2. 2016-2017 Priorities – Draft
3. _____

ASSUMPTIONS
2016 - 2017 BOARD OF EDUCATION BUDGET

- Open communication and cooperation will be maintained with other municipal boards and community throughout the budget process.
- State and Federal financial support of education will not keep pace with increased programming mandates and may be further reduced by [sequestration legislation and](#) reductions of grants and other supports to local communities.
- Safety, security and health standards will be maintained and supported through continued training of staff; [i.e.e.g., School Safety and Security Plan, Anti-bullying, Blood Borne Pathogens, Sexual Harassment / Title IX, Mandated Reporting, OSHA \(Office of Safety and Health Administration\).](#)
- Salaries and benefits will be based on commitments incurred through collective bargaining and other employment agreements.
- Existing programs and services will be [reviewed, evaluated,](#) maintained or adjusted as the educational needs of students change.
- Overall certified and classified staffing levels will be adjusted based on enrollment, [/programming, safety factors and/](#)facility considerations.
- Purchased services and supply accounts will be [reviewed and](#) adjusted based on documented prices and trends; i.e., fuel, where appropriate, enrollment changes and facility needs.
- Budgeted items that are bid will be based on budget history and inflation projections.
- Use of space and facilities district-wide will be efficient and effective [and reflect innovative uses wherever possible.](#)
- Consideration will be given to the current economic conditions.
- Funding for Educational Cost Sharing will remain constant for 2016-2017

PRIORITIES
2016 - 2017 BOARD OF EDUCATION BUDGET

- Support funding for appropriate class sizes at all levels of instruction.
- Update all instructional materials for teachers and students as required through the curriculum renewal cycle for the current school year.
- Continue funding for media centers and classroom resources for literacy.
- Continue funding for expansion and sustainability of technology with access and equity for all students.
- Continued commitment to the district's long-term plan (Vision 2020) that includes funding for a strong professional development initiative.
- Support funding for the prioritized joint Capital Plan (Board of Education / Town of Southington).
- Continue to pursue opportunities to share services [where appropriate](#) between the Board of Education and all town departments.
- Continue to monitor and update the security and well-being of the infrastructure of our facilities, students, and staff.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 10, 2015

Decision Requested X

Agenda Code 10 e

AGENDA REPORTING FORM

Agenda Topic: Job Description ~ Athletic Director ~ Second Reading

Summary of Issue: The Policy & Personnel Committee has reviewed the job description for the position of *Athletic Director*. Included is the final draft of the job description that was presented at the July 20, 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 description for the position of *Athletic Director*, as recommended by the Policy and Personnel Committee.

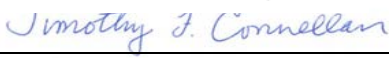
Titles of Attachments:

1. DRAFT Job Description, Athletic Director

mp\Board\9..15, Jobdescripton athletic director.doc



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Job Description
Athletic Director
Final Draft ~ Clean Copy



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: **Athletic Director**

QUALIFICATIONS:

1. Intermediate Administrator's Certification (092).
2. Five years of interscholastic coaching experience.
3. Demonstrated ability to work cooperatively and effectively with students, staff, and the public.
4. Demonstrated organizational ability.
5. Prior experience as an Athletic Director is desirable.
6. Possess effective written, oral, and interpersonal communication skills.

REPORTS TO: High School Principal

JOB GOAL: Effective coordination and supervision of grades 6 – 12 interscholastic and intramural sports and evaluation of designated physical education staff K-12.

PERFORMANCE RESPONSIBILITIES:

1. Directs and supervises interscholastic athletics and intramural programs.
2. Hires, supervises, and evaluates all coaches and faculty managers.
3. Ensure all coaches maintain proper certifications.
4. Organizes and provides ongoing professional development for coaches and athletic personnel.
5. Prepares and oversees athletic program budget.
6. Responsible for accounting and reporting of all athletic gate receipts.
7. Schedules and oversees transportation, facilities, and staff for all athletic activities.
8. Supervises the implementation of all personnel and procedures related to athletes' health and safety.
9. Communicates expectations of Athletic Handbook to coaches and student athletes to ensure compliance.
10. Supervises the care and maintenance of all athletic equipment.
11. Ensures compliance of all state and federal mandates as pertains to athletics.
12. Collaborates with the Director of Operations and/or designee on improvement, maintenance, and use of all athletic facilities.
13. Serves as liaison to all athletic booster clubs in the Southington Public Schools.
14. Serves as liaison to organizations that Southington Public Schools associates with or belongs to, including but not limited to CIAC and CCC.
15. Maintain and promote a positive school climate at athletic events.
16. Perform other related duties and responsibilities as assigned by the immediate supervisor and/or his designee.

TERMS OF EMPLOYMENT: In accordance with the agreement between the Southington Board of Education and the Southington Administrators Association.

EVALUATION: Performance to be evaluated annually by the High School and Middle School Principals.

WORK YEAR: 215 days

9/7/07

Approved by Policy and Personnel Committee 9/18/07

Approved by Board of Education 9/27/07

Job Description
Athletic Director

Draft with Edits Presented at the 8/13/15 BOE Meeting



SOUTHINGTON PUBLIC SCHOOLS JOB DESCRIPTION

DRAFT

TITLE: **Athletic Director**

QUALIFICATIONS:

1. Intermediate Administrator's Certification (092).
2. Five years of **interscholastic** coaching experience.
3. Demonstrated ability to work cooperatively and effectively with students, staff, and the public.
4. Demonstrated organizational ability.
5. Prior experience as an Athletic Director is desirable.
6. Possess effective **written, oral, and interpersonal** communication skills.

REPORTS TO: High School Principal

JOB GOAL: Effective coordination and supervision of grades 6 – 12 interscholastic and intramural sports **and evaluation of designated physical education staff K-12.**

PERFORMANCE RESPONSIBILITIES:

1. **Directs and supervises** interscholastic athletics and intramural programs.
2. Hires, supervises, and evaluates all coaches **and faculty managers.**
3. **Ensure all coaches maintain proper certifications.**
4. Organizes and provides ongoing professional development for coaches and athletic personnel.
5. Prepares and oversees athletic program budget.
6. **Responsible for accounting and reporting** of all athletic gate receipts.
7. Schedules and oversees transportation, facilities, and staff for all athletic activities.
8. Supervises the implementation of **all personnel** and procedures related to athletes' health and safety.
9. **Communicates expectations of Athletic Handbook to coaches and student athletes to ensure compliance.**
10. Supervises the care and maintenance of all athletic equipment.
11. **Ensures compliance of all state and federal mandates as pertains to athletics.**
12. **Collaborates with the Director of Operations and/or designee on improvement, maintenance, and use of all athletic facilities.**
13. Serves as liaison to all athletic booster clubs in the Southington Public Schools.
14. Serves as liaison to organizations that Southington Public Schools associates with or belongs to, including but not limited to CIAC and CCC.
15. **Maintain and promote a positive school climate at athletic events.**
16. Perform other related duties and responsibilities as assigned by the immediate supervisor and/or his designee.

TERMS OF EMPLOYMENT: In accordance with the agreement between the Southington Board of Education and the Southington Administrators Association.

EVALUATION: Performance to be evaluated annually by the High School and Middle School Principals.

WORK YEAR: 215 days

9/7/07
Approved by Policy and Personnel Committee 9/18/07
Approved by Board of Education 9/27/07

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 10, 2015

Decision Requested X

Agenda Code 10 f

AGENDA REPORTING FORM

Agenda Topic: Computer Teacher Job Description ~ Second Reading

Summary of Issue: The Policy & Personnel Committee has reviewed the job description for the position of *Computer Teacher*. Included is the final draft of the job description that was presented at the July 20, 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 description for the position of *Computer Teacher*, as recommended by the Policy and Personnel Committee.

Titles of Attachments:

1. DRAFT Job Description, Computer Teacher

mp\Board\9.10.15, Jobdescription computer teacher.doc



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Job Description
Computer Teacher
Final Draft ~ Clean Copy



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: Computer (Studies) Teacher

QUALIFICATIONS:

1. Holds appropriate area certification.
2. Demonstrates ability to work cooperatively and effectively with staff.
3. Possesses strong technology skills with word processing, database, spreadsheet, presentation, digital video and editing applications.
4. Exhibits knowledge of multiple digital electronic platforms.
5. Possesses the ability to introduce computer programming and programming language.
6. Experience at the middle school teaching level preferred.

REPORTS TO:

Principal or Assistant Principal.

JOB GOAL:

Design and implement instructional activities that will teach students the identified curriculum of the Southington Public Schools, and contribute to the students' development as mature, able, and responsible members of a digital society.

PERFORMANCE RESPONSIBILITIES:

1. Fosters and supports cross-curricular integration across all grade levels.
2. Works cooperatively and collaboratively with others to integrate and utilize technology in the classroom.
3. Develops lesson plans that encompass the use of technology in the curriculum.
4. Develops an innovative technology curriculum.

TERMS OF EMPLOYMENT: In accordance with the agreement between the Southington Board of Education and the Southington Education Association.

EVALUATION: Performance to be evaluated annually by the building principal.

Originated: June 3, 2015

Reviewed by Policy and Personnel Committee:

Approved by the SEA:

Approved by the Board of Education

Job Description
Computer Teacher

Draft with Edits Presented at the 8/13/15 BOE Meeting



SOUTHTON PUBLIC SCHOOLS JOB DESCRIPTION

DRAFT

TITLE: Computer (Studies) Teacher

QUALIFICATIONS:

1. Holds appropriate area certification.
2. Demonstrates ability to work cooperatively and effectively with staff.
3. **Must Possesses** strong technology skills with **word processing**, database, spreadsheet, presentation, digital video and editing applications.
4. ~~Experienced with~~ **Exhibits knowledge of** multiple digital electronic platforms. ~~and Google Apps (GAFE).~~
5. **Must Possesses** the ability to introduce computer programming ~~using MIT's Scratch and~~ programming language.
6. Experience at the middle school teaching level **preferred**.

REPORTS TO:

Principal or Assistant Principal.

JOB GOAL:

~~To Design and carry out~~ **implement** instructional activities that will ~~help and motivate students to learn~~ **teach students** the identified curriculum of the Southington Public Schools, and ~~to~~ contribute to the students' development as mature, able, and responsible members of **a digital** society.

PERFORMANCE RESPONSIBILITIES:

1. Fosters and supports cross-curricular integration across all grade levels.
2. ~~Able to~~ **Works** cooperatively and collaboratively with others to integrate and utilize technology in the classroom.
3. Develops lesson plans that encompass the use of technology in the curriculum.
4. Develops an innovative technology curriculum. ~~including instruction in digital literacy, Internet safety, Common Core, computer programming concepts and using technology for learning.~~

TERMS OF EMPLOYMENT: In accordance with the agreement between the Southington Board of Education and the Southington Education Association.

EVALUATION: Performance to be evaluated annually by the building principal.

Originated: June 3, 2015
Reviewed by Policy and Personnel Committee:
Approved by the SEA:
Approved by the Board of Education

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 10, 2015

Decision Requested X

Agenda Code 10 g.

AGENDA REPORTING FORM

Agenda Topic: Community Relations Policy ~ Second Reading

Summary of Issue: The Policy and Personnel Committee reviewed and made recommended changes to the current Community Relations Policy #1325, Advertising and Promoting in the School System, during their July 14, 2015 meeting.

Background: The Board of Education approves all policy adoptions and revisions.

Alternative Strategies: N/A

Cost (if applicable): N/A

Funding Source: N/A

Beginning Date of Program or Project: March 2015

Ending Date of Program or Project: N/A


Recommendation or Comment: Recommend that the Board of Education approve draft Community Relations Policy #1325, Advertising and Promoting in the School System, as presented by the Policy and Personnel Committee.

Titles of Attachments:

1. Draft Policy #1325

mp\Board\9/10/15 Community Relations Policydoc


Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

Community Relations

Final Draft ~ Clean Copy

DRAFT

Series 1000: Community Relations

Community Relations

Advertising and Promotion in the School System

The Board of Education believes that properly regulated opportunities for advertising and promotion can be a positive partnership between the school system and the community. The Board also recognizes its responsibility to protect its students from exploitation by private interests and to uphold the values and standards of the school system and community.

The Board of Education or designee must approve advertising in school district facilities or on school district property. Any approval will state precisely where the advertising is to be located and for how long. Advertising will not be allowed outside the approved location or time span. Advertising, for the purposes of this policy, is defined as allowing for profit making companies or organizations to utilize school property or facilities to promote their goods or services in exchange for money, service, material or other compensation.

Restrictions on Advertising

The following restrictions will apply to all advertising:

Advertising shall not:

1. Violate or contradict the standards, values or educational goals of the school district or community
2. Promote hostility, disorder or violence
3. Attack or defame ethnic, racial or religious groups
4. Discriminate, demean or harass any person or group based on gender or sexual orientation
5. Inhibit the functioning of the school or district
6. Override the school or district identity
7. Involve any political promotion or endorsement
8. Be obscene or violate the prevailing community standards
9. Promote any religious organization
10. Use any district or school logo without prior approval

Funds Management and Allocation

The Board of Education retains the rights to allocate advertising revenue to support school district programs unless required to deposit revenue in the General Fund. The Board or its designee will have the right to enter into partnerships with school related clubs and organizations for the purposes of selling advertising. In these cases, the Board retains the right to allocate a portion of the funds raised to the club or organizational partner. The proposal and approval process in these cases must follow the process described in this policy and its corresponding regulations.

Series 1000: Community Relations

Community Relations

Advertising and promotion in the School System

Funds Management and Allocation (continued)

Advertising revenues must be accounted for and reported to the Board of Education. All district programs must report advertising revenue and its utilization to the Superintendent. The Superintendent shall submit an annual report to the Board of Education regarding the intake and expenditure of all district and school advertising revenue.

Approval

All proposals for advertising shall be submitted, in writing, to the Superintendent of Schools, on the *Proposal for Advertising Form R-1325 (2)*. All banner styles, sizes, colors, and images must be reviewed and approved in writing by the Superintendent or his/her designee prior to fabrication and placement within/ upon Board of Education property. The Board of Education recognizes that out of respect for neighbors in surrounding properties, and to promote safe and distraction free driving zones on school properties, uniformity and location must be considered when approving requests and proposals. Banners will become Town of Southington property upon placement within/upon facilities. The Board of Education reserves the right to remove banners for certain school functions with the understanding that banners will be put back into place after the respective event for the duration of the time the advertisement was approved. The Superintendent may refer any proposal for advertising to the Board of Education for its approval. Any arrangement that calls for the district to enter into a formal contract must be approved by the Board of Education.

Advertising in school-based publications or activity “programs” (newspaper, yearbook, play programs, concert programs, web sites, etc.) must be approved, in writing, in advance, by the school principal or designee. This advertising must meet the standards described in Policy #1325. The principal may refer advertising to the Superintendent for approval.

Disclaimer:

The approval and sale of advertising by the school district does not constitute endorsement of any product, company or organization.

Policy Adopted: February 2009
Policy Revised: September 2015



DRAFT

R-1325 (2)

Southington Board of Education Advertisement Proposal Form

Please Print or Type

Agency/Business: _____

Description of Product or Service to Be Advertised:

Representative: _____

Address: _____

Town/City: _____ **State** _____ **Zip** _____

Day Telephone Number: _____

- 1) **I want a banner(s) displayed for:**
One Year **Two Years** **Three Years** **Other** _____
- 2) **Location Preference:**
Standard **Premium**

My banner should look like this:

**Attach Business Card
OR
Design Your Own**

3) **I am interested in a different form of advertising. Please describe:**

.....

Approved _____

Denied _____

Signature of Superintendent, Southington Public Schools

Date



DRAFT

R-1325 (3)

Southington Board of Education

Advertising Approval

Your Proposal for advertising has been approved. Your advertisement will be displayed:

Location: _____

Time Period: _____

Directions

Please read very carefully

1. All banner styles, sizes, colors, and images must be reviewed and preapproved by the Superintendent or his/her designee prior to fabrication and placement within/ upon Board of Education property.
2. Banners will become Town of Southington property upon placement within/upon facilities.
3. The Board of Education reserves the right to remove banners for certain school functions.
4. Pick the length of display time: *1, 2, or 3 years.*
5. Enclose your payment. Checks should be made out to the Southington Board of Education
6. Mail payment to:
*Southington Board of Education
Business Office
200 North Main St.
Southington, CT 06489*
7. Questions: Contact the Business Office at (860) 628-3200 ext. 212.

Community Relations

Draft with Edits Presented at the 8/13/15 BOE Meeting

Series 1000: Community Relations

Community Relations

Advertising and Promotion in the School System

The Board of Education believes that properly regulated opportunities for advertising and promotion can be a positive partnership between the school system and the community. The Board also recognizes its responsibility to protect its students from exploitation by private interests and to uphold the values and standards of the school system and community.

The Board of Education or designee must approve advertising in school district facilities or on school district property. Any approval will state precisely where the advertising is to be located and for how long. Advertising will not be allowed outside the approved location or time span. Advertising, for the purposes of this policy, is defined as allowing for profit making companies or organizations to utilize school property or facilities to promote their goods or services in exchange for money, service, material or other compensation.

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The following restrictions will apply to all advertising:

Advertising shall not:

11. Violate or contradict the standards, values or educational goals of the school district or community
12. Promote hostility, disorder or violence
13. Attack or defame ethnic, racial or religious groups
14. Discriminate, demean or harass any person or group based on gender or sexual orientation
15. Inhibit the functioning of the school or district
16. Override the school or district identity
17. Involve any political promotion or endorsement
18. Be obscene or violate the prevailing community standards
19. Promote any religious organization
20. Use any district or school logo without prior approval

Funds Management and Allocation

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Series 1000: Community Relations

Community Relations

Advertising and promotion in the School System

Funds Management and Allocation (continued)

Advertising revenues must be accounted for and reported to the Board of Education. All district programs must report advertising revenue and its utilization to the Superintendent. The Superintendent shall submit an annual report to the Board of Education regarding the intake and expenditure of all district and school advertising revenue.

Approval

All proposals for advertising shall be submitted, in writing, to the Superintendent of Schools, on the *Proposal for Advertising Form R-1325 (2)*. ~~Advertising proposals must be approved in writing by the Superintendent or designee prior to being displayed on school district property or facilities.~~ **All banner styles, sizes, colors, and images must be reviewed and approved in writing by the Superintendent or his/her designee prior to fabrication and placement within/ upon Board of Education property. The Board of Education recognizes that out of respect for neighbors in surrounding properties, and to promote safe and distraction free driving zones on school properties, uniformity and location must be considered when approving requests and proposals. Banners will become Town of Southington property upon placement within/upon facilities. The Board of Education reserves the right to remove banners for certain school functions with the understanding that banners will be put back into place after the respective event for the duration of the time the advertisement was approved.** The Superintendent may refer any proposal for advertising to the Board of Education for its approval. Any arrangement that calls for the district to enter into a formal contract must be approved by the Board of Education.

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Disclaimer:

The approval and sale of advertising by the school district does not constitute endorsement of any product, company or organization.

Policy Adopted: February 2009



DRAFT

R-1325 (2)

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2) **Location Preference:**
Standard **Premium**

My banner should look like this:

**Attach Business Card
OR
Design Your Own**

3) **I am interested in a different form of advertising. Please describe:**

.....

Approved _____

Denied _____

Signature of Superintendent, Southington Public Schools

Date



DRAFT

R-1325 (3)

Southington Board of Education

Advertising Approval

Your Proposal for advertising has been approved. Your advertisement will be displayed:

Location: _____

Time Period: _____

Directions

Please read very carefully

1. ~~Banners are made of 4' x 8' vinyl and become property of the Town of Southington. (Delete)~~
 2. ~~Choose either block letters only (no logo or graphics) **OR** have your business logo displayed in color.~~
 3. ~~Businesses wishing to have their logo displayed must provide a "camera ready" business card/letterhead or other clean logo sample along with their payment.~~
 4. ~~We want to make sure your banner is correct. Please sketch out, on the paper provided, how you envision the banner to look.~~
 5. **All banner styles, sizes, colors, and images must be reviewed and preapproved by the Superintendent or his/her designee prior to fabrication and placement within/ upon Board of Education property.**
 6. **Banners will become Town of Southington property upon placement within/upon facilities.**
 7. **The Board of Education reserves the right to remove banners for certain school functions.**
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Business Office
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Southington, CT 06489*
9. Questions: Contact the Business Office at (860) 628-3200 ext. 212.

Delete this page

R-1325 (3)

Banner Fees

Banner Style	One Year	Two Years	Three Years
Block Letter Standard Location	\$500	\$950	\$1350
Company Logo Standard Location	\$650	\$1100	\$1500
Block Letter Premium Location	\$800	\$1250	\$1650
Company Logo Premium Location	\$950	\$1400	\$1800

**Locations are to be determined*

All Questions Contact:
*Southington Board of Education
Business Office
(860) 628-3200, ext. 212*

Mail Payments to:
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Business Office
200 North Main Street
Southington, CT 06489*

Make Checks Payable to:
Southington Board of Education

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 10, 2015

Decision Requested X

Agenda Code 10 h

AGENDA REPORTING FORM

Agenda Topic: Participation in Athletics and Other Co-Curricular Activities Policy ~ Second Reading

Summary of Issue: The Policy and Personnel Committee, along with the administration, reviewed and made recommended changes to the current Policy #5133, participation in Athletics and Other Co-Curricular Activities, during their August 11, 2015 meeting.

Background: The Board of Education approves all policy adoptions and revisions.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: March 2015

Ending Date of Program or Project: N/A

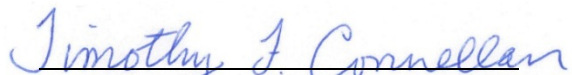
Recommendation or Comment: Recommend that the Board of Education approve draft Policy #5133, Athletics and Other Co-Curricular Activities, as presented by the Policy and Personnel Committee.

Titles of Attachments:

1. Draft Policy #5133

mp\Board\9/10/15 Participation in Athletics Policydoc


Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

Participation in Athletics and Other Co-Curricular Activities Policy

Final Draft ~ Clean Copy

Series 5000: Students**Student Activity****Participation in Athletics and Other Co-Curricular Activities**

Participation in athletics or co-curricular activities (previously referred to as extra-curricular activities) at Southington Public Schools is a privilege and demands certain commitments and responsibilities. The school system and the community have a high level of expectations for the students who represent the schools. Therefore, it is expected that student athletes and participants in other co-curricular activities shall conform to the behavioral norms of the school, the rules and regulations established in the student handbook, and any other published or established rules or regulations applicable to a particular activity.

When the administration becomes aware of any student athlete or participant in co-curricular activities who violate appropriate behavioral standards, it has the right to suspend or dismiss the student from the athletic team or co-curricular activity. Students may not appear at or participate in events related to their team or student organization during the time in which they are suspended from their sport or activity. The expectation of appropriate behavior for students does not end when an athletic season or student program is over, or when that student is off school grounds. Therefore, out of season violations will affect in season participation as determined by the administration.

Behaviors that could result in suspension or dismissal from an athletic team or co-curricular activity include, but are not limited to, the following behaviors exhibited on or off school property, at any time of the day, week or year.

1. Acts of insubordination toward any school district employee or representative, or any official responsible for conducting or coordinating an athletic or co-curricular activity.
2. Cutting classes or school or team/student organization activities.
3. Lack of academic effort or not meeting basic academic eligibility requirements.
4. Stealing of any kind.
5. Vandalism or property destruction.
6. Use, sale, distribution or possession of illegal substances, illegal, illicit or non-illicit drugs or alcohol.
7. Any behavior which is in violation of school rules or the laws of the Local, State or Federal Governments.

Policy Adopted: September 2009

Policy Revised: September 2015

Series 5000: Students**Student Activity****Participation in Athletics and Other Co-Curricular Activities**

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All of the rules and regulations established in the student handbook, and any other published or established procedures, rules or regulations applicable to a particular activity and related to student behavior, conduct or discipline must be consistent with Policy 5133. Any changes to said procedures, rules or regulations must be approved by the Superintendent or designee prior to adoption or publication.

Reference: Southington High School Student Handbook
Southington Student-Athlete/Parent Handbook

Regulation Adopted: January 2010
Regulation Revised: September 2015

Participation in Athletics and Other Co-Curricular Activities Policy

Draft with Edits Presented at the 8/13/15 BOE Meeting

Series 5000: Students

Student Activity

Participation in Athletics and Other Co-Curricular Activities

Participation in athletics or co-curricular activities (previously referred to as extra-curricular activities) at Southington Public Schools is a privilege and demands certain commitments and responsibilities. The school system and the community have a high level of expectations for the students who represent the schools. Therefore, it is expected that student athletes and participants in other co-curricular activities shall conform to the behavioral norms of the school, the rules and regulations established in the student handbook, and any other published or established rules or regulations applicable to a particular activity.

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9. Cutting classes or school or team/student organization activities.
10. Lack of academic effort or not meeting basic academic eligibility requirements.
11. Stealing of any kind.
12. Vandalism or property destruction.
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Policy Adopted: September 2009

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Regulation Adopted: January 2010

Regulation Revised: August 2015