

Southington Board of Education Meeting

Thursday, June 23, 2016 6:30 PM
Municipal Center Public Assembly Room 200 North Main Street
Southington, CT 06489
200 North Main Street
Southington, CT 06489



BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session to discuss Legal Matter and Unaffiliated Employees
3. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
4. Pledge of Allegiance
5. Approval of Minutes of June 9, 2016
6. Communications
 - a. Communications from Audience
 - b. Communications from Board Members
 - c. Communications from Administration
7. Committee Reports
 - a. Finance Committee Meeting ~ June 14, 2016
 1. Bid Award - #2017-BID-08 ~ Toilet Tissue, Rolled Hand Towels, Foam Hand Soap
 2. 2015-2016 Purchase Plan
8. Old Business
 - a. Town Government Communications
 - b. Construction Update
9. New Business
 - a. Reallocation / Adoption of 2016-2017 Operating Budget
 - b. Draft Policy #3524.1, Pesticide Application ~ Second Reading
 - c. Draft Policy #5113, Attendance and Excuses ~ Second Reading
 - d. Compensation for Unaffiliated Employees for 2016-2017
 - e. Year End Report on 2015-2016 Superintendent's Goals
 - f. Evaluation of Superintendent of Schools 2015-2016 and Compensation 2016-2017
(After Executive Session)
10. Adjournment

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

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

JUNE 9, 2016

The regular meeting of the Southington Board of Education was held on Thursday, June 9, 2016 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

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:34 p.m.

Board members present: Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Juanita Champagne, Mrs. Colleen Clark, Mrs. Terry Lombardi, Mr. Zaya Oshana, and Mrs. Patricia Queen. Board member absent: Mr. David Derynoski.

Administration present: Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; and Mrs. Sherri DiNello, Director of Business and Finance (*left at 6:42 p.m.*).

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

"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing Personnel, Unaffiliated Employees, Paraprofessional Negotiations, and Student Expulsion, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

2. EXECUTIVE SESSION TO DISCUSS PERSONNEL, UNAFFILIATED EMPLOYEES, PARAPROFESSIONAL NEGOTIATIONS AND STUDENT EXPULSION

Mr. Goralski declared Executive Session ended at 7:23 p.m.

3. CELEBRATION OF EXCELLENCE

At 7:25 p.m., in Celebration of Excellence, the Board of Education honored the following students who were presented with plaques:

- Timothy Cocuzza, Class of 2016 Valedictorian; Emily Maciejewski, Class of 2016 Salutatorian; and Natalia Gimenez, Class of 2016 Essayist who were the top three students out of 486 seniors.

- James Brino and Christopher Iverson, Student Representatives who served on the Board of Education for two years and were graduating.

Members of the Southington Veterans Committee and the American Legion Kiltonic Post #72 presented the Board of Education a framed flag that flew over Baghdad, Iraq with a plaque that reads, *“On behalf of the Veterans of the town of Southington, this flag is presented for your support and dedication to the memory and incidences of all veterans.”*

Mr. Goralski called for a recess at 7:40 p.m.

4. RECONVENE MEETING ~ REGULAR SESSION

The regular session was reconvened at 7:55 p.m. by Mr. Goralski, Chairperson.

Board members present: Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Juanita Champagne, Mrs. Colleen Clark, Mrs. Terry Lombardi, Mr. Zaya Oshana and Mrs. Patricia Queen. Board member absent: Mr. David Derynoski.

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

Student Representative present was Miss Samantha Martins.

5. PLEDGE OF ALLEGIANCE

Miss Martins led in reciting the Pledge of Allegiance.

6. APPROVAL OF MINUTES ~ May 26, 2016

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

“Move to approve the regular Board of Education minutes of May 26, 2016, as submitted.”

Motion carried by voice vote with Mrs. Lombardi abstaining.

7. COMMUNICATIONS

a. Communications from Audience

The following audience members addressed the Board of Education regarding the nonrenewal of the Hartford Healthcare contract for Occupational Therapists and Physical Therapists:

- 1) Megan Mariani, 174 Rethal Street - Student
- 2) Katrina Toce, 114 Lepage Drive - Parent
- 3) Andrea Zak, 35 Foley Drive - Parent
- 4) Mary Peterman, 71 Wilbur Street - Preschool Special Education Teacher
- 5) Heather Cekauskas, 60 Birmingham Drive - Parent

- 6) Christopher Kelly, 18 Franklin Street - Parent
- 7) Chris DeMello, 48 Trotters Lane - Parent
- 8) Lisa Klee, 31 Darling Street - Parent
- 9) Steve Straub, 24 Valley View Court - Parent
- 10) Cheryl Hatheway, 10 Yorktown Road - Day care provider
- 11) Jessica Heeran, 21 Dogwood Drive - Parent
- 12) Theresa Gambardella, 36 Homestead Lane - Hartford Healthcare Physical Therapist
- 13) Laura Summers, 572 Spring Street - Parent
- 14) Sue Mikosz, 86 Ladyslipper Lane - Parent
- 15) Laurie Straub, 24 Valley View Court - Parent

There were 15 people in the audience who spoke comprised of parents of special needs students, a student using assistive technology, a Physical Therapist (PT) who is employed by Hartford Healthcare, which is contracted by the Southington Public Schools, Preschool Special Education Teacher, and Southington citizens. They spoke of their concerns of not renewing the contracted OT/PT services with the Hartford Healthcare Rehab Network and the school district hiring OT/PT employees to provide these services. They addressed the short notice of recently learning about this change through an email that they received from Mr. Connellan, Superintendent of Schools, transparency, the affect that this change would have on the special needs students and the need for a transition period.

Ms. Karina Toce, a parent of two disabled children stated that she started an online petition that has collected over 400 signatures for the purpose of the Board of Education renewing the contract with Hartford Healthcare and not making any changes to the excellent care the children are receiving. The parents noted that some children do not handle change well, need consistency and routine, and sometimes regress with change. If change needs to be made, the parents requested a transition period and plan for each of the special needs students.

Theresa Gambardella, Physical Therapist employed by Hartford Healthcare, spoke of the associated costs for the seven Hartford Healthcare staff members, years of experience, and pointed out that their health insurance and benefits are paid by Hartford Healthcare. She noted that they work beyond the hours for which they are paid, they are dedicated and actually live in town. They understand highly medically complex students, have low staff turnover and work as a team. The Hartford Healthcare staff members believe that the services that they provide are cost effective because they go above and beyond what is expected of them.

Mr. Goralski emphasized that the consideration of a change is not a reflection on the current staff members working in the Southington schools or Hartford Healthcare, who do an excellent job. He recommended that any further communication regarding this should be directed to the Superintendent of Schools and Ms. Meg Walsh, Director of Special Services.

b. Communication from Board Members

The Board members reported on the following:

- Mr. Brown read the following statement for the record: *“I am not blaming anyone in the room, but the delays on the Board of Education budget being finalized will have a negative impact on the school system’s ability to best serve our students. The longer the process is or has been dragged out, the smaller the pool of potential quality candidates to fill vacant and new positions becomes. The*

best candidates will certainly be taken by other districts. It is also hampering plans for professional development and other educational activities this summer because of uncertainty of what funds will be available. Also, to leave our employees hanging for so long as to whether they have jobs or what those jobs might be for next year as the end of the school year arrives is disrespectful to our employees. Finally, I have heard many rumors, which I hope are not true, that there are talks by members of other elected bodies in this town to take some of the money being returned to us from the state, which we thought was promised to us to be restored, and use it for other non-educational purposes. I hope that all the monies that we were promised, in fact, goes to help us educate our students.”

- The Wall of Honor Committee met and selected six new people, who are in the process of being notified. A ceremony is scheduled for October 24, 2016, at 6:00 p.m. at Southington High School.

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

“Move to add Agenda Item 11.h ‘Student Expulsion 2015-2016-09’ to the agenda.”

Motion carried unanimously by voice vote.

c. Communication from Administration

Administration reported on the following:

1. American Legion Literacy Auxiliary Grant: Ms. Rachel Wache gave a history of how the American Legion Reading Program was started with book bins and the number of literacy grants made to various schools throughout the years totaling \$10,000 to date. With the assistance of Ms. Susan Lockes, they presented a literacy grant check to South End Elementary School for \$572 and Strong Elementary School for \$542. In the fall, Derynoski and Thalberg Elementary Schools will be receiving grants. Ms. Sue Lockes announced that the book/magazine Invisible: The Story of our Flag, which was a centennial promotion with the American Legion family and was a story about the American flag, will be presented to all the Southington schools and the Southington Library.
2. Staff Evaluations: Mr. Connellan reported that administrators have completed the staff evaluations, which is a very time consuming process.
3. Professional Development and Evaluation Committee: Mr. Madancy reported that the committee met on Wednesday and looked at the district’s priorities with the input from various departments. Through a collaborative effort, they are prepared to meet the needs for professional development next school year with everything now planned and in place.

d. Communications from Student Representatives

Miss Martins reported on the following:

- She heard that Senior Class Day and Class Night were enjoyable.
- The recent AP Expo showcased the students work for the school year.
- The volleyball, softball and baseball teams made it to the semi-finals.

- Graduation is Friday, June 10, 2016 followed by an All-Night Graduation Party at the high school.
- Best Buddies will have a picnic at Camp Sloper's on Monday, June 13, 2016.
- She thanked the Board members for a great year serving on the Board of Education as a Student Representative.
- Miss Martins introduced the two new Student Representatives for the 2016-2017 school year who introduced themselves: Joey Martin, will be a junior in the fall, and Samantha Steeves, will be a senior.

8. REPORT OF SUPERINTENDENT

a. Personnel Report

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

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

Motion carried unanimously by voice vote.

9. COMMITTEE REPORTS

a. Policy and Personnel Committee Meeting ~ June 6, 2016

Mrs. Queen reported that the committee reviewed two policies and five job descriptions at their last meeting. She shared the process of how the policies are prioritized and reviewed by the committee focusing on content, language changes, and recommendations, which are made on the computer at the meeting without being proofed as a first read. She asked the Board members to review the first reads and share their comments with her before they vote at a subsequent Board meeting. She emphasized that a first read is not a final draft. The committee reviewed Policy #3245.1, Pesticide Application and Policy #5113, Attendance and Excuses. The committee also reviewed five job descriptions: Lead Therapist, Physical Therapist, Occupational Therapist, Occupational Therapist Assistant and Physical Therapist Assistant.

b. Curriculum and Instruction Committee Meeting ~ June 7, 2016

Mrs. Carmody reported that the committee reviewed the Technology Education Curriculum for grades 6-8 and the Perkins Grant with the opportunity to improve the school-based DECA store through the funding from the grant. The grant was in addition to the regularly allotted Perkins grant awarded to the various departments within the high school. The committee reviewed the upcoming work of a newly formed Curriculum Leadership Team and the curriculum renewal cycle. The committee also reviewed data from an elective course enrollment survey at the high school and recommended that each department engage in a self-study. A sub-committee will be established to develop the self-study and will include a Board member from the Curriculum and Instruction Committee.

10. OLD BUSINESS

a. Town Government Communications

Mr. Goralski reported that on Wednesday, June 8, he, Mr. Connellan and Mrs. DiNello participated in a conference call with the Chairman of the Board of Finance and the Chairman of the Town Council regarding the budget. The Board of Finance will hold a special meeting on Monday, June 13 and will add the Board of Education appropriation request to their agenda. The concern is that there is still a \$20 million reduction at the state level that is an unknown on how it will be reduced. However, it appears that the Board of Finance and Town Council are going to lean toward restoring all the ECS money minus the transportation reductions that happened in the final approved budget. The Board of Education should be looking at a restoration of approximately \$626,000. Mr. Goralski will attend the special Board of Finance meeting and then attend the Town Council meeting regarding restoring the money to the Board of Education budget.

11. NEW BUSINESS

a. UPSEU (Paraeducators / ABA Therapists) Contract 2016-2019

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

“Move to approve the agreement between the United Public Service Union (Paraeducators / ABA Therapists) and the Southington Board of Education for 2016-2019.”

ROLL CALL VOTE: YES – Mrs. Carmody, Mrs. Clark, Mr. Brown, Mrs. Lombardi, Mrs. Champagne, Mr. Oshana, Mrs. Queen, Mr. Goralski. **Motion carried unanimously.**

b. Healthy Food Certification

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

“Move to participate in the Healthy Food Certification program for the 2016-2017 school year.”

Motion carried unanimously by voice vote.

The question arose that at one point the Board voted to not participate because of the federal reimbursement. Mrs. DiNello stated that they get ten cents per meal for participating in the Healthy Food Certification and for a number of years the Board chose not to participate because it affected fundraising and the DECA store. However, the nutrition requirements for breakfast and lunch are very stringent now and that it does not make sense at this point to opt out of participating.

Motion carried unanimously by voice vote.

c. Compensation for Unaffiliated Employees for 2016-2017

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

“Move to table.”

Motion carried unanimously by voice vote.

d. Draft Policy #3524.1, Pesticide Application ~ First Reading

Any comments, questions or typos are to be directed to Mrs. Queen.

e. Draft Policy #5113, Attendance and Excuses ~ First Reading

Any comments, questions or typos are to be directed to Mrs. Queen.

f. Job Descriptions

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

“Move that the Board of Education approve the new job descriptions for Lead Therapist, Physical Therapist, Occupational Therapist, Certified Occupational Therapist Assistant, and Physical Therapist Assistant, as recommended by the Policy and Personnel Committee.”

Mrs. Lombardi abstained from all discussion and voting on this topic because she is a Hartford Healthcare employee who is currently providing the services to the town of Southington.

The job descriptions will be posted on Friday, June 10, 2016. Mr. Goralski asked Mr. Connellan to follow-up with Hartford Healthcare on June 10 to request that their employees, who are currently providing these excellent services, are able to apply for these new positions. He questioned if there might be preclusions in their contracts that would prevent them from applying.

Mr. Connellan stated that the officials at Hartford Healthcare have indicated through Ms. Meg Walsh, Director of Special Services, that they would work with the Southington Public Schools on a Transition Plan.

ROLL CALL VOTE: YES – Mr. Brown, Mrs. Carmody, Mrs. Clark, Mrs. Champagne, Mr. Oshana, Mrs. Queen, Mr. Goralski. **Motion carried with Mrs. Lombardi abstaining.**

g. Approval of Middle School Technology Curriculum

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

“Move that the Board of Education supports the recommendation from the Curriculum and Instruction Committee to approve the revised Technology Education Curriculum for Grades 6-8.”

Motion carried unanimously by voice vote.

h. Student Expulsion 2015-2016-09

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

“Move to expel Student 2015-2016-09 as stipulated by the Superintendent of Schools.”

Motion carried unanimously by voice vote.

12. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary

Board of Education

Administrative Report

June 23, 2016



- 1. Certified staff evaluations completed**
- 2. District Hiring Status - update**
- 3. Instructional Technology Coordinator - update**

SOUTHINGTON BOARD OF EDUCATION
Southington, Connecticut



FINANCE COMMITTEE MEETING

Thursday, June 16, 2016, 3:30 p.m.
Municipal Center Conference Room #2
200 North Main Street, Southington, CT 06489

Board Members Present: Colleen Clark
Present via Audio (Call in): David Derynoski and Zaya Oshana
Present from Administration: Sherri DiNello, Director of Business & Finance and Jennifer Mellitt,
Accounting Manager

The Finance Committee meeting was called to order at 3:31 p.m.

1. **SELF INSURANCE REPORT:**

The committee reviewed the Self Insurance Report.

2. **BID AWARD - #2017-BID-08 (Toilet Tissue, Rolled Hand Towels and Foam Hand Soap:**

Mrs. Mellitt reviewed the bid results with the committee members. She shared that six custodians tested samples of the rolled hand towels.

The committee recommends that the full Board approves this bid as awarded.

3. **PURCHASE PLAN:**

Mrs. DiNello reviewed the draft Purchase Plan with committee members. She shared that the year-end balance is anticipated to be tight; however, this plan (if funds are available) will assist with cuts projected to be made in the 2016-2017 budget year.

The committee recommends that the full Board approves the Purchase Plan, as submitted.

4. **MISCELLANEOUS:**

There were no miscellaneous items.

The meeting adjourned at 3:46 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "S. DiNello", is written over a white background.

Sherri P. DiNello
Director of Business & Finance



SOUTHTON PUBLIC SCHOOLS

Jennifer Mellitt
Accounting Manager

A handwritten signature in blue ink, appearing to read "Jen", is written to the right of the typed name and title.

MEMO

TO: Board of Education Finance Committee
DATE: June 10, 2016
RE: Bid Award for 2017-BID-08 Toilet Tissue, Rolled Hand Towels and Foam Hand Soap

A bid for toilet tissue, rolled hand towels and foam hand soap was opened on May 23, 2016. The bid had been advertised in two newspapers and posted on the Southington Public Schools Purchasing Department's website. Three vendors submitted sealed bids. During the 12 month period of March 2015-2106, the Southington Public Schools spent approximately \$80,000 on the three products combined.

One vendor, C&C, did not bid to specification on any of the three products. Two of C&C's products were noted as unsuitable substitutions; however their rolled towels were tested by six of our custodians and found to be of suitable quality. The unit price of C&C's rolled towels is \$14.25/case lower than the prior year cost of \$34.88. With approximately 940 cases purchased over the course of a year, this would amount to a potential savings of approximately \$13,000 in the school custodial budgets for the 2016-17 year.

Based on the attached compilation and feedback from the six custodians on the rolled towels, we recommend awarding the 2017-BID-08 as follows:

Toilet Tissue – EBP Supply Solutions
Rolled Towels – C&C Custodial
Foam Hand Soap – EBP Supply Solutions

Toilet Tissue - Rolled Hand Towels - Foam Hand Soap

2017-BID-08

Opened May 23, 2016

PRODUCTS BID				
	Toilet Tissue <u>Bay West 61990</u> 36 per case	Rolled Hand Towels <u>Bay West 31300</u> 6 per case		Foam Hand Soap <u>Inopak 5080</u> 6 per case
VENDORS				
C&C Custodial Newington, CT	\$38.69 * Substituted CCI 619 with Opticore	\$20.63 Substituted CCI SK313		\$24.92 ** Substituted GoJo 5165-03
EBP Supply Solutions Milford, CT	\$39.49 Bay West 61990	\$34.88 Bay West 31300		\$31.99 Inopak 5080
K&S East Hartford, CT	\$48.44 Bay West TT619	\$42.49 Bay West PT313		\$32.50 Inopak DP 5080-6

2015-16 Pricing	\$ 39.49 EBP	\$ 34.88 EBP	\$ 33.50 K&S
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Savings per case	\$ -	\$ 14.25	\$ 1.51
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Approximate Cases Ordered from March 2015-March 2016	880 cases	940 cases	412 cases
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Potential Savings	\$ -	\$ 13,395.00	\$ 622.12
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* visibly poor quality

** product offered will not fit our dispensers

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date June 23, 2016

Decision Requested _____ Agenda Code 8 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 _____ June 23, 2016 _____

Decision Requested _____

Agenda Code _____ 8 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 reoccurring moisture issue when extreme temperature changes occur. This may be
caused by winter into spring temperature swings. The district is working with an architect to review the attic
ventilation. 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. _____

Other Construction Projects: _____

Southington High School – Atrium Roof Replacement: _____

_____ The demolition of the existing structure has been completed. The steel contractor is installing the necessary structural
components to shore up the building to accept the new atrium glass system. _____

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 June 23, 2016

Decision Requested X Agenda Code 9.a

AGENDA REPORTING FORM

Agenda Topic: Reallocation / Adoption of 2016-2017 Operating Budget

Summary of Issue: The Town Council adopted the Board of Education budget on Monday, May 9, 2016 for the 2016-2017 school year. We anticipate an appropriation, endorsed by the Board of Finance and Town Council, prior to this Board of Education meeting.

Background: Administration will provide their recommended reallocation cut list to the Board under separate cover.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2016

Ending Date of Program or Project: June 30, 2017

Recommendation or Comment: Recommend that the Board of Education adopt the 2016-2017 Operating Budget.



Signature of Staff Member Submitting Report

Timothy J. Connellan

Signature of Superintendent of Schools

Titles of Attachments:

1. 2016-17 Budget Recommended Adjustments

2. _____

SPD/lb #16.agndaboe.1516.operatingbudget1617.docx

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date June 23, 2016

Decision Requested X

Agenda Code 9 b

AGENDA REPORTING FORM

Agenda Topic: Draft Policy #3524.1, Pesticide Application ~ Second Reading

Summary of Issue: The Policy and Personnel Committee reviewed sample Pesticide Application policies that were recommended by CABE. The district currently does not have this policy; therefore, the committee is recommending that we adopt the attached draft policy which is aligned with state statutes.

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

Alternative Strategies: Request additional revisions to the attached, draft policy.

Cost (if applicable): N/A

Funding Source: N/A

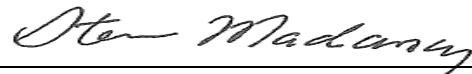
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

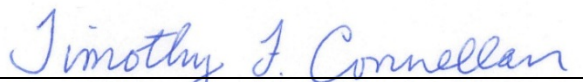
Recommendation or Comment: Request that the Board of Education approve to adopt policy #3524.1, Pesticide Application, as recommended by the Policy and Personnel Committee.

Titles of Attachments:

- Draft Policy #3524.1, Pesticide Application



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

DRAFT

POLICY #3524.1, PESTICIDE APPLICATION

Business/Non-Instructional Operations

Hazardous Material in Schools

Pesticide Application

The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

The Board is committed to minimizing the use of pesticides. Therefore, the primary practice of pest control shall involve reducing/eliminating the conditions necessary for pest survival. These measures include but are not limited to good housekeeping and routine, prompt maintenance of buildings and grounds. The application of lawn care pesticides on the grounds of schools must be according to an integrated pest management plan (IPM). Such application is prohibited except in emergencies. An emergency application may be made to eliminate a human health threat in any school as determined by the Superintendent of Schools, subject to applicable Connecticut statutory and regulatory provisions.

The District shall:

- Provide notice of planned pesticide application to students, parents/guardians and employees in the manner required by law, utilizing websites, schools or District social media account, electronic mail notification or alert systems.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of the District's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.
- Limit pesticide applications to non-school hours and when activities are not taking place.

Pest control applicators employed by the District shall provide the school contact person (*Supervisor of Maintenance, Head Custodian*) with notice at least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

Business/Non-Instructional Operations

Hazardous Material in Schools

Pesticide Application (continued)

- The brand name, rate of application and any use restrictions required by the label of the herbicide or specific pesticide. (name of the active ingredient of the pesticide being applied)
- The target pest.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school site office oral and, if possible, written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any posting.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used, as defined in C.G.S. 22a-47.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

Definitions

Pesticides are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits.

Microbial pesticide means a pesticide that consists of a micro-organism as the active ingredient.

Biochemical pesticide means a naturally occurring substance that controls pests by non-toxic mechanisms.

Integrated pest management is the use of all available pest control measures, including the judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level while decreasing the use of pesticides. Such plan is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under section 22a-66l.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pesticide Application (continued)

Lawn care pesticides are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use. Lawn care pesticide does not include a microbial pesticide or biochemical pesticide registered with the EPA, horticultural soap or oil registered with the EPA and does not contain any synthetic or synergist or a pesticide classified by EPA as an exempt material.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Legal Reference: Connecticut General Statutes

10-231b. Pesticide applications at schools: Authorized applicators. Exception, as amended by PA 09-56

10-231c. Pesticide applications at schools without an integrated pest management plan. (as amended by June 2015 Special Session P.A. 15-5)

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

22a-58. Records to be kept by distributors and applicators.

23-61a. Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations.

23-61b. Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.

P.A. 09-56 An Act Concerning Pesticide Applications at Child Day Care Centers and Schools

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted: June 23, 2016

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date June 23, 2016

Decision Requested X

Agenda Code 9 c

AGENDA REPORTING FORM

Agenda Topic: Draft Policy #5113, Attendance and Excuses ~ Second Reading

Summary of Issue: The Policy and Personnel Committee reviewed the current policy, along with sample policies that were recommended by CABE and revised the policy to reflect a more current practice to be in alignment with state statutes.

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

Alternative Strategies: Request additional revisions to the attached, draft policy.

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: Request that the Board of Education approved the revised policy #5113, Attendance and Excuses as recommended by the Policy and Personnel Committee.

Titles of Attachments:

- Draft Policy #5113 and Current Policy #5113



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

DRAFT

POLICY #5113, ATTENDANCE AND EXCUSES

Note: The current policy is not marked with the edits. The new policy was a sample from CBE and aligns with state statutes.

Students

Attendance and Excuses

Introduction

Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parents or guardians of the student. The Southington Public Schools shall make every effort to keep the appropriate person informed in this most critical area.

Students in the Southington Public Schools, by Connecticut State Statute, are required to attend school regularly during the hours and days the public school is in session. It is the intent and purpose of the Board of Education to develop and foster the maximum potential in each and every student.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

It is our belief that successful performance in school is closely related to regular attendance. When a student is absent, he/she misses the important interaction that occurs in the classroom. For that reason, the Southington Public Schools establishes the following procedures and regulations which are aimed at the prevention and evaluation of absences for unexcused reasons.

Excused Absences

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.

Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

Students

Attendance and Excuses

Excused Absences (continued)

- A. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family;
 4. Mandated court appearances (documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

When a student is out of school or class because of an excused absence, appropriate provisions will be made by school personnel regarding make up of missed assignments, homework, tests, and other class activities missed.

Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible to obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

Unexcused Absences

A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

Students

Attendance and Excuses

Chronic Absenteeism (continued)

An unexcused absence occurs when a student is out of school for reasons other than those approved as excused absences. When a student is absent for an unexcused reason, the amount and kind of assistance provided shall be at the discretion of the student's teacher(s) after consultation with the building administrator.

Chronic Absenteeism

As used in this section, the following definitions are applicable:

1. **Chronically absent child:** an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.
2. **Absence:** An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.
3. **District chronic absenteeism rate:** The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the board of education for such school year.
4. **School chronic absenteeism rate:** The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a district chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Students

Attendance and Excuses

Chronic Absenteeism (continued)

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

Legal Reference: Connecticut General Statutes
10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)
10-185 Penalty
10-199 through 10-202 Attendance, truancy - in general
10-198a Policies and procedures concerning truants (as amended by PA 11-136)
10-220(c) Duties of boards of education (as amended by PA 15-225)
45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)
PA 15-225 An Act Concerning Chronic Absenteeism
Action taken by State Board of Education on January 2, 2008, to define "attendance."
Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.

Policy Adopted: February 1989
Policy Revised: August 2002
Policy Revised: June 23, 2016

CURRENT

POLICY #5113, ATTENDANCE AND EXCUSES

Series 5000: Students**Attendance and Excuses**

Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. The Board of Education requires that accurate records be kept of the attendance of each child. A student should not be absent from school without the parents' knowledge and consent. Verification of absence should be provided by the parent or guardian.

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences rather than imposition of punitive measures. Only when all local resources are exhausted is referral to legal authorities recommended.

An absence shall be considered "excused or incapacitating" when a child does not attend school due to illness, injury, death in the immediate family, religious holiday, doctor visits, suspension, court appearance, approved school activities, an emergency, or other exceptional circumstances. Written or verbal excuses for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

Request for Release of a Student during School Day

Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Parents requesting dismissal before the normal end of the school day must make a written request, and depending on the age of the student, must come into the school office to pick up the student and sign the student out.

Early dismissal should be requested only in emergency or unusual situations.

Legal Reference:

Connecticut General Statutes

10-184, Duties of parents

10-199, through 10-202d Attendance, truancy in general

10-221(b), Board of Education to prescribe rules *Campbell vs. New Milford*, 193 Conn 93 (1984)

Policy Adopted: February 1989

Policy Revised: August 2002

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date June 23, 2016

Decision Requested x Agenda Code 9 d.

AGENDA REPORTING FORM

Agenda Topic: Compensation for Unaffiliated Employees for 2016-2017

Summary of Issue: The Board of Education will direct administration on how to move forward with Unaffiliated Employees Compensation for 2016-2017.

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2016

Ending Date of Program or Project: June 30, 2017

Recommendation or Comment: _____

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date June 23, 2016

Decision Requested x Agenda Code 9 e.

AGENDA REPORTING FORM

Agenda Topic: Year End Report on 2015-2016 Superintendent's Goals

Summary of Issue: A year end report of the Superintendent's Goals for 2015-2016 was submitted to the Board of Education.

Background: The Superintendent's Goals were developed between the Board of Education and the Superintendent of Schools on December 10, 2015. A Mid-Year Report was presented to the Board of Education on April 28, 2016.

Alternative Strategies: N/A

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

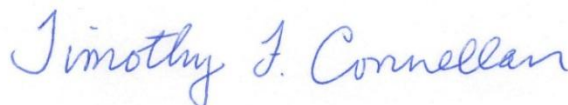
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: The Board take action to accept the Superintendent's 2015-2016 End of the Year Goals as presented.

Title of Attachment

1. Superintendent's End of the Year Goals



Signature of Superintendent of Schools



SOUTHTON PUBLIC SCHOOLS

*Mr. Timothy F. Connellan
Superintendent of Schools*

MEMO

To: Board of Education Members
Date: June 23, 2016
Re: Updated Superintendent's Goals 2015-2016

Attached you will find the updated goals document noted above. As you know, the April update was added in blue. In this final version the additional information is in red. The summary and reflective document below has been revised to include any additional information beyond the April update and noted as such.

Reflections Teaching and Learning

Student Centered Learning

April update: As we have become more familiar with and well-versed in the work on student centered learning, our ideas are evolving and changing. The work so far has been exciting and intellectually stimulating. It has also reaffirmed our belief that "slow and steady" is the path for Southington. We recently had the opportunity to meet with Ken Kay, the founder of Ed Leader 21 and our discussions with Ken confirm that our focus on building and solidifying the capacity of the Administrative Leadership Team is the major building block to be completed. We do envision continuing this capacity building effort into the 2016-17 school year and beyond as we branch out further in our discussions with Board members, students, faculty, parents and members of the community.

June update: It has become increasingly clear that the work on personalizing learning for students goes far beyond our initial conversations that started with mastery based learning. We will need to continually build the capacity and understanding of Board members, administrators and teachers. In that way we will be able to better describe our actions, intentions and rationale as we bring the discussion of Southington's "Vision of the Graduate" to other members of our community. We have had very positive feedback with regard to our efforts so far. I attribute the positive responses to a number of factors, not the least of which is the realization that our understanding of these concepts is evolving and changing over time. This effort is a multi-year effort and I fully expect that our ideas and understanding will continue to evolve and be refined as we build greater capacity across the district and greater understanding and support across the community. Although we have invested a good deal of intellectual capital so far, I feel as if we are just embarking on some of the first steps. I am excited about this work and the fact that it will be embedded in what we do over many years.

SchoolNet

April update: The first year implementation of SchoolNet is going quite well. We are using the same steady pace with a good deal of professional development and support. SchoolNet promises to be a significant tool that will be used on multiple levels – district, school, department and team or grade level.

June update: Through the use of the ‘Champions’ committee structure, various staff were trained in the use of SchoolNet and they went back to their schools and trained other faculty members. Elementary staff focused on data analysis this year, while secondary staff focused on creating assessments. These areas of focus will be reversed for the upcoming year with elementary staff focusing on assessment, and secondary staff focusing on data analysis. There is still much work to do with our Director of Technology and subject area coordinators in uploading secondary data that will be utilized by middle school and high school staff for data analysis. Additionally, staff will need time to continue developing a comfort level and ease-of-use with this product. Nonetheless, a good deal of progress can be noted for this first year and SchoolNet will become a valuable tool that be used at multiple levels.

District Data Team

April update: The District Data Team work is progressing well. The process itself is quite reflective and when taken in league with our efforts at supporting our Scientific Research Based Intervention (SRBI) model this will go a long way toward contributing to the coherence of efforts and initiatives currently in motion in the district.

June update: Through a series of meetings occurring throughout the year, the District Data Team worked to identify and articulate performance indicators that would be utilized to inform our progress as a district. Additionally, all administrators and faculty across schools reviewed a PowerPoint providing a common message about the use and function of a district data team, and how it will connect to the future implementation of school-based data teams. The Board of Education was introduced to the concept of the District Data Team and presented with a set of Performance Indicators that will be utilized to guide our decision-making and to maintain focus on our priorities going forward. The work of the District Data Team will really begin in 2016-2017 and the ground work for school based data teams will begin.

Reflections Facilities and Technology

District Technology Committee

April update: We ruminated over how to re-construct the District Technology Committee. We did not want to use the “State” model. We really wanted to be forward thinking and to reflect more of a 21st Century approach as we are doing in our student centered learning approach. It is really more important that we put together the right group of professionals and provide the opportunity and ability to work collaboratively and creatively on this project than to complete it at a specific point in time. I think we have settled on a good mix in terms of leadership and composition of the group. Pairing Jamie Olander and John O’Neill to co-lead this team will yield huge benefits for us down

the road. The decision brings together the two elements of technology that are most important to educational systems and blending of the instructional perspective with the technical support perspective is an advantage for Southington.

I do believe that our work will be continuous. I do not believe that we will have a “District Technology Plan” in the previous state-model sense. Instead, we will have a framework, a large team and a set of smaller teams that will work on areas like Vision, Data, Research, Action Planning, Communication Planning and Technology Coaching. This work will take longer than I thought, but I am willing to trade improved process for product at this stage.

June update: Overall, I am very pleased with the effort that has resulted in a new and improved District Technology Committee. The committee only met twice this past spring but the groundwork was laid for the 2016-2017 school year and beyond. The addition of the new Instructional Technology Coordinator is exciting and I believe is a facet of the Technology Department that has not existed previously.

District Capital Improvement Plan

April update: I enjoyed our work on the District Capital Improvement Plan. Jennifer Mellitt invested a great deal of time and effort in exploring, updating and confirming our district needs and in bringing together the diverse aspects of the plan. I think it is unfortunate that none of our proposals were funded in the Town Capital Improvement Plan. Nonetheless, the work goes on. All of our mechanical equipment is being identified by age and projected life and is being entered into a database. We also should have a good picture of our roofs and other areas where major improvements or repairs are just a matter of how many years into the future.

June update: Through Peter Romano’s efforts and foresight the district has made significant progress in identifying and categorizing our highest cost assets. We are moving steadily in the direction of being able to compile a ten year capital plan. Unfortunately, the State’s fiscal condition is having a direct impact on our ability as a community to allocate resources for capital projects. We will continue to work with other departments and elected officials in the town to outline and justify the needs for the necessary improvements.

Southington High School Athletic Facilities and Fields

April update: We have also been working together as a team to develop a plan for the high school as it pertains to the athletic facilities and fields. The team has met often and there have been some interesting conversations regarding potential actions. I am looking forward to tying a time-line and cost estimates to the proposals in the near future.

June update: The combination of other commitments and the logistics of scheduling forced a postponement until the fall of our last meeting. Therefore adding a timeline to some of the initial actionable items will be delayed until that time. Most of the planning involves a longer range, but there are some ideas which may become 2017-2018 budget proposals in the form of small, yet significant impact projects.

Reflections Safety and Security

Security Camera System at Southington High School

April update: The proposal for the upgrade and consolidation of the security camera system at Southington High School was well thought out. Unfortunately, it was not funded in the Town Capital Improvement Plan. This will be an area we should address if additional funding becomes available and with a plan in place we will be well positioned to compete for available grants.

June update: We plan to pursue grant funding for this project vigorously. Of course there is no guarantee of grant funding; however, I have become convinced by recent events that this is a very important safety issue. Recently, the Town did agree to allow the use of unexpended funds from the Derynoski fire alarm repair toward another safety project at the high school. The school will be equipped with a swipe card entry system like the ones at the middle schools. The work of Mr. Romano allowed the district to complete the project at Derynoski well under budget. Mr. Romano then suggested requesting the use of the unexpended funds toward the project described above. This will be a significant safety upgrade at Southington High School.

School Security and Safety Plans

April update: Our school based plans are sound and administrators, staff and students have become accommodated to the plans. The state did issue new standards for the plans. They are not dramatically different, but we knew they were coming and therefore did not proceed with our review until they were released by the state. The district committee has met to review the changes and passed along the necessary changes to building administrators. We should have no problem making the necessary revisions which are minor and submitting the plans by the new date of November 1.

June update: The state moved the timeline for submission of the plan revisions to November 2016 therefore the timeline for each school was moved back to allow for that adjustment. The information on the new aspects of the plan templates was disseminated to all principals in the spring. Each new section or task was highlighted and any common sections were completed to provide consistency of practice. Mr. Pepe and Mr. Romano continue to be key contributors to this effort. The report will be issued to the Board in October 2016 to accommodate the state change in submission date.

Reflections Budget - Fiscal

April update: I was pleased with our process and with our product this year. Our timeline is a good one and our process is very efficient. I think that the budget adopted by the Board of Education will allow us to accomplish a number of objectives if it is fully funded. At this point, I think we all have to be content with waiting for action by the General Assembly.

June update: As of this writing, the Board is waiting for action from the Town Council to restore some of the funding cut in response to Governor Malloy's significant reductions. With the anticipated restoration limited, it is unlikely that the district will be able to implement some of the programmatic steps toward incremental improvement that involved new staffing in the way designed in the initial budget. Nonetheless, the administration has been planning and revising ways to establish basic levels of support to provide the interventions necessary for our students experiencing the most difficulty in learning by reallocating and reassigning existing staff. Although this budget will not provide the type of support originally anticipated, it is clear that we will be able to support existing programs. Our staff are dedicated professionals and with some of the internal infrastructure that has been built over the past two years, our professional practice will continue to improve and consequently our students will be well served.

SUPERINTENDENT'S GOALS SCHOOL YEAR 2015 – 2016

Board Approved on December 10, 2015

SOUTHINGTON PUBLIC SCHOOL DISTRICT

Office of the Superintendent

I. Teaching and Learning

a. Personalized Learning

- i. On or before June 9, 2016, develop a plan that will focus on engaging the community in discussions regarding personalizing the learning experience of Southington Public School students.

1. Engage the Administrative Leadership Team in didactic and reflective professional development regarding personalized student learning, particularly mastery based learning.

- a. Administrative retreat August, 18 2015– professional learning opportunity, Personalized Learning
- b. Ed Leader 21 Team initial planning, September 11, 2015
- c. Ed Leader 21 Team resource virtual tour, September 18, 2015
- d. Leadership Team Steering Committee planning meeting - 21st Century Skills and Personalized Learning, October 5, 2015
- e. Administrative Leadership Team meeting November 16, 2015 – Mastery Based Learning professional learning activity
- f. Administrative Leadership Team meeting January 13, 2016 – 21st Century Skills and Mastery Based Learning professional learning activity
- g. Administrative Leadership Team meeting February 10, 2015 – Mastery Based Learning pilot occurring in the district professional learning activity
- h. Ed Leader 21 East Coast Professional Learning Day attendance with seven person team – April 1, 2016
- i. Administrative Leadership Team professional learning opportunity with Ken Kay – April 25, 2016
- j. Capacity building was initiated, continued during the 2015-2016 school year and will continue throughout the 2016-2017 school year.
- k. This will be a multi-year effort.

2. Engage the Board of Education and the Curriculum and Instruction Committee of the Board in active discussions regarding personalized student learning.

- a. Presentation - 21st Century Skills – March 10, 2016
- b. NextEd Next Steps documents distributed to Board of Education members – March 31, 2016
- c. BOE members invited to April 25, 2016 session with Ken Kay

SUPERINTENDENT'S GOALS SCHOOL YEAR 2015 – 2016

Board Approved on December 10, 2015

- d. The same comment regarding initiation and continuation noted above can be applied to this objective. Personalizing student learning will be an ongoing conversation with the Board and is clearly a multi-year effort.
3. With the Administrative Leadership Team, develop district and school based plans to engage faculty and staff in didactic and reflective professional development regarding personalized student learning, particularly mastery based learning.
 - a. Presentation – 21st Century Skills – all schools, Professional Development Day February 16, 2016
 - b. Development of Google Doc repository of teacher instructional resources from Ed Leader 21 Professional Learning Day – in progress
 - c. As we progressed in our understanding of these concepts it became evident that any work in this area should not be a stand-alone effort but rather would need to be embedded in our District, School, Department or Team professional development. The District Professional Development and Evaluation Committee has accomplished much including establishing a vision, professional learning goals, gathering feedback from all stakeholders, and making great strides towards creating a professional learning plan that is well articulated and focused. Our work in Student Centered Learning and 21st Century Learning is becoming embedded in the overall plan for the district. Clearly this work is ongoing and will be as it evolves.
4. Begin to develop the framework for extending the discussions regarding personalizing student learning to the community at large.
 - a. PTO Executive Council meeting April 18, 2016
 - b. Community agency leaders meeting (TBD Spring 2016)
 - c. Community elected officials meeting (TBD Spring 2016)
 - d. Community business and philanthropic organization leaders meeting (TBD Spring 2016)
 - e. Student organization meetings (Spring 2016)
 - f. A decision was made to move more slowly and deliberately on the community and student communications portions of this portion of the objective. Plans for this phase will be developed in late summer for implementation during the first part of the 2016-2017 school year. This will facilitate opportunities for greater participation from the target groups than the late spring timeline would have allowed.

SUPERINTENDENT’S GOALS SCHOOL YEAR 2015 – 2016
Board Approved on December 10, 2015

- b. Implementation of SchoolNet
 - i. By November 12, 2015 implement professional development for administrators and teachers in the initial use of SchoolNet.
 - 1. Administrators initial training October 28, 2015
 - 2. School Net “Champions” (volunteer staff from each school) training October 29, 2015 and December 2, 2015
 - 3. Certified staff initial building base training November 3, 2015
 - ii. By December 10, 2015, based on feedback from the professional development activities and subsequent use by administrators and teachers, develop a plan for the next phase of SchoolNet training and implementation.
 - 1. SchoolNet follow up training with Administrators January 25, 2016
 - 2. SchoolNet follow up training with Champions January 26, 2016 and April 27, 2016.
 - 3. SchoolNet training for teachers occurred or is scheduled for :
 - a. August 25, 2015 (Introduction to SchoolNet, all levels, 1-hour)
 - b. November 3, 2015 (1/2 day training, all levels)
 - c. January 27, 2016 (all levels)
 - d. February 16, 2016 (1/2 day, Elementary only)
 - e. April 20, 2016 (HS only)
 - f. May 18, 2016 (Elementary & MS only)
 - g. This phase has been completed. The next phase of training is planned for the 2016-2017 school year. This will be a multi-year goal and set of professional learning opportunities.
 - h. The focus area for the elementary training in 2016-2017 will be data analysis, and for the secondary level the focus area will be assessment.
 - iii. By December 1, 2015 identify and convene members of a District Data Team (DDT).
 - 1. District Data Team initial meeting with consultant September 14, 2015
 - iv. By January 1, 2016, create and implement a plan to facilitate the work of the District Data Team.
 - 1. Subsequent meetings planned October 6, 2015, October 19, 2015, November 4, 2015, - tasks designed to include: identify indicators of success; gather data on indicators; develop operational definitions of indicators; evaluate indicators, data, and definitions
 - 2. December 2, 2015 process of identifying indicators of success and gathering data initiated
 - 3. January 29, 2016 – discussion/evaluation of indicators, data and definitions
 - 4. March 1, 2016 – refine indicators and definitions; begin to gather feedback on indicators
 - v. By June 9, 2016, submit a report to the Board of Education on the development and implementation of the District Data Team.
 - 1. Completed – presentation at May 26, 2016 Board of Education meeting.
 - 2. District Data Team work will continue in 2016-2017.

SUPERINTENDENT'S GOALS SCHOOL YEAR 2015 – 2016

Board Approved on December 10, 2015

II. Facilities and Technology

- a. Reconstitute the District-wide Technology Committee. By June 9, 2016 complete the revision of the District Technology Plan, expanding on the State model plan.
 - i. The Assistant Superintendent met with the Director of Technology and the Technology Integration Specialist to discuss and to recommend a methodology for constructing a district wide technology committee comprised of professionals working in a variety of roles within the district – December 22, 2015 and January 22, 2016.
 - ii. The Technology Integration Specialist and Director of Technology were selected to co-lead the committee.
 - iii. Committee members were solicited/invited to participate February 19, 2016.
 - iv. The first meeting was held on April 6, 2016.
 - v. The committee self-selected into specific areas of interest for purposes of developing a continuous and flexible plan to support the use of technology in the district.
 - vi. The committee and “subcommittees” (teams) will be using a technology new to many of the participants – Slack – a messaging app for teams – to facilitate communication during this process. (More on Slack at a later time.)
 - vii. We will be working on this project and process in an ongoing manner. The various components will emerge as part of the process and the “end date” for a technology plan as we have had in the past must be reconsidered as the product the committee envisions will be much more fluid and dynamic. The State required plans were very static. It is a pretty exciting and evolving process. Stay tuned.
 - viii. The committee has been reformed as noted above and has had the opportunity to meet twice in the spring of 2016.
 - ix. It is anticipated that the committee will meet on a regular basis in 2016-2017 and flesh out priorities, goals and actionable items. This is clearly work that should be ongoing. The addition of a new Instructional Technology Coordinator with a background in classroom instruction will add a dimension from the Teaching – Learning perspective that Southington has not experienced previously.
- b. Continue to partner with Town officials on the further development of the Town of Southington Capital Improvement Plan.
 - i. Board of Education Capital Improvement Plan meeting, September 2, 2015
 - ii. District CIP completed and submitted for Board of Education review on November 12, 2015.
 - iii. District CIP approved by the Board of Education December 10, 2015 and submitted to the Town.
 - iv. Operations Department continuing to work on expanding the District CIP. Maintenance currently identifying and documenting all hardware assets with accompanying age and projected life date – winter/spring 2016 ongoing.
 - v. Documentation ongoing and progressing. Work on the CIP for 2016-2017 already under way.

SUPERINTENDENT'S GOALS SCHOOL YEAR 2015 – 2016

Board Approved on December 10, 2015

- c. By June 23, 2016, working with members of the high school administration and central office team, develop a preliminary draft of the needs related to the athletic fields and facilities at Southington High School.
 - i. A team consisting of the SHS Principal, Athletic Director, Director of Operations, Building and Grounds Supervisor and the Superintendent participated in a series of meetings.
 - 1. November 10, 2015
 - 2. December 6, 2015
 - 3. January 6, 2016
 - 4. February 3, 2016
 - 5. March 16, 2016
 - ii. Specific areas of the building were identified and projects proposed, e.g. removal and disposal of non-working and non-reparable items; redesign of spaces, etc.
 - iii. External areas were identified for priority treatment.
 - iv. Timelines for proposals are being developed.
 - v. Cost estimates for proposals are being developed.
 - vi. Next meeting scheduled for May 4, 2016.
 - vii. An additional meeting for spring 2016 was cancelled due to scheduling conflicts. The draft still lacks a timeline which will be added in the fall. Some aspects of the plan will be incorporated into 2016-2017 budget requests by the high school administration.

III. School Safety and Security

- a. Southington High School Security Camera System
 - i. Review the school security camera system at Southington High School by November 12, 2015.
 - 1. Plan submitted and reviewed October 22, 2015
 - ii. Submit a plan for an upgrade of the system to the Board of Education in the Capital Improvement Plan by December 10, 2015 or in the Operating Budget by January 4, 2016 depending on cost parameters.
 - 1. Plan submitted to Board of Education for review November 12, 2015
 - 2. Plan approved by Board of Education December 10, 2015 – submitted to Town – ultimately not included in Town Capital Improvement Plan
- b. School Safety and Security Plan
 - i. By January 8, 2016, convene the District School Safety Committee to review adjustments, if any to the School Safety and Security Plans.
 - 1. The State informed districts in December 2015 that new safety plan standards would be disseminated by the State. The plan submission date was changed from July 1 to November 1. This change precipitated a change in the schedule of actions developed for this portion of the goal.
 - 2. The new safety plan standards were distributed to committee members in February 2016

SUPERINTENDENT'S GOALS SCHOOL YEAR 2015 – 2016

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3. The committee met to review the necessary changes on March 10, 2016 and March 23, 2016. Members of the committee included Town partners referenced below in III-b-ii.
4. The changes were communicated to building administrators.
- ii. Review and discuss necessary adjustments with appropriate Town partners by January 29, 2015.
 1. At least one and possibly two more meetings will be scheduled for this spring and then again in the fall to meet the new sign off and submission requirements.
- iii. Report on adjustments to Board of Education by February 25, 2015.
 1. A report will be issued to the Board by June 23, 2016.
 2. The state moved the timeline for submission of the plan revisions to November 2016 therefore the timeline for each school was moved back to allow for that adjustment. The information on the new aspects of the plan templates was disseminated to all principals in the spring. Each new section or task was highlighted and any common sections were completed to provide consistency of practice. Mr. Pepe and Mr. Romano continue to be key contributors to this effort. The report will be issued to the Board in October 2016 to accommodate the state change in submission date.

IV. Budget – Fiscal

- a. In collaboration with the Administrative Leadership Team develop a budget proposal that will support the continued improvement of all programs and services under the jurisdiction of the Southington Public School System.
 - i. By November 20, 2015 meet with all members of the Administrative Leadership Team to review submitted budget requests.
 1. Budget meetings with administrators October 20, 22 and 26, 2015
 2. Central Office budget meetings November 1 to December 1, 2015
 3. Cabinet level budget meeting December 1 to December 10, 2015
 - ii. By December 18, 2015 establish the funding priorities for ongoing and proposed programs and services.
 1. Final draft of Superintendent's Proposed Budget reviewed – Superintendent and Director of Business and Finance, December 18, 2015
 - iii. On or before January 4, 2016 prepare the Superintendent's Proposed Budget for review and discussion at the Board of Education Budget Workshops.
 1. Superintendent's Proposed Budget prepared and distributed to Board of Education members, January 4, 2016
 2. Completed

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date June 23, 2016

Decision Requested x Agenda Code 9 f.

AGENDA REPORTING FORM

Agenda Topic: Evaluation of Superintendent of Schools 2015-2016 and Compensation 2016-2017 (After Executive Session)

Summary of Issue: The Southington Board of Education annually reviews the Superintendent of Schools contract and salary.

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2016

Ending Date of Program or Project: June 30, 2017

Recommendation or Comment: _____

Timothy J. Connellan

Signature of Superintendent of Schools