

## Southington Board of Education Meeting

Thursday, October 6, 2016 6:30 PM  
Municipal Center 200 North Main Street Southington, CT 06489  
200 North Main Street  
Southington, CT 06489



### BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session to discuss Update on Negotiations ~ 6:30 p.m.
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Approval of Minutes of September 22, 2016
6. Communications
  - a. Communications from Audience
  - b. Communications from Board Members
  - c. Communications from Administration
  - d. Communications from Student Representatives
7. Superintendent's Report
  - a. Personnel Report
8. Committee Reports
  - a. Finance Committee Meeting ~ September 28, 2016
    1. Transfer of Funds
    2. Snow Removal Services Award 2017-Bid-16
9. Old Business
  - a. Town Government Communications
  - b. 2015-2016 School Resource Officer Annual Report
10. New Business
  - a. Proposed 2016-2017 Superintendent's Goals ~ Second Reading
  - b. Draft Policy #4112.5 Personnel ~ Security Check/Fingerprinting ~ Second Reading
  - c. Draft Policy #4118.2, Personnel ~ Psychotropic Drug Use ~ Second Reading
  - d. Draft Policy #4212.42, Personnel ~ Drug and Alcohol Testing for School Bus Drivers ~ Second Reading
  - e. Obsolete Textbooks
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](http://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**

**SEPTEMBER 22, 2016**

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The regular meeting of the Southington Board of Education was held on Thursday, September 22, 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 6:30 p.m.

Board members present: Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Juanita Champagne, Mrs. Colleen Clark (*arrived at 6:35 p.m.*), Mr. David Derynoski, Mrs. Terry Lombardi, and Mr. Zaya Oshana

Board member absent: Mrs. Patricia Queen

Administration present: Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance and Mr. Peter Romano (*arrived at 6:56 p.m.*)

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

**"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing Updates on SAA Negotiations, Personnel, Safety and Security, and upon conclusion reconvene to public session."**

**Motion carried unanimously by voice vote.**

#### **2. EXECUTIVE SESSION TO DISCUSS AN UPDATE ON SAA NEGOTIATIONS, PERSONNEL, SAFETY AND SECURITY**

Mr. Goralski recused himself from Executive Session at 6:30 p.m. for the discussion on SAA Negotiations and returned at 6:47 p.m.

Mr. Goralski declared Executive Session ended at 7:06 p.m.

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

At 7:10 p.m., in Celebration of Excellence, the Board recognized the 2016-2017 Southington Teacher of the Year Christina McKirryher from Plantsville Elementary School and presented her with a plaque.

Mr. Goralski called for a recess at 7:15 p.m.

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

The regular session was reconvened at 7:29 p.m. by Mr. Goralski, Chairperson.

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

Board member absent: Mrs. Patricia Queen

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

#### **5. PLEDGE OF ALLEGIANCE**

The student representatives and Mr. Steve McCarty, Commander of the American Legion, led in reciting the Pledge of Allegiance.

Mr. Goralski requested a moment of silence in memory of:

- Dolores McNamara, former Food Service Manager at Southington High School for 20 years who passed away on September 16, 2016.
- Carmella Adams, former Food Service employee at Southington High School who passed away on September 19, 2016.
- Richard Marietta, former history teacher at Southington High School for 34 years and a tennis coach and Sports Facility Manager at the high school who passed away on September 17, 2016.

#### **6. APPROVAL OF MINUTES ~ September 8, 2016**

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

**“Move to approve the regular Board of Education minutes of September 8, 2016, as submitted.”**

**Motion carried unanimously by voice vote.**

#### **7. COMMUNICATIONS**

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

There was no communication from the audience.

**b. Communication from Board Members**

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

**“Move to move Agenda Item 10.j ‘Out of State Field Trip Approvals’ to Agenda Item 7.e and Agenda Item 10.i ‘Diploma for Veterans’ to Agenda Item 7.f.”**

**Motion carried unanimously by voice vote.**

Board members discussed the following:

- Recognition of Susan Saucier, Executive Director of Youth Services, who partnered with the Board of Education with the STEPS Program and other programs and recently retired after many years of service. Christina Sims is the new Executive Director of Youth Services.
- Recognition of Eldon Hafford, Executive Director of Bread for Life, who was a major contributor in launching the Southington Public Schools Breakfast Program and is retiring after many years of service.
- The CREC report regarding the impact of the state’s decisions / mandates on Southington and the burden of funding that it will place on the Board of Education budget.
- The CABE Convention Delegate Assembly will be taking place on November 17, 2016 at 3:00 p.m.
- Fond memories of Mr. Rich Marietta shared by Board members who taught with him.
- The Wall of Honor ceremony is October 24, 2016 at 6:00 p.m. at Southington High School. The people being honored are Andrew Gutauskas, Phil Thibodeau, Kathy Hopko, Alexandra Smith, William Beard and Clement DuPuis.
- Invitation to a dedication ceremony renaming the Municipal Center to the John Weichsel Municipal Center on October 13, 2016 at 3:30 p.m.
- Southington Blue on September 30 is the first annual community wide day to recognize and support the Southington Police Department.
- James Brino, former Student Representative, sent a thank you to the Board members.

**c. Communication from Administration**

Administration reported on the following:

1. **Southington Early Childhood Collaborative:** Mr. Madancy reported that he attended an event hosted by the Southington Early Childhood Collaborative in partnership with Dale Riedinger writing and receiving a grant from the Southington Education Foundation to provide the materials and resources necessary for all the home day cares, preschools and nursery schools in town to work on some of the conceptual approaches to math. It is a math readiness initiative for children prior to entrance into Kindergarten.
2. **Staffing Update:** Mr. Connellan reported that administration is still trying to fill an Earth Science position and a couple of paraeducator positions.
3. **Stellar Program:** Ms. Walsh reported that there will be an Open House for the Stellar Program at Lincoln College on September 28, 5:00-6:30 p.m.

**d. Communications from Student Representatives:**

Miss Samantha Steeves reported on the following:

- The College Fair was held last week with over 100 colleges represented and over 1,000 students participating.
- The recent Southington High School Open House was successful.
- Last Saturday was the Thalberg 5K where two high school students sang the National Anthem, which was broadcast on the radio.

Miss Martins reported on the following:

- The College Financial Aid Night will be held on October 18, 2016.
- All the fall sports teams are off to a great start.
- This year, Mr. Greg Ferry, Athletic Director, implemented partnering two different sports teams to support each other.

Mr. Martin reported on the following:

- On September 15, Luca Riccio, a ninth grader, won the State Invention Convention Competition receiving a grand prize of \$12,000. The competition was between students and adults.
- The Marching Band “Music of the Knight” competition is Saturday, October 22, 2016.
- The in-house PSAT will be held on October 19, 2016.

**e. Out of State Field Trip Approvals (*formerly Agenda Item 10.j*)**

Mrs. Sandy Spinello, co-advisor of DECA, Megan Mahon, Vice President of Marketing, and Andrew Gorham, Vice President of Finance, spoke of last year’s field trip and their experiences.

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

**“Move to approve the field trips, as presented.”**

Mrs. Spinello explained that she and co-advisor, Teresa Brooks, met with the Curriculum and Instruction Committee last year for their support to apply for a \$16,000 grant with the State Department of Education to redesign and re-brand the DECA Store, which they have received. They have purchased a Slushy Machine with the grant monies, which meets the nutritional guidelines. There will be a Grand re-opening ceremony when completed.

**Motion carried unanimously by voice vote.**

**f. Diploma for Veterans (*formerly Agenda Item 10.i*)**

Mr. Connellan explained that a member of the Veterans Committee, Mr. John DeMello, informed him that state law had been modified that allowed Board of Educations to present diplomas to veterans who left high school to serve their country in Vietnam. Mr. Steven McCarty submitted applications for William Beard and Clement DuPuis who were classmates of his that left school before graduation to serve in Vietnam and were killed in action.

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

**“Move to award a diploma posthumously to William Beard and Clement DuPuis who were killed in action in Vietnam in March 1969.”**

**Motion carried unanimously by voice vote.**

The diplomas will be awarded posthumously to family members the night of the Wall of Honor awards ceremony on October 24, 2016.

**8. COMMITTEE REPORTS**

**a. Policy and Personnel Committee Meeting ~ September 12, 2016**

Mrs. Champagne reported that the committee discussed the draft job description for the Head Security Guard at the high school along with draft policies for Security Check / Fingerprinting, Psychotropic Drug Use, and Drug and Alcohol Testing for School Bus Drivers, which goes before the Board on tonight’s agenda for approval. The committee also discussed a proposed job description for a World Language Coordinator as well as the RFP search process for an Enrollment Study.

**9. OLD BUSINESS**

**a. Town Government Communications**

There were no Town Government Communications.

**b. Construction Update**

Mr. Romano reported that the Atrium Project at the high school was completed mid-August and the Certificate of Occupancy issued. The project was completed with sub-contractors and the school district’s maintenance employees that does quality work and are a very skilled group of tradesmen. With the maintenance staff labor, the project was completed at 25% less than was budgeted so funds will be returned to the town.

**10. NEW BUSINESS**

**a. Proposed 2016-2017 Superintendent’s Goals ~ First Reading**

Board members stated that they would speak to the Superintendent with any questions that they have regarding the goals, which will be finalized at the next Board meeting.

**b. Budget Assumptions / Priorities 2017-2018**

Mrs. DiNello explained the changes to the Assumptions and Priorities for the 2017-2018 budget. Board members discussed the challenges ahead of them with the recent judge’s complex rulings on special education, hiring and teacher evaluation along with cuts in funding. It was thought that it would be futile to approach state legislators at this time with the Board’s concerns until after the November elections. Board members discussed the priorities at length and agreed

to modify the last bullet under Priorities to read, “*Expand World Language offerings, as appropriate, across the district.*”

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

**“Move to adopt the Budget Assumptions and Priorities for 2017-2018 with the amendment discussed.”**

**Motion carried unanimously by voice vote.**

**c. 2015-2016 School Resource Officer Annual Report**

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

**“Move to table.”**

This agenda item was tabled until a time when the School Resource Officer can be present.

**d. SAT / AP / College Reports**

Mr. Stranieri, Principal of Southington High School, presented a PowerPoint presentation and highlighted the following achievements of the Class of 2016:

- In school SAT with the junior class in areas of Reading, Writing and Math.
- The SAT Mean Score for Southington High School was 1077 with the State Mean Score of 1015.
- Disparity between the benchmarks of Reading and Writing (76%) and Math (51%) and meeting with department heads to address it.
- Student achievement in the area of Advanced Placement (AP) and growing the AP courses that are offered.
- Increased numbers of students taking AP courses.
- Five-Year Trend in AP results.
- The growth in all areas of College Acceptance.
- Graduates attending vocational/technical schools and graduates entering the military have declined since 2013. Discussed the decline and need for tradesmen.
- Graduates entering the workforce have remained the same since 2013.
- Recommendations going forward.

Mr. Brown requested information on how many students that took AP courses and did not take the exams as well as the enrollment in the two new AP courses.

Mr. Derynoski noted that most of the Technology Education classes are electives and thought it was something that the Board should review.

**e. Draft Policy #4112.5, Personnel ~ Security Check/Fingerprinting ~ First Reading**

Board members are to contact Mrs. Queen if they have any questions.

**f. Draft Policy #4118.2 Personnel ~ Psychotropic Drug Use ~ First Reading**

Board members are to contact Mrs. Queen if they have any questions.

**g. Draft Policy #4212.42, Personnel ~ Drug and Alcohol Testing for School Bus Drivers ~ First Reading**

Board members are to contact Mrs. Queen if they have any questions.

**h. Job Description Approval ~ Head Security Attendant**

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

**“Move that the Board of Education approve the new job description for Head Security Attendant as recommended by the Policy and Personnel Committee.”**

This is not an additional Full-Time Equivalent (FTE) position; it is a stipend with the bargaining group.

**Motion carried unanimously by voice vote.**

**i. Diploma for Veterans** (*Moved to Agenda Item 7.f*)

**j. Out of State Field Trip Approvals** (*Moved to Agenda Item 7.e*)

**11. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 8:44 p.m.

Respectfully submitted,

*Linda Blanchard*

Recording Secretary

**Board of Education**

**Administrative Report**

**October 6, 2016**



- 1. Food Service Grant**
- 2. Lindsey Vonn at SHS**
- 3. EdLeader 21 Professional Learning Experience**



**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date October 6, 2016

Decision Requested X Agenda Code 7. a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Personnel Report

**Summary of Issue:** This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for 2016 – 2017.

**Background:** The attached report lists personnel activity from September 1, 2016, through September 30, 2016.

**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.

*Kimberly D. Hunt*

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

*Timothy J. Connellan*

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

**Titles of Attachments:**

1. Personnel Report

Agenda – October 2016

# PERSONNEL ACTIVITY REPORT

FOR: October 2016

## APPOINTMENTS

### Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Eagan, Laurie	Interim School Psychologist	JFK		To be determined	6 <sup>th</sup> Yr	Southern CT State University	\$90,777.00 prorated
Roux, Megan	Grant Funded Special Ed Teacher	Plantsville		September 6, 2016	BA	University of St Joseph	\$45,100.00
Hatch, Jaime	Earth Science Teacher	SHS	.40	September 6, 2016	BA	Southern CT State University	\$45,100.00 prorated
Barger, Gervais	Technology Ed Teacher	SHS		September 13, 2016	MA	Southern CT State University	\$85,367.00 prorated
Lappas, Maria	Art Teacher	DES		September 20, 2016	BA	Southern CT State University	\$45,100.00 prorated

### Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Rightmire, Tyler	Special Education Paraeducator	JFK	27.50	TBD	\$15.36
Zack, Carrie	Grant Funded Math Tutor	JFK	25.00	September 6, 2016	\$20.12
Wild, Christina	Special Education Paraeducator	JAD	27.50	September 6, 2016	\$15.36
Kalamajka, Cheryl	Special Education Paraeducator	Strong	27.50	September 9, 2016	\$15.36
Drexler, Ingrid	Grant Funded Math Tutor	DES	25.00	September 12, 2016	\$20.12
Whittaker, Carol	Grant Funded Math Tutor	DES	17.50	September 12, 2016	\$20.12
Sasek, Cheryl	Grant Funded Literacy Tutor	Hatton	25.00	September 15, 2016	\$20.12
Arnold, Deborah	Grant Funded Math Tutor	Strong	25.00	September 19, 2016	\$20.12
Connellan, Katie	Grant Funded Literacy Tutor	Plantsville	25.00	September 19, 2016	\$20.12
Marek, Christine	Grant Funded Math Tutor	South End	25.00	September 19, 2016	\$20.12
Mazur, Beverly	Grant Funded Math Tutor	Hatton	12.50	September 19, 2016	\$20.12
Bellinger, Ellen	Grant Funded Math Tutor	Hatton	12.50	September 19, 2016	\$20.12
Insogna, Marybeth	Grant Funded Literacy Tutor	Thalberg	25.00	September 19, 2016	\$20.12
Reynolds, Monique	Grant Funded Literacy Tutor	DES	25.00	September 19, 2016	\$20.12
DiProspero, Caroline	Special Education Paraeducator	DES	27.50	September 26, 2016	\$15.36
Bowes, Donna	Special Education Paraeducator	Strong	37.50	September 26, 2016	\$15.36
Wright, Carol	Special Education Paraeducator	Flanders	27.50	September 28, 2016	\$15.36
Kelley, Connor	Grant Funded Math Tutor	Thalberg	25.00	October 3, 2016	\$20.12

## RESIGNATIONS

### Certified

Name	Position	School	Effective Date	Years of Service	Retire
Blewitt, Jill	School Psychologist	Strong & South End	August 25, 2016	27 years	No

### Classified

Name	Position	School	Effective Date	Years of Service	Retire
Arnold, Deborah	Part-Time Special Education Paraeducator	Strong	September 17, 2016	2 years	No
LeRoy, Jennifer	Program Coordinator, Southington Family Resource Center	Hatton	October 14, 2016	5 years	No
Fenwick, Meredith	Administrative Asst. STEPS Project Coordinator	District	October 20, 2016	3 years	No

## TRANSFERS

### Certified

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

### Classified

Name	From Position	From School	To Position	To School	Effective Date
Thody, Lori	PT Special Ed Paraeducator	South End	FT Special Ed Paraeducator	South End	September 6, 2016
O'Donnell, Lorin	Special Education/Transportation Secretary, Class II	BOE	Elementary/Middle School Secretary, Class II	JFK	TBD

## UNPAID LEAVES OF ABSENCE

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

## COACHING / STIPENDS

### Appointments

Name	To Position	School	Effective Date	Stipend
LaBouliere, Emilie	Head Coach, Cheerleading	JFK	September 8, 2016	\$2,702.00
Thurston, Amber	Assistant Coach, Cheerleading	SHS	September 13, 2016	\$3,243.00
Sloves, Elyse	Select Orchestra	JAD	September 14, 2016	\$1,065.00
Sikoski, Dennis	Head Security Attendant	SHS	September 23, 2016	\$1,500.00
Campbell, Richard	Drama Club Advisor	JAD	September 26, 2016	\$355.00
O'Brien, Debra	Learning Academy Instructor – Science	SHS	September 30, 2016	\$35.20
Fredericks, Leonard	Learning Academy Instructor – Science	SHS	September 30, 2016	\$35.20

### Resignations

Name	From Position	School	Effective Date
O'Brien, Debra	Key Club Co-Advisor	SHS	September 2, 2016
Godau, Nicholas	Freshman Coach, Boys Lacrosse	SHS	September 9, 2016
McAloon, James	Student Council Advisor	SHS	September 12, 2016
Rock, Toni-Ann	Student Council Advisor	JAD	September 15, 2016



SOUTHTON BOARD OF EDUCATION  
Southington, Connecticut

**FINANCE COMMITTEE MEETING**

Wednesday, September 28, 2016, 7:00 p.m.  
Municipal Center Conference Room #2  
200 North Main Street, Southington, CT 06489

Board Members Present: Colleen Clark, Terry Lombardi, 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 7:00 p.m.

1. **TRANSFER OF FUNDS:**

The committee recommends approval of the Transfer of Funds as submitted.

2. **SELF INSURANCE REPORT:**

Mrs. DiNello explained the budget numbers will be adjusted by the town to reflect the estimated employer HSA and HRA contribution to get a more accurate picture of claims versus budget.

3. **SNOW BID AWARD - #2017-BID-16 (SHS, JFK, HES, KES, PES, SEES):**

Mrs. Mellitt reviewed the bid results with the committee members. She provided information on our new vendor S & M Lawncare & Maintenance. They were the low bidder at four sites; however, due to the size of the high school parking lot, administration has recommended awarding a three-year contract to S & M Lawncare at the high school only. The committee reviewed the recommended award at the other sites and agreed with the administration's recommendations.

SITE	VENDOR	2016-2017	2017-2018	2018-2019
SHS	S&M Lawncare	\$38,500	\$38,500	\$38,500
JFK	Ali's Nursery	\$25,320	\$25,320	\$25,320
Hatton	Evergreen Nursery	\$6,700		
Kelley	Ali's Nursery	\$9,240	\$9,240	\$9,240
Plantville	Cheshire Concrete	\$13,080	\$13,080	\$13,080
South End	Evergreen Nursery	\$15,800		

The committee recommends that the full Board award this bid as presented.

4. **ONLINE PAYMENT OPTIONS:**

Mrs. DiNello shared that the Business Office is gathering information from a number of vendors to set-up an online payment option for parents to utilize when paying for student activities. They will be watching webinars from a number of the providers that interface with PowerSchool.

She explained the different charges and convenience fees that will be analyzed. The administration recommends adding costs onto the item or service being paid for by parents and students instead of separating the service charges at "checkout". Showing fees separately will deter people from using the online option. The committee agrees with the concept.

The Business Office will bring this item back to the committee once they have more information.

5. **MISCELLANEOUS:**

A) **Security – Bid Waiver:**

Mrs. DiNello reminded the committee that, per confirmation with Mark Sciota, the security purchase that Peter Romano, Director of Operations, is working on will not be bid.

B) **Contract Listing:**

The committee received an update that the requested contract listing is being developed by the Business Office. The Technology and Special Education Departments are also gathering information to be included in the request. Mrs. Lombardi asked that a column be included showing the last time service was bid.

C) **Copier Lease – Discussion:**

Mrs. DiNello shared that we are in year four of five of our copier lease with Network Imaging. She provided the history of the previous bid and upgrades since 2005. The last upgrade was done with bid pricing from National Joint Purchasing Alliance (NJPA).

Network Imaging would like to review current machines and provide a proposal for an early upgrade. Technology changes are now causing some issues with copier drives. Administration wanted to confirm that the committee would be interested in reviewing the information and a proposal from Todd Fitzsimons before asking him to prepare it. The committee was interested and since the copiers may be priced from NJPA bid they are willing to move in this direction.

D) **Debit Card:**

Mrs. DiNello explained the Debit Card from TD Bank is no longer available because the account was closed. It was used mainly for online technology purchases. Administration recommends using a prepaid Visa or MasterCard with a maximum of \$1,000 for this type of purchasing. It would streamline journal entries and separate purchases going through the Board of Education Activity Fund. The committee liked the idea and supported the administration getting the card which could be reloaded when needed.

The meeting adjourned at 7:52 p.m.

Respectfully submitted,



Sherri P. DiNello  
Director of Business & Finance

Southington Public Schools  
Southington, Connecticut

2016 - 2017  
**TRANSFERS OF FUNDS**  
RECOMMENDED TO FINANCE COMMITTEE  
September 28, 2016

SCHOOL	FUND	ACCOUNT	KEY #	DESCRIPTION	AMOUNT TRANSFERRED FROM	AMOUNT TRANSFERRED TO
<b>Central Office</b>	15	83313	3334	OT/PT Purchased Services	(559,910.00)	
	15	83114	3319	OT/PT Salaries		470,395.00
	15	20110	0369	CT Municipal Retirement Fund		53,530.00
	15	20230	0442	Medicare		6,820.00
	15	20210	0397	FICA		29,165.00
	10	41430	2173	Repair of Buildings	(11,000.00)	
	10	70101	8101	Special Projects		11,000.00
<b>TOTAL</b>					(570,910.00)	570,910.00
To reallocate funds from OT/PT Purchased Services Account to Salaries & Taxes.						
To replace boiler at Pyne Center (see attached).						

## SHERRI-LIN DINELLO

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**From:** PETER ROMANO  
**Sent:** Monday, September 26, 2016 5:08 PM  
**To:** SHERRI-LIN DINELLO  
**Cc:** TIMOTHY CONNELLAN; CATHERINE SHELDRIK  
**Subject:** Boiler at Alta - Transfer of Funds  
**Attachments:** Boiler Quote 9-8-16.pdf; McKenney - Southington Alta Boiler - Quote 082416.pdf

Sherri – I am requesting a transfer of \$11,000 from the Repair of Buildings account (2173) to either the Burner/Boiler Repair (1310) or HVAC Repairs and Maintenance (32201). It was brought to my attention that the boiler at the Pyne Center is beyond its useful life. It was installed in approximately 2001 and should have been on our radar several years ago. The boiler is made up of numerous sections (chambers) similar to the unit at the SHS Freshman Wing. It was thought that one of the sections failed but upon closer look there are 2 sections that need to be replaced. That being the case the remaining 2 sections won't be far behind to fail.

I have visited to site and spoke with McKenney Mechanical who recommended that we replace the boiler. Based on my observations the boiler should be replaced. The proposal from McKenney is for \$27,200. This would not include a new burner. They would reuse the existing burner. I explored options including different systems but without gas available to the building we are limited.

Our maintenance staff is willing to replace the boiler although there is opportunity cost. The boiler will consume their hours from being elsewhere, thus stressing the maintenance work orders during the installation process. Material cost would be +/- \$11,000.00. This would include a new burner as well. The components are warranted for 10 years.

I still need to work through the permitting with the town which might require heat/loss calculations. Also we need to work through the boiler certification process with the state. I am confident that I can handle these. Please let me know if you require any additional information.

**Peter J. Romano, Jr.**

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Director of Operations  
Southington Public Schools  
200 North Main St.  
Office 860-628-3200 x206  
Fax 860-628-3205  
[promano@southingtonschools.org](mailto:promano@southingtonschools.org)

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**Purchasing Department  
Southington Public Schools**

**BID AWARD REQUEST**

**SNOW REMOVAL SERVICES – 2017-BID-16**

The attached compilation of the above listed bid is submitted for AWARD by the Superintendent of Schools, Board of Education Finance Committee and the Board of Education.

PROPOSED SUMMARY: This bid seeks to award snow removal services at six sites. The bid was advertised on our website and in three newspapers; a second ad was run in one newspaper to further increase awareness of the bid. Four vendors submitted bids, including one new vendor. The bid was opened on September 14, 2016. The recommendation for award is as follows:

- Evergreen Nursery: Hatton Elementary and South End Elementary (One year award)
- Ali's Nursery: Kennedy Middle School and Kelley Elementary (Three year award)
- Cheshire Concrete: Plantsville Elementary (Three year award)
- SM Lawn Care & Maintenance: Southington High School (Three year award)

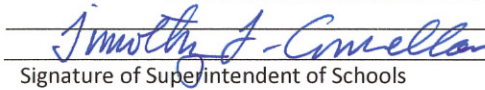
Beginning Date of Project:	First storm of the season	Ending Date of Project:	Last storm of the season
Funding Source:	Account 32910	Total Proposed Cost of Project:	\$108,640
		Total Budgeted Amount	\$102,230

 \_\_\_\_\_ Date 9/23/16  
 Signature of Accounting Manager

Superintendent's Direction:

**Approved As Submitted (release to prospective bidders)**  
 **Hold** (pending future action)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

 \_\_\_\_\_ Date 9/23/16  
 Signature of Superintendent of Schools

Finance Committee's Direction:

**Approved As Submitted (release to prospective bidders)**  
 **Hold** (pending future action)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Finance Committee Chairperson

Board of Education's Direction:

**Approved As Submitted (release to prospective bidders)**  
 **Hold** (pending future action)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Board of Education Chairperson



# SOUTHTINGTON PUBLIC SCHOOLS

## MEMO

*JENNIFER MELLITT  
ACCOUNTING MANAGER  
PURCHASING DEPARTMENT*

TO: Board of Education Finance Committee

DATE: September 22, 2016

RE: Recommendation for Award of Snow Removal Services for 2016-2017

A handwritten signature in blue ink, appearing to read "Jm", is located to the right of the "RE:" line.

The 2017-BID-16 for Snow Removal Services sought bids for six (6) sites. The bids were due and opened on September 14, 2016. Four vendors submitted bids; however one vendor bid only on two of the six sites.

Several factors needed to be considered when awarding the Snow Bid. Consideration was given to the following items:

- Due to the firm school opening times, it is important for the award to consider the likelihood of the vendor(s) being able to successfully complete the work to our satisfaction in a timely fashion.
- Given the school opening time constraints, our Operations Department does not like to have a vendor perform services at more than three sites. This limits our ability to award based solely on the lowest bids.
- The vendors are not willing to accept more work than they can responsibly handle.

One vendor, SM Lawn Care & Maintenance (SM), bid for the first time with the Southington Public Schools. SM was the low bidder at four of the six sites. Since they are new to our school system, a decision was made to grant one site to them at this time. The Operations Department has met with the vendor and visited their work location and equipment. The vendor also met with the Operations Department and toured the facilities prior to bidding.

For the reasons above, you will see on the attached Bid Compilation that the recommended award is not going to the lowest bidder at all sites. The incremental cost of not selecting the low bid vendor for the 2016-17 season was \$7,090.

Attached you will find the following:

1. Summary of Recommended Snow Bid Award by Vendors for 2017-BID-16
2. Bid Compilation Summary Results

**BID COMPILATION**  
**Snow Removal/Sanding Services - 2017-BID-16**  
**Opened September 14, 2016**

<b>SOUTHINGTON HIGH</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Vendor</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>
Snow Removal	ALI'S NURSERY	\$64,470	\$64,470	\$64,470
Snow Removal	EVERGREEN NURSERY	\$46,000	NO BID	NO BID
Snow Removal	SM LAWN CARE & MAINT	\$38,500	\$38,500	\$38,500

<b>Low Bid Vendor</b>	<b>Recommended Vendor</b>
X	X

<b>J.K. KENNEDY MIDDLE</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Vendor</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>
Snow Removal	ALI'S NURSERY	\$25,320	\$25,320	\$25,320
Snow Removal	EVERGREEN	\$25,500	NO BID	NO BID
Snow Removal	SM LAWN CARE & MAINT	\$23,000	\$23,000	\$23,000

<b>Low Bid Vendor</b>	<b>Recommended Vendor</b>
	X
X	

<b>HATTON ELEMENTARY</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Vendor</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>
Snow Removal	ALI'S NURSERY	\$18,120	\$18,120	\$18,120
Snow Removal	CHESHIRE CONCRETE	\$15,000 OR PER STORM PRICE OF \$950+\$145/YD	\$15,000 OR PER STORM PRICE OF \$950+\$145/YD	\$15,000 OR PER STORM PRICE OF \$950+\$145/YD
Snow Removal	EVERGREEN NURSERY	\$6,700	NO BID	NO BID
Snow Removal	SM LAWN CARE & MAINT	\$8,000	\$8,000	\$8,000

<b>Low Bid Vendor</b>	<b>Recommended Vendor</b>
X	X

<b>KELLEY ELEMENTARY</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Vendor</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>
Snow Removal	ALI'S NURSERY	\$9,240	\$9,240	\$9,240
Snow Removal	EVERGREEN NURSERY	\$5,600	NO BID	NO BID
Snow Removal	SM LAWN CARE & MAINT	\$6,500	\$6,500	\$6,500

<b>Low Bid Vendor</b>	<b>Recommended Vendor</b>
X	X

<b>PLANTSVILLE ELEMENTARY</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Vendor</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>
Snow Removal	ALI'S NURSERY	\$17,004	\$17,004	\$17,004
Snow Removal	CHESHIRE CONCRETE	\$13,080	\$13,080	\$13,080
Snow Removal	EVERGREEN NURSERY	\$13,600	NO BID	NO BID
Snow Removal	SM LAWN CARE & MAINT	\$13,000	\$13,000	\$13,000

<b>Low Bid Vendor</b>	<b>Recommended Vendor</b>
X	X

<b>SOUTH END ELEMENTARY</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Vendor</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>	<b>Per Season Cost</b>
Snow Removal	ALI'S NURSERY	\$18,520	\$18,520	\$18,520
Snow Removal	EVERGREEN NURSERY	\$15,800	NO BID	NO BID
Snow Removal	SM LAWN CARE & MAINT	\$14,750	\$14,750	\$14,750

<b>Low Bid Vendor</b>	<b>Recommended Vendor</b>
X	X

	<b>2016-17</b>
<b>TOTAL AMOUNT BASED ON LOWEST BIDDER</b>	<b>\$101,550</b>
<b>TOTAL BUDGETED AMOUNT</b>	<b>\$102,230</b>
<b>TOTAL RECOMMENDED AWARD</b>	<b>\$108,640</b>

NOTE: EVERGREEN BID USING OPTION 1 FOR SALT/ICE PRICE AT ALL LOCATIONS THEN OPTION TWO FOR THE SNOW REMOVAL SERVICES. BIDDDERS WERE INSTRUCTED TO USE OPTION ONE AND/OR OPTION TWO, BUT NOT A COMBINATION SANDING IN OPTION ONE AND PLOWING IN OPTION TWO. THE BID PRICE SHOWN IS THE OPTION TWO PER SEASON BID PRICE.

Southington Public Schools  
 Summary of Recommended Snow Bid Award by Vendors  
 2016-17

<b>EVERGREEN</b>		BID 1 YEAR ONLY (2016-17)
567 Woodruff Street, Southington, CT		
HATTON	\$ 6,700	Cheshire Concrete was the 2015-16 vendor for this site
SOUTHEND	\$ 15,800	<b>Evergreen was the 2015-16 vendor for this site</b>
TOTAL	<u>\$ 22,500</u>	

<b>ALI'S</b>		BID 3 YEARS (2016-2019 - Same Price for Three Years)
421 Buckland Street, Southington, CT		
KENNEDY	\$ 25,320	Evergreen was the 2015-16 vendor for this site
KELLEY	\$ 9,240	<b>Ali's was the 2015-16 vendor for this site</b>
TOTAL	<u>\$ 9,240</u>	

<b>CHESHIRE CONCRETE</b>		BID 3 YEARS (2016-2019 - Same Price for Three Years)
87 Chapel Hill, Plantsville, CT		
PLANTSVILLE	<u>\$ 13,080</u>	<b>Cheshire Concrete was the 2015-16 vendor for this site</b>

<b>SM LAWN CARE &amp; MAINTENANCE*</b>		BID 3 YEARS (2016-2019 - Same Price for Three Years)
157 Meriden Ave, Southington, CT		<b>*New vendor to Southington Public Schools</b>
SOUTHINGTON HIGH	<u>\$ 38,500</u>	Ali's was the 2015-16 vendor for this site

<b>EXISTING CONTRACTORS ON REMAINING SITES: (NOT PART OF THIS BID)</b>																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>GREEN MEADOW</b></td> <td style="width: 30%;"></td> <td style="width: 40%; text-align: right;">YEAR 2 OF 3</td> </tr> <tr> <td>DEPAOLO</td> <td style="text-align: right;">\$ 16,950</td> <td></td> </tr> <tr> <td>STRONG</td> <td style="text-align: right;">\$ 16,950</td> <td></td> </tr> <tr> <td>THALBERG</td> <td style="text-align: right;"><u>\$ 20,100</u></td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><u>\$ 54,000</u></td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td><b>SCHMIDT</b></td> <td></td> <td style="text-align: right;">YEAR 2 OF 3</td> </tr> <tr> <td>DERYNOSKI</td> <td style="text-align: right;">\$ 24,000</td> <td></td> </tr> <tr> <td>FLANDERS</td> <td style="text-align: right;"><u>\$ 8,000</u></td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><u>\$ 6,500</u></td> <td></td> </tr> </table>			<b>GREEN MEADOW</b>		YEAR 2 OF 3	DEPAOLO	\$ 16,950		STRONG	\$ 16,950		THALBERG	<u>\$ 20,100</u>		TOTAL	<u>\$ 54,000</u>					<b>SCHMIDT</b>		YEAR 2 OF 3	DERYNOSKI	\$ 24,000		FLANDERS	<u>\$ 8,000</u>		TOTAL	<u>\$ 6,500</u>	
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**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date October 6, 2016

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  \_\_\_\_\_

Board Meeting Date: October 6, 2016

Decision Requested \_\_\_\_\_

Agenda Code 9 b.

**AGENDA REPORTING FORM**

**Agenda Topic:** 2015-2016 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 Chad Butler has prepared the attached report which summarizes the program for the 2015-2016 school year.

**Background:** The School Resource Officer has proven to be a valuable staffing resource at Southington High School. This report was brought to the board on September 22, 2016. The board tabled this report and requested that it be brought back to the board at the October 6, 2016 board meeting with Kevin Naranjo, the current School Resource Officer in attendance.

**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. 2015-2016 Report

*Timothy J. Connellan*

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

**SOUTHINGTON POLICE DEPARTMENT**  
**Southington High School SRO**  
**Final Report**  
**2015-2016 School Year**

Southington High School had approximately 2000 students and 250 staff members during this school year. As the School Resource Officer my primary responsibilities and objectives were focused on school safety, student/staff counseling and law enforcement. During the school year I was involved in a variety of school and student related events/activities.

My position as the SRO allowed me to work closely with students, parents, staff, school administrators, social workers, guidance counselors, DFC investigators and Southington Youth Services. I served on the Southington Juvenile Review Board reviewing and hearing local juvenile referrals and was an active member on the STEPS Advisory Board where I participated in meetings and prepared/participated in community presentations on issues related to underage drinking and drug issues. Additionally, I was an advisor for the Southington Police Explorer Program of which several SHS students were members. I regularly met with SHS administrators, student and parents to resolve personal and law enforcement related issues. I also attended most home and away SHS football games where I interacted with students, parents, spectators, staff members and other law enforcement agencies to monitor student behavior, ensure public safety and investigate incidents that occurred during the events.

I participated with SHS administration in the "Class Meeting" at the beginning of the year where all students were introduced to school officials during the assembly. I prepared and conducted presentations for Health, Psychology and Civics classes covering topics such as drug/alcohol abuse, DUI laws, anti-bullying, law enforcement response to mental health issues, sexual harassment/crisis intervention and current issues in law enforcement.

During the school year I responded to and investigated a variety of incidents/complaints such as: medical issues, suicide attempts/emotionally disturbed persons, vandalisms, parking lot accidents, parking violations, fire/building alarms, suspicious persons, motor vehicle issues/erratic operators, thefts, property issues, K-9 school searches, fights/assaults, family disputes, domestic violence, protective orders, drug/alcohol use, threats/harassment, burglaries, credit card fraud, internet/computer crimes, social media issues and sexual assaults.

A significant amount of my time was spent informally counseling students with issues related to social media e.g. Facebook, Snap Chat, Twitter, Instagram and various messaging platforms. Many of the issues were resolved with one on one discussions or meeting with parents and SHS administration. However, some incidents escalated to the point where JRB referrals or criminal arrests were necessary.

Below is a total of Actual Call Types at SHS for the period of 08/27/15 – 06/08/16 between 0645 – 1500 hours:

Total Items for Call Type 200 – Alarm: 4

Total Items for Call Type 200C – Alarm Commercial: 3

Total Items for Call Type 200S – Alarm School: 7

Total Items for Call Type – Alarm Town Owned Property: 1

Total Items for Call Type 201B – MV Stop: 1

Total Items for Call Type 201C – MV Check: 1

Total Items for Call Type 201E – MV Disabled: 1

Total Items for Call Type 201P – MV Parking Violation: 5

Total Items for Call Type 202I – MVA with Injuries: 2

Total Items for Call Type 202R – MVA Private Property: 9

Total Items for Call Type 203 Animal Issues: 3

Total Items for Call Type 204A – Domestic Violence: 1

Total Items for Call Type 204B - Fight-Disturbance: 12

Total Items for Call Type 204C – Violation of Protective/Restraining Order: 1

Total Items for Call Type 204F – Family Dispute: 1

Total Items for Call Type 204L – Loud Noise: 1

Total Items for Call Type 205B – Sexual Assault Juvenile: 5

Total Items for Call Type 205Z – Child Porn: 1

Total Items for Call Type 207 – Juvenile Issues: 7

Total Items for Call Type 207D – Juvenile Custody Issue: 1

Total Items for Call Type 207R – Juvenile Risk of Injury: 1

Total Items for Call Type 208X – Extra Check: 10

Total Items for Call Type 208Z – Extra Check School: 79

Total Items for Call Type 209A – Unlock Car Door: 6

Total Items for Call Type 210 – Property Issues: 2

Total Items for Call Type 210F – Found Property: 1

Total Items for Call Type 210L – Lost Property: 1

Total Items for Call Type 212V – Burglary Vehicle: 1

Total Items for Call Type 214 Assist: 8

Total Items for Call Type 214D Assist DCF: 1

Total Items for Call Type 215 – Escort: 2

Total Items for Call Type 220 – Vandalism: 1

Total Items for Call Type 225O – Public Hazard Erratic Operator: 1

Total Items for Call Type 240 – Alcohol/Drug Issues: 5

Total Items for Call Type 240U – Underage Alcohol Complaint: 1

Total Items for Call Type 403B – Fraud Credit Card: 1

Total Items for Call Type 536A – Suicide Attempt: 1

Total Items for Call Type 550 – Medical: 8

Total Items for Call Type 550E – Medical EPD: 6

Total Items for Call Type 602H – Person Harassment: 1

Total Items for Call Type 620 - Persons Issues: 2

Total Items for Call Type 620C – Trouble with Person: 6

Total Items for Call Type 620N – Person Needs Assistance: 1

Total Items for Call Type 727 – Community Relations: 10

Total Items for Call Type 900I – Investigation – Follow-up: 14

Total Items for Call Type 905S – K9 School Use: 1

Total Items for Call Type 920 I – Police Information: 6

According to SPD Records there were 39 arrests at SHS during the school year. These arrests include UAR/ Adult, Juvenile Summons, Infractions, Criminal Misdemeanors and Juvenile Review Board Referrals.



Officer C. Butler #243, SRO  
Southington Police Department  
69 Lazy Lane Southington, CT 06489

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date October 6, 2016

Decision Requested x Agenda Code 10 a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Superintendent's Proposed Goals for 2016-2017 ~ Second Reading

**Summary of Issue:** Goals are submitted to the Board of Education every year for the board's review.

**Background:** The Superintendent's Goals were presented for a first reading at the September 22, 2016 Board meeting.

**Alternative Strategies:** The Superintendent's goals be modified

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

**Beginning Date of Program or Project:** 2016-2017 School Year

**Ending Date of Program or Project:** June 2017

**Recommendation or Comment:** The Board approve the Superintendent's Goals for the 2016-2017 School Year.

**Title of Attachment(s)**

1. Proposed Superintendent's Goals 2016-2017



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



# SOUTHTON PUBLIC SCHOOLS

*Mr. Timothy F. Connellan  
Superintendent of Schools*

*TFC*

## **MEMO**

To: Board of Education Members  
Date: October 6, 2016  
Re: Draft Superintendent's Goals 2016-2017 - Revised

Attached you will find for your review, a revised draft copy of my goals for the current school year based on input from Board of Education members. The revisions are reflected in bold, italics in the Goals document and the revised sections are indicated below for ease of reference.

### **Teaching and Learning**

*Section I-A-1* – Subsection b) has been added to specifically channel the professional development activities noted in subsection a) to the Professional Development and Evaluation Committee.

### **Facilities**

*Section II* – Subsection D that refers to the enrollment study was moved to Subsection A to reflect a priority status for 2016-2017.

### **Technology**

*Section III-A* – Subsection 6 was revised to reflect the development of a vision for the use of technology as realistic outcome of the Technology Committee efforts in 2016-2017.

**SUPERINTENDENT’S GOALS SCHOOL YEAR 2016 – 2017**  
**DRAFT Proposed September 22, 2016 – Revised October 6, 2016**

***SOUTHINGTON PUBLIC  
SCHOOL DISTRICT***

---

Office of the Superintendent

**I. Teaching and Learning**

A. Education for 21<sup>st</sup> Century Skills / Personalized Learning

1. Continue to building the capacity of administrators, teachers and staff to facilitate the introduction and implementation of 21<sup>st</sup> Century Skills in the classroom, including personalized learning and mastery-based learning.
  - a) Continue to engage the Administrative Leadership Team, faculty and staff in didactic and reflective professional development regarding 21<sup>st</sup> Century Skills, including personalized student learning, anywhere, anytime learning and mastery based learning.
  - b) *Specific professional development opportunities will be reviewed and coordinated through the Southington Professional Development and Evaluation Committee.***
  - c) Engage the Board of Education and the Curriculum and Instruction Committee of the Board in active discussions regarding 21<sup>st</sup> Century Skills and Southington’s Vision of the Graduate.
    - 1) Update the Board Curriculum and Instruction Committee regarding the SHS Mastery Based Learning pilot (October 4, 2016)
  - d) Extend the discussions regarding 21<sup>st</sup> Century Skills and Southington’s Vision of the Graduate to the community at large. (All dates TBD)
    - 1) PTO Executive Council
    - 2) Community agency leaders
    - 3) Community elected officials
    - 4) Community business and philanthropic organization leaders
    - 5) Student organizations and student leaders
    - 6) Culminating stakeholder activity (Winter 2017)

B. Continue the implementation of SchoolNet

1. By October 1, 2016 implement continued professional development in the expanded use of SchoolNet by faculty and administration.
  - a) Elementary and secondary – data analysis and assessment
2. By December 2016, present a summary and demonstration of the work completed on the SchoolNet implementation to the Board of Education.

C. Continue the implementation of the District Data Team (DDT).

1. Reconvene the District Data Team by November 1, 2016
2. By January 1, 2017, create and implement a plan to facilitate the work of School-wide Data Teams.

**SUPERINTENDENT’S GOALS SCHOOL YEAR 2016 – 2017**  
**DRAFT Proposed September 22, 2016 – Revised October 6, 2016**

3.By June 8, 2017 submit a report to the Board of Education on the development and implementation of the District Data Team.

D. Continue the implementation of School-wide SRBI Teams (Scientific Research Based Intervention).

1.By October 1, 2016 implement professional development for school-wide SRBI teams regarding the purpose of and process for SRBI teams.

a) Initial focus on literacy with a transition mid-year to include numeracy

2.By October 17, 2016 ensure that all school-wide SRBI teams are in place and engaged in the work.

3.By February 23, 2017 provide an update to the Curriculum and Instruction Committee of the Board regarding the implementation of the SRBI Teams.

**II. Facilities**

A. *Commission a detailed and comprehensive school enrollment study as a priority for the 2016-2017 school year.*

B. Continue to partner with Town officials on the further development of the Town of Southington Capital Improvement Plan.

C. Working with members of the high school administration and central office team, complete the preliminary draft of the needs related to the athletic fields and facilities at Southington High School.

1.By December 8, 2016 provide an update to the Board of Education.

D. Form a multi-level committee to address the issues raised by the State Department of Education relative to the Title IX of Southington High School.

**III. Technology**

A. Facilitate the work of the District-wide Technology Committee.

1.By October 17, 2016 establish a schedule of meeting dates.

2.Define the sub-committees, e.g. elementary, middle, high school.

3.Complete an assessment of the existing infrastructure within the district.

4.Complete an assessment of faculty and staff skills and abilities with regard to the use of technology in their roles.

5.Complete a needs assessment that can be used to guide future professional development.

a) Provide professional development in the current school year on the use and impact of technology

1) November 8, 2016

2) February 21, 2017

6.*Develop a vision* for the use of technology in the district, e.g. consideration of implementing 1:1 student devices and the infrastructure necessary to support that effort.

7.By November 10, 2016 and June 8, 2017 provide an update to the Board regarding the status of the work of the Technology Committee.

**SUPERINTENDENT’S GOALS SCHOOL YEAR 2016 – 2017**  
**DRAFT Proposed September 22, 2016 – Revised October 6, 2016**

**IV. School Safety and Security**

**A. Southington High School Security Camera System**

- 1.Update the analysis as appropriate of the school security camera system at Southington High School that was completed in October 2015.
- 2.Resubmit a plan for an upgrade of the system to the Board of Education in the Capital Improvement Plan by December 18, 2016 or in the Operating Budget by January 12, 2017 depending on cost parameters.

**B. School Safety and Security Plan**

- 1.By October 17, 2016, reconvene the District School Safety Committee to review adjustments, if any to the School Safety and Security Plans.
- 2.Review and discuss necessary adjustments with appropriate Town partners.
- 3.Report on adjustments to Board of Education by October 20, 2016.
- 4.Submit required components of the plan to the State by November 1, 2016.

**V. 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.**

- 1.By November 18, 2016 meet with all members of the Administrative Leadership Team to review submitted budget requests.
- 2.By December 16, 2016 establish the funding priorities for ongoing and proposed programs and services.
- 3.On or before January 3, 2017 prepare the Superintendent’s Proposed Budget for review and discussion at the Board of Education Budget Workshops.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_

Board Meeting Date October 6, 2016

Decision Requested X

Agenda Code 10 b

**AGENDA REPORTING FORM**

**Agenda Topic:** Draft Policy #4112.5, Personnel, Security Check/Fingerprinting ~ Second Reading

**Summary of Issue:** The Policy and Personnel Committee reviewed sample Security Check/Fingerprinting policies that were recommended by CAFE. The district currently does not have this policy; therefore, the committee is recommending that we adopt the attached draft policy which aligns 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

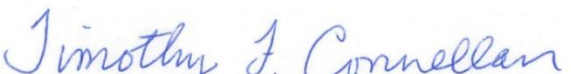
**Recommendation or Comment:** \_\_\_\_\_

**Titles of Attachments:**

1. Draft Policy #4112.5

mp\Board\9.22.16, DraftPolicy.doc

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

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

**Personnel -- Certified/Non-Certified**

**Security Check/Fingerprinting**

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Applicants for positions requiring a state certificate, authorization, or permit must submit to a check of DCFs abuse and neglect registry, effective July 1, 2011. Applicants for positions not requiring state certification are required to submit to the DCF abuse and neglect registry beginning July 1, 2012.

District employees shall, within 30 days after they are hired, submit to state and national criminal checks. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

School nurses and nurse practitioners, who are appointed by the Board or under contract with the Board, shall also submit to a criminal history check pursuant to C.G.S. 29-17a.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, effective July 1, 2010, shall also be required to undergo the same criminal background checks already required for school employees.

**Legal Reference:**

***Connecticut General Statutes***

- 10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, Public Act No. 09-1 and PA 11-93)
- 29-17a Criminal history checks. Procedure. Fees.

Policy adopted:

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_

Board Meeting Date October 6, 2016

Decision Requested X

Agenda Code 10 c

**AGENDA REPORTING FORM**

**Agenda Topic:** Draft Policy #4118.2, Personnel, Psychotropic Drug Use ~ Second Reading

**Summary of Issue:** The Policy and Personnel Committee reviewed sample Psychotropic Drug Use 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 aligns 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:** \_\_\_\_\_

**Titles of Attachments:**

- Draft Policy #4118.2



*Signature of Staff Member Submitting Report*



*Signature of Superintendent of Schools*

**Personnel – Certified****Students****Psychotropic Drug Use**

The Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child use psychotropic drugs.

Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

However, school health or mental health personnel, including school nurses or nurse practitioners, the District’s Medical Advisor, school psychologists, school social workers, school counselors, and special education administrators may recommend that a student be evaluated by an appropriate medical practitioner.

The District shall follow procedures for identification, evaluation, placement and delivery of services to children with disabilities or suspected disabilities provided in state and federal statutes that govern special education.

Further, upon the consent of the student’s parents or guardian, obtained, in writing, through the Planning and Placement Team process, school personnel may consult with the medical practitioner regarding such use.

In addition, the Planning and Placement Team (PPT) may recommend a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine either a child’s eligibility for special education and related services, or educational needs for an individualized education program (IEP).

The Board recognizes that the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the Department, unless such refusal causes such child to be neglected or abused, as defined in C.G.S. 46b-120.

**Personnel – Certified****Students****Psychotropic Drug Use (cont.)**

The Superintendent of Schools or his/her designee shall promulgate this policy to district staff and parents/guardians of students annually and upon the registration of new students.

(cf. 5141.4 - Reporting of Child Abuse and Neglect)

**Legal Reference: Connecticut General Statutes**

10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel. (as amended by PA 03-211)

46b-120. Definitions

10-76a Definitions. (as amended by PA 00-48)

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114 and PA 00-48)

10-76h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)

State Board of Education Regulations.

34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.

American with Disabilities Act, 42 U.S.C. §12101 et seq.

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.

Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy adopted:

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_

Board Meeting Date October 6, 2016

Decision Requested X

Agenda Code 10 d

**AGENDA REPORTING FORM**

**Agenda Topic:** Draft Policy #4212.42, Personnel, Drug and Alcohol Testing for School Bus Drivers ~ Second Reading

**Summary of Issue:** The Policy and Personnel Committee reviewed sample Drug and Alcohol Testing for School Bus Drivers 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 aligns 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:** \_\_\_\_\_

**Titles of Attachments:**

- Draft Policy #4212.42

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

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

**Personnel -- Non-Certified**

**Drug and Alcohol Testing For School Bus Drivers**

Contracts for transportation approved by this district shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations.

**Legal Reference:**

United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49

40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

382 Controlled Substance and Alcohol Use and Testing

395 Hours of Service Drivers

*Holiday v. City of Modesto* (1991) 229 Cal. App. 3d. 528, 540.

*International Brotherhood of Teamsters v. Department of Transportation* 932 F. 2d 1292 (1991)

*American Trucking Association, Inc. v. Federal Highway Administration*, (1995) WL 136022 (4th circuit)

**Connecticut General Statutes**

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators

14-276a Regulations re school bus operators and operators of student transportation vehicles; qualifications; training. Pre-employment drug test required for operators

Policy adopted:

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_

Board Meeting Date October 6, 2016

Decision Requested X

Agenda Code 10 e

**AGENDA REPORTING FORM**

**Agenda Topic:** Obsolete Textbooks

**Summary of Issue:** With the adoption of more current textbooks, it is necessary to dispose of miscellaneous, outdated textbooks from Southington Schools. The district works with different vendors who are willing to pick-up textbooks that are approved for disposal. These vendors bring the books to their warehouses and determine which books can be used/purchased. Following their review, they will send us a list of the books and, if applicable, a check for those that they are purchasing. Books that they cannot resell, they will donate to schools in need.

**Background:** According to Board of Education policy #3260, the Board may authorize the disbursement or disposal of outdated textbooks that are no longer useful to the educational program.

**Alternative Strategies:** N/A

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

**Beginning Date of Program or Project:** June 2016

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

**Recommendation or Comment:** Move that the Board approves the disposal of the outdated textbooks presented by the school administration as submitted.

**Titles of Attachments:**

1. Obsolete Textbook Listing

mp\Board\10.6.16, Obsolete Texts.doc

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

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

