

Southington Board of Education Meeting

Thursday, February 23, 2017 6:30 PM

John Weichsel Municipal Center Public Assembly Room, 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 student disciplinary matters, personnel (Contract Director of Business and Finance)~ 6:30 p.m.
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Approval of Minutes ~ January 26, 2017
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. Curriculum and Instruction Committee Meeting ~ February 1, 2017
 - b. Policy and Personnel Committee Meeting ~ February 13, 2017
 - c. Finance Committee Meeting ~ February 16, 2017
 1. Preschool Tuition Rates 2017-2018
 2. Vehicle Lease
 3. Online Payments - Activities & Fees
9. Old Business
 - a. Town Government Communications
10. New Business
 - a. Leonard & Gladys Joll Scholarship Committee Appointment
 - b. Approval of Job Descriptions
 - c. Out of State / Overnight Field Trip Approval
 - d. Girls Ice Hockey Club Team
 - e. Policy Updates (5111, Students, Admission; 5133, Students, Participation in Athletics and Other Co-curricular Activities; 6172, Instruction, Gifted and Talented Program) ~ 1st Reading
 - f. Stipend Position ~ Outdoor Track
 - g. Drug Abuse Prevention Presentation
 - h. Student Expulsions

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. These minutes are considered a draft until approved at the following regular Board of Education meeting.

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

JANUARY 26, 2017

The regular meeting of the Southington Board of Education was held on Thursday, January 26, 2017 at 7:00 p.m. in the John Weichsel 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, Mr. David Derynoski, Mrs. Terry Lombardi, Mr. Zaya Oshana, and Mrs. Patricia Queen.

Administration present: Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; and Mrs. Sherri DiNello, Director of Business and Finance.

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 personnel, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

2. EXECUTIVE SESSION TO DISCUSS PERSONNEL

Mr. Goralski recused himself from Executive Session at 6:55 p.m. and returned at 7:04 p.m. Executive Session ended at 7:06 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

The regular session reconvened at 7:10 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, Mr. Zaya Oshana and 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, Director of Operations.

Student representatives present were Miss Samantha Steeves, Miss Samantha Martins and Mr. Joseph Martin.

4. PLEDGE OF ALLEGIANCE

The student representatives led in reciting the Pledge of Allegiance.

Mr. Goralski called for a moment of silence in memory of Mrs. Ann Dandrow who recently passed away. She formerly served on the Southington Board of Education, Town Council, was State Representative of the 30th District and a strong advocate for special education.

5. APPROVAL OF MINUTES ~ January 12, 2017

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

“Move to approve the regular Board of Education minutes of January 12, 2017, as amended.”

Motion carried by voice vote with Mrs. Lombardi abstaining.

6. COMMUNICATIONS

a. Communications from Audience

Mr. John Myers, Executive Director of the Southington YMCA, thanked the Board members, the school district, and Mrs. Michelle Passamano for their participation and support of the 12th Annual Polar Plunge sponsored by the YMCA. Over \$45,000 was raised to send Southington children to Camp Sloper this summer. Mr. Myers reminded the Board members that the YMCA’s 88th Annual Meeting would be held on February 1, 2017 at the Aqua Turf Club.

b. Communication from Board Members

Board members discussed the following:

- Mr. Brown and Mrs. Lombardi attended the Legislative Breakfast at the State Capitol the morning of January 26. On January 25, Mr. Brown had breakfast with Representative Joe Aresimowicz. He spoke in detail about the discussions at these breakfasts.
- Mr. Brown would like to look into the issue that recently resulted in a number of student expulsions. Mr. Goralski noted that the STEPS Program would be on the February Board agenda to address this issue.
- Mr. Brown met with Representative Diana Urban, the chairperson of the Legislative Children’s Committee, regarding child poverty.

- Mr. Brown addressed the high school facilities review and questioned if it was feasible to have the SHS Softball Booster Club do fund raising activities to help raise money to refurbish the softball field.
- Mrs. Lombardi spoke in detail about the Legislative Breakfast discussion that included the state's funding formula, disconnect at the state and municipal levels, and state mandates.
- Mrs. Lombardi announced that Strong Elementary School Drama Club would be performing "Seussical Junior" at Kennedy Middle School on February 3 and 4 at 7:00 p.m. The Kelley Elementary School Drama Club will be performing "Willy Wonka" on February 10 at Kennedy Middle School at 7:00 p.m.
- Mrs. Lombardi reported that the Spanish Department at the high school hosted a buffet for 17 students from Costa Rica who attended the high school for two weeks as exchange students.
- Mr. Goralski also appointed Mrs. Lombardi to the AFSCME Negotiation Committee along with Mrs. Queen, Mr. Derynoski and Mr. Brown.
- The Open House for Bread for Life's new facility on Vermont Avenue is Friday, February 10, 2:00-4:00 p.m.
- The YMCA invited the Board to attend their 88th Annual Meeting on February 1, 2017 at the Aqua Turf.
- Mr. Goralski encouraged everyone to read The Southington Observer editorial of January 27, 2017 that stated, "*If it takes a village to raise a child, we should be focusing on the villages, not shipping children away from them.*"

c. Communication from Administration

Administration reported on the following:

1. Grant Award: Mr. Connellan announced that, on behalf of the Southington Public Schools, Mrs. Walsh applied for and was awarded a grant from the Connecticut State Department of Education and Connecticut Association of Schools (CAS) to participate in the 2017 Cohort of the *Connecticut Special Education Administrator Coaching* program. There will be two coaches' in-district supporting our special education coordinators in their professional growth at no cost to the district.
2. VOAG Compliance Review: Mr. Connellan reported that the Southington Agricultural Science and Technology Education Program at Southington High School had a comprehensive compliance review by the State Department of Education. The review from the state was excellent and they recommended that the program be expanded because there is space in the building and a waiting list.
3. Science CAPT/NGSS ~ Move to Grade 11: Mr. Madancy reported that the State Department of Education approved moving the CAPT science assessment to Grade 11, which is currently taken in Grade 10. He spoke at length on how it affects students taking the online assessment and the challenges of scheduling, staffing and technology. This change will be going before the Curriculum and Instruction Committee and reported to the full Board as an agenda item.

Mr. Connellan reported that the Civil Rights Action Planning Committee met on Wednesday, January 25 and submitted over 400 pages of documentation to the state on the facility review at the high school. The committee spent numerous hours in order to complete the review. Mr. Connellan and the Board members spoke at length on the items

addressed in this review including signage, accessibility, and the high school softball field.

d. Communications from Student Representatives:

Miss Steeves reported on the following:

- Students had been busy studying for mid-terms.
- Mr. Stranieri and the high school guidance office gave a presentation on Monday, January 23 on available local scholarships. The information is also on the high school website.
- The Valentine Dance, hosted by the sophomore class, is February 10, 2017.

Mr. Martin reported on the following:

- The Marching Band held its annual fundraiser of selling grinders for Super Bowl Sunday. The grinders will be distributed on February 5, 2017 from 11:00 a.m. to 3:00 p.m.
- The town-wide Music Festival will be held on February 13, 2017 at Southington High School.
- On February 16, 2017, there will be a meeting at the high school for juniors on how to navigate the college process.

Miss Martins reported on the following:

- Mid-terms ended on Wednesday, January 25.
- The Multicultural Club is hosting a Fashion Show on February 17.
- The Costa Rican exchange students returned home and it was a mutually beneficial experience.

Mr. Goralski pointed out a framed poster on the wall in the Public Assembly Room stating that the Southington Public Schools has been named by the College Board to the Seventh Annual AP District Honor Roll for expanding opportunity and improving performance for Advance Placement students. He congratulated the Southington High School students for this achievement.

7. OLD BUSINESS

a. Town Government Communications

Mr. Goralski stated that the 2017-2018 Board of Education budget would be presented to the Town Board of Finance on Wednesday, February 8, 2017, 6:30 p.m. at the town hall.

b. Construction Update

Mr. Romano reported that all the remaining items on the Atrium Project and purchase orders were closed with the Town of Southington. The project was budgeted at \$407,000 but the actual cost was only \$235,000, which is directly attributable to the school district's maintenance staff that self-performed much of the work. Mr. Romano stated that the school district was lucky to have talented maintenance employees. Mr. Goralski agreed that the atrium looked amazing.

8. NEW BUSINESS

a. Review / Adoption of 2017-2018 Board of Education Budget

Mrs. DiNello explained that two workshops were held in January and that the Board recently received the responses to the five questions from the second workshop. Two adjustments from Workshop #1 have brought the revised operating budget to \$94,992,660 or a 2.91% increase at this time.

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

“Move that the Board of Education adopt the 2017-2018 Superintendent’s Operating Budget as presented for \$94,992,660.”

Mr. Derynoski had a budget question and spoke to the January 16, 2017 memo addressing the potential reallocation of resources. Mrs. DiNello responded that the potential reallocation of resources is not reflected in the budget line items; however, administration plans to post the positions and, in budget reallocation, the funds will be transferred from purchased services to salaries. Also discussed was the goal of minimizing overtime in the Payroll Department.

Mrs. Carmody believed that the proposed 2017-2018 operating budget represented the basic needs of the school system and was an austere budget that acknowledged the present economic climate. She stated that the Board supported expanding the World Language Program but recognized that it was not feasible to do it at this time. She was confident that the administration had worked, and will continue to work, very closely with all administrators to scrutinize class sizes and consider reallocation where opportunities exist. She acknowledged that it was in the school district’s best interest to run classes with lower enrollment size since research has proven this practice highly increases the chance of student success and maximizes learning. Mrs. Carmody stated that it was about doing what was best for Southington’s children and why she supported this budget.

ROLL CALL VOTE: YES - Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mr. Brown, Mrs. Lombardi, Mrs. Champagne, Mr. Oshana, Mrs. Queen and Mr. Goralski.

Motion carried unanimously by voice vote.

Mr. Goralski announced that, due to minimal changes, the Business Office will not be issuing new Board of Education budget books this year to Board members and only the adjusted charts and pages to reflect the 2.91% budget increase would be distributed for insertion into the Superintendent’s budget book. This will save on paper and time to produce the budget documents. However, new Board of Education budget books would be issued to the Town Board of Finance and Town Council.

b. Enrollment Study

Mr. Connellan explained that a detailed enrollment study is necessary to acquire sufficient data on which the Board and the community would make decisions regarding the next steps to take with the remaining elementary schools that have not been renovated. Funding was included in the 2016-2017 budget to conduct the study. Mrs. Jennifer Mellitt, Accounting

Manager, along with the administrative team, developed a Request for Proposal (RFP) with specifications for the study. The RFP will be released by February 2, 2017. Mr. Connellan and Board members spoke at length regarding the enrollment study and getting community input moving forward with the important question of whether the town can sustain eight elementary schools.

Mr. Goralski stated that an Enrollment Committee meeting would be held on March 15, 2017 at 6:00 p.m. with Board members present. He noted that Mrs. Albaitis would be polling the Board members for their availability on that date for presentations from three (3) vendors.

Mrs. Lombardi noted that the state did an enrollment study with projections out to 2025 and they had Southington at an 18% enrollment decline based on the sources that the state was using. Mrs. Lombardi requested that when Southington's RFP is released that sources for the external data that is used will be included along the year. Mr. Connellan agreed that it would be specified in the RFP that vendors identify their sources for their data.

Mrs. Clark requested that the public be made aware that this enrollment study is a lengthy process that will not be decided overnight or happen by the end of this school year. Mr. Connellan added that he already has been meeting with PTOs and would put together a summary of his discussions with the PTOs including the timelines. This project would not be completed any sooner than the fall of 2019. Mr. Connellan stated that the end product would be valuable in guiding future discussions that will have a long-term and significant impact on the community. Mrs. Queen requested that Mr. Connellan put his summary on the home page of the Southington Public Schools website including the dates he meets with the PTOs.

9. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary

Board of Education

Administrative Report

February 23, 2017



- 1.** Office 365 Pilot - Email
- 2.** JAD Traffic Pattern – Calendar House Construction
- 3.** NARCAN – Standing Orders and Availability for High School and Middle School

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date February 23, 2017

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 January 1, 2017, through January 31, 2017.

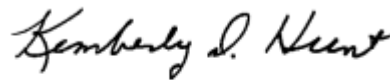
Alternative Strategies: _____

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

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



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. Personnel Report

Agenda – February

PERSONNEL ACTIVITY REPORT

FOR: February 2017

APPOINTMENTS

Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
No certified appointments in the month of January							

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Nadeau, Maritza	Parent Educator, Family Resource Center	HES	10.00	January 30, 2017	\$18.72
Shore, Andrea	Special Education Paraeducator	TES	31.25	February 1, 2017	\$15.36
Cassarino, Cristina	Special Education Paraeducator	S.End	23.00	February 6, 2017	\$15.36

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Ozkan, Beth	Special Education Coordinator	District	June 30, 2017	6 years	Yes

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Sulewski, Danielle	ABA Therapist	DES	January 17, 2017	4 years	No
Miller, Deborah	Technology Analyst	District	July 1, 2017	15 years	Yes

TRANSFERS

Certified

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

Classified

Name	From Position	From School	To Position	To School	Effective Date
DiProspero, Caroline	Part-Time Special Education Paraeducator	Derynoski	Full-Time Special Education Paraeducator	JFK	February 6, 2017
Minkiewicz, Sandra	Principal Secretary, Elementary, Middle School, Class I	Plantsville	Bookkeeper, Secretary, Class I	SHS	February 13, 2017

CHANGE IN FTE

Name	From Position	To Position	School	Effective Date
Courtemanche, Kyle	.80 FTE Mathematics Teacher	1.00 FTE Mathematics	SHS	August 28, 2017

UNPAID LEAVES OF ABSENCE

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

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
Dachelet, Daniel	Head Coach, Boys Outdoor Track	SHS	January 30, 2017	\$6,453.00
Kapell, Louis	Assistant Coach, Golf	SHS	January 30, 2017	\$2,316.00

Resignations

Name	From Position	School	Effective Date
Roarty, Colleen	Head Coach, Boys Outdoor Track	SHS	January 11, 2017
Lawson, Daniel	Assistant Coach, Boys Lacrosse	SHS	January 17, 2017
Dachelet, Daniel	Head Coach, Girls Outdoor Track	SHS	January 27, 2017
Green, Connor	Assistant Coach, Girls Outdoor Track	SHS	January 27, 2017



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut
Curriculum and Instruction Committee Meeting
February 1, 2017

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 9:35 a.m.

Committee Members Present: Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Terry Lombardi, and Mrs. Patricia Queen.

Administration Present: Mr. Steven Madancy, Assistant Superintendent; Mr. Brian Stranieri, Principal, Southington High School, Mr. John Duffy, District Science Coordinator.

Arrived at 10:00 a.m., left at 10:20 a.m.: Mr. Jess Levin, Director, Alta,

Arrived at 10:45 a.m.: Mr. Michael Halloran, Assistant Principal, Southington High School.

Course Proposals ~ CCP Physics, Honors Physics, CCP Environmental Science

Mr. Duffy presented three science department courses for committee consideration.

CCP Physics ~ Revised Course. Mr. Duffy shared that the current curriculum will be revised to incorporate both CP Physics and CCP Physics concepts and outcomes. The course will be designed with the necessary differentiation strategies to challenge students at the CCP level and include sufficient opportunities for success at the CP level. This change will better represent the challenges of the physics class. The curriculum will prepare students for applications of physics that are required in health and STEM careers.

Honors Physics ~ New Course. Mr. Duffy presented this course to the committee for consideration and explained the rationale for the proposal. An Honors Physics course will provide an appropriate level of challenge for those students who desire an algebra based, pre-science, or engineering major course of study. Also, the creation of Honors Physics will further align our course levels in science.

CCP Environmental Science ~ New Course. The current CP Ecology, Natural Science, curriculum will be revised to incorporate both CP Environmental and CCP Environmental Science concepts and outcomes. The course will be designed with the necessary differentiation strategies to challenge students at the CCP level and include sufficient opportunities for success at the CP level. The current ecology course is essentially an Environmental Science course by design. The change in name to Environmental Science provides the course with a more current, identifiable name. The change to a CCP level is expected to make the course more appealing to a wider range of students.

Course Credit Discussion

Mr. Levin presented the idea of awarding students with quarter and half credits for portions of full-year courses that the successfully complete. The rationale behind this proposal is to offer some home and incentive to students who may have fallen off-track or performed poorly earlier in the year. With the incentive of still being able to offer students partial credit, there could be some incentive for students to regularly attend and participate in courses in which they have fallen behind. In addition to keeping them on track for graduation, this strategy would minimize the amount of material that would need to be

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF
SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

BOARD OF EDUCATION

BRIAN S. GORALSKI
BOARD CHAIRPERSON

TERRI C. CARMODY
VICE CHAIRPERSON

COLLEEN W. CLARK
SECRETARY

ROBERT S. BROWN

JUANITA CHAMPAGNE

DAVID J. DERYNOSKI

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

200 NORTH MAIN STREET
SOUTHINGTON, CT
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205

covered in credit recovery portions of courses where they may have previously failed. The committee reviewed language in the current graduation policy that reinforces the idea that special arrangements should be considered for students within alternative learning programs.

SAT/CAPT Day

The Southington High School administration presented a summary of the requirements for mandated testing for both SAT and CAPT Science for the spring. The committee reviewed and discussed the summary along with many challenges that include:

- Technology ~ ensuring there is maximum Internet signal for the amount of wireless devices needed simultaneously to complete the state science assessment. This can easily be compromised with all students in the building with multiple devices.
- The number of spaces needed to test, coupled with the additional spaces for students needing accommodations.
- The length of testing time needed creating challenges for movement of students in Grades 9 and 12 within the building.
- Meaningful learning opportunities for students within classes of students with mixed gray levels during and after testing.
- The number of proctors needed to monitor or administer assessments versus the number of teachers needed to host students in Grades 9 and 12 during assessment times.
- We are seeing an increased number in absences of students who are not tested and dismissals for those testing when complete.

The administration proposed the following:

- Combining SAT and science day into one Southington High School assessment day on April 5. The thought process behind this proposal is that it would minimize loss of instructional time due to having to create alternate schedules if administering these assessments over multiple days.
- The administration recommends not requiring students in Grades 9 and 12 to attend that day in order to ensure there is the appropriate amount of staff and space to accommodate the students needing to participate in the mandated assessments.
- The administration proposed that students in Grades 10 and 11 be dismissed at 1:00 p.m. or following the completion of their assessments in the instance of students taking the SAT.

The committee recognized and agreed with the challenges and recommendations presented by the administration. The committee sought to ensure that the high school administration makes every effort to fully notify all families of the rationale for the changes and the recommended proposals.

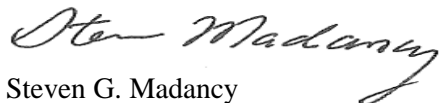
By Mr. Brown, seconded by Mrs. Queen

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

Motion carried unanimously by voice vote.

The meeting was adjourned at 11:30 a.m.

Respectfully Submitted,



Steven G. Madancy
Assistant Superintendent for Curriculum and Instruction



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Policy and Personnel Committee Meeting February 13, 2017

Committee chairperson, Mrs. Patricia Queen, called the Policy and Personnel Committee meeting to order at 5:30 p.m.

Committee Members Present: Mrs. Colleen Clark, Mr. Zaya Oshana, and Mrs. Patricia Queen.
Absent: Mrs. Juanita Champagne. Other Board Members Present: Mr. Robert Brown

Present from the Administration: Mr. Steven Madancy, Assistant Superintendent for Curriculum and Instruction.

Review of Job Descriptions

- a. Information Systems Specialist (previously Software Support Specialist)
- b. Bookkeeper at Southington High School

The committee reviewed and discussed the job descriptions presented by the administration. It was agreed to bring these updated descriptions forward to the full board for formal approval.

Review of Policies and Regulations

The committee reviewed and discussed the following regulations and policies:

- a. Regulation 2220.2, *Teacher Forum*
- b. Policy 4112.5, *Personnel, Fingerprinting*
- c. Policy 5111, *Students, Admission* and Policy 5112, *Students, Age of Attendance ~ Combining*
- d. Policy and Regulation 5133, *Students, Participation in Athletics and Other Co-Curricular Activities*
- e. Regulation 6146.1 (1), *Instruction, Marking Periods and Report Cards*
- f. Policy and Regulation 6172, *Instruction, Gifted and Talented Program*

Summary of the review:

- Policy 4112.5, Fingerprinting ~ A recent CAFE policy update indicated that an updated policy with regulations would be forthcoming. The committee agreed to table this policy until we receive the updated draft to ensure that we are bringing forward a policy that is current and complies with recent legislation.
- Per our correspondence with CAFE, there was agreement to bring a policy that combines 5111, Students and Admission, with Policy 5112, Age of Attendance. Much of what is included within each of those policies is redundant. The updated policy complies with recent statute language.
- Policy 5133, Participation in Athletics and Other Co-Curricular Activities. Administration inserted language that clearly states the Board's intention to reserve participation in athletics and other co-curricular activities for students enrolled and attending the Southington Public Schools.

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

BOARD OF EDUCATION

BRIAN S. GORALSKI
BOARD CHAIRPERSON

TERRI C. CARMODY
VICE CHAIRPERSON

COLLEEN W. CLARK
SECRETARY

ROBERT S. BROWN

JUANITA CHAMPAGNE

DAVID J. DERYNOSKI

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

200 NORTH MAIN STREET
SOUTHINGTON, CT
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205

- Regulation 6146.1 (1), Marking Periods and Report Cards. Revisions were recommended to the language for each of the levels to reflect the length of the marking terms, contract language relative to parent-teacher conferences within those terms, and to add language with regard to the districts intended shift to delivering report cards electronically, starting with the middle schools at the end of this current trimester.
- Policy 6172, Gifted and Talented Program. New language simply updates the Boards philosophy of enrichment and opportunities for students with current district practice. The past policy referenced programs that are no longer offered within the district.

Other

Protected Class Language ~ Following a recent review by the Office of Civil Rights and the outcome to reference specific groups and programs within, there was a decision made to adjust the language within all policies and regulations to reflect that of the requirements cited within the audit. All policies impacted by these changes will be reflected within the agenda at the next board meeting.

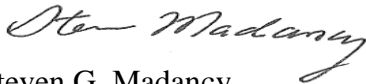
MOTION: By Mr. Oshana, seconded by Mrs. Clark

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

Motion carried unanimously by voice vote.

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

Respectfully Submitted,



Steven G. Madancy
Assistant Superintendent for Curriculum and Instruction



SOUTHTON BOARD OF EDUCATION
Southington, Connecticut

FINANCE COMMITTEE MEETING

Thursday, February 16, 2017, 6:30 p.m.
Municipal Center Conference Room #2
200 North Main Street, Southington, CT 06489

Board Members Present: Colleen Clark, David Derynoski, Terry Lombardi, Zaya Oshana
Present from Administration: Sherri DiNello, Director of Business & Finance

The Finance Committee meeting was called to order at 6:30 p.m.

1. **SELF INSURANCE REPORT:**

Mrs. DiNello reviewed the Self Insurance Report with the Committee.

2. **PRESCHOOL TUITION RATES 2017-2018:**

The committee reviewed information provided in their packet and asked questions regarding the proposal.

The committee will recommend a five percent (5%) increase in preschool tuition for 2017-2018 to the full Board at their next meeting as follows:

2-Day Preschool	\$1,470
3-Day Preschool	\$1,785
4-Day Preschool	\$2,155

3. **VEHICLE LEASE:**

Mrs. DiNello reviewed the proposal for a four-year lease of a 2017 Ford F-150 4x4 Truck for the Maintenance Department. She shared that the annual payment is \$1,404 higher than budgeted. The committee recommends moving forward with the lease.

The committee had questions on the accessory package of the new truck. They also wanted to know what would happen to the current mail truck, which will be going out of service. Mrs. DiNello will follow-up on these questions and send an email with the answers.

4. **ONLINE PAYMENTS ~ ACTIVITIES & FEES:**

Mrs. DiNello reviewed the packet of information from MyPaymentsPlus with the committee. The administration recommends using MyPaymentsPlus for an online payment system. Discussion followed and suggestions were made regarding testing implementation, auditing information and reports. The Finance Committee will recommend to the full Board that the district move forward with MyPaymentPlus.

The committee agrees with administration's recommendation of rolling the fee into the activity pricing and understands the administration will work out a graduated schedule depending on the cost of the activity. The schedule will be shared with the committee at a later date.

5. **GRANT REVENUES 2017-2018 ~ GOVERNOR'S BUDGET:**

Mrs. DiNello reviewed the latest information provided from the Governor's budget proposal. She explained some of the changes in special education funding. Mrs. DiNello and the Superintendent met with the Town Manager and Finance Director about how information should be reflected in the Town Manager's budget.

6. **MISCELLANEOUS:**

A) **Ticket \$1.00 Donation:**

The Athletic Director is requesting approval to allow teams that charge an admission to have the ability to donate funds to a charity one (1) time per season. Mrs. DiNello shared examples such as the annual "pink" game or the soccer team, which has supported veterans groups; therefore, Greg Ferry, the Athletic Director, is looking for parameters for an approval process.

The committee will recommend to the full Board of Education that a form be developed for use by the Athletic Director. The team would provide information on the Not for Profit / 501(c)3 status and get a completed W-9. Once this information is provided, the Athletic Director could allow the donation. A check in the amount of the \$1.00 per ticket sold, payable to the non-profit group, would be issued to the nonprofit once the Athletic Director submits the request.

B) **Phone System Southington High School:**

Mrs. DiNello informed the committee that Peter Romano, Director of Operations, would be providing information soon on the new phone system at Southington High School.

C) **Contracts – Vendor Listing:**

Mrs. DiNello discussed the timeline for sharing a listing of all contracts and that the Southington Public Schools staff have targeted June as a completion date. A sample draft was shared at the last meeting and the committee members were told administration wanted the list to assist with multiple needs like bids and background checks.

Mrs. Lombardi would like to have information sooner and would like administration to bring what they have completed, or at least information from one department. The administration will continue to work on the contract listing and provide information to the committee as requested.

The meeting adjourned at 7:48 p.m.

Respectfully submitted,



Sherri P. DiNello
Director of Business & Finance



SOUTHINGTON PUBLIC SCHOOLS

Sherri DiNello
Director of Business & Finance

MEMO

TO: Board of Education Finance Committee
DATE: February 16, 2017
RE: **PRESCHOOL REGULAR EDUCATION TUITION**

The Board of Education approved a 10% rate increase for 2016-2017 and 2015-2016. The Finance Committee requested that this item be brought to the committee in the spring of 2017 to discuss the 2017-2018 rates.

The revenues are used to pay for two paraprofessionals in the program. Previous rate increases took place as follows:

2013-2014
2012-2013
2009-2010

PRESCHOOL FEES
2016-2017
Finance Committee Recommended

Preschool Name	# of hrs Per day	YEARLY FEE 2 DAY	YEARLY FEE 3 DAY	YEARLY FEE 4 DAY	YEARLY FEE 5 DAY
Current Fees					
Southington Integrated Preschool	2.66	\$1,400	\$1,700	\$2,050	No Program
Plantsville Nursery School	2.5	No Call Back			
Southington Catholic	3.5	\$2,300	\$3,100	\$3,900	\$4,600
Village Green Nursery School	2.5	No Call Back			
YMCA (Full Member)	2.5	\$1,460	\$1,820	Full Day	Full Day
YMCA (Program Member)	2.5	\$1,560	\$1,920	Full Day	Full Day
Zion Lutheran Nursery School	2.5	\$1,600	\$1,700	\$1,800	\$2,350
Average Monthly Fee	AVG 2.5	\$1,540	\$2,048	\$2,583	\$3,475
Proposed Fee 2017-18 5%		\$1,470	\$1,785	\$2,155	

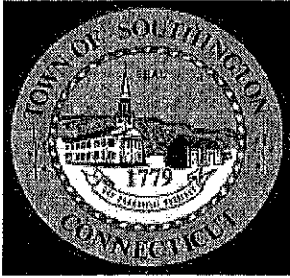
PRESCHOOL FEES HISTORY

Preschool Name	YEARLY FEE 2 DAY	% of increase	YEARLY FEE 3 DAY	% of increase	YEARLY FEE 4 DAY	% of increase
Preschool Fees 2016-17						
Southington Integrated Preschool	\$1,400.00	11%	\$1,700.00	10%	\$2,050.00	10%
Preschool Fees 2015-16						
Southington Integrated Preschool	\$1,265.00	10%	\$1,540.00	10%	\$1,870.00	10%
Preschool Fees 2014-15						
Southington Integrated Preschool	\$1,150.00	0%	\$1,400.00	0%	\$1,700.00	0%
Preschool Fees 2012-13						
Southington Integrated Preschool	\$1,100.00	20%	\$1,300.00	16%	\$1,500.00	12%
Preschool Fees 2011-12						
Southington Integrated Preschool	\$920.00	0%	\$1,120.00	0%	\$1,340.00	0%
Preschool Fees 2010-11						
Southington Integrated Preschool	\$920.00	0%	\$1,120.00	0%	\$1,340.00	0%
Preschool Fees 2009-10						
Southington Integrated Preschool	\$920.00	38%	\$1,120.00	13%	\$1,340.00	6%
Preschool Fees 2008-09						
Southington Integrated Preschool	\$666.00		\$994.00		\$1,260.00	

Integrated Preschool Revenue

	Proposed Fee Increase	2016-2017 Current Year Fees
Integrated Preschool Revenue		
2 day program (5 students)	\$7,350.00	\$7,000.00
3 days program (20 students)	\$35,700.00	\$34,000.00
4 day program (14 students)	\$30,142.00	\$28,700.00
	\$73,192.00	\$69,700.00

	Proposed Fee Increase	2015-2016 Current Year Fees
Integrated Preschool Revenue		
2 day program (11 students)	\$15,400.00	\$13,915.00
3 days program (24 students)	\$40,800.00	\$36,960.00
4 day program (7 students)	\$14,350.00	\$13,090.00
	\$70,550.00	\$63,965.00



SOUTHINGTON PUBLIC SCHOOLS

Peter J. Romano, Jr.
Director of Operations

MEMO

To: Sherri DiNello, Director of Business and Finance
Jennifer Mellitt, Accounting Manager

Date: January 13, 2017

Re: New vehicle lease

The Operations Department is requesting a new vehicle lease (2017 Ford F-150 4x4) for our Maintenance Foreman. The Maintenance Foreman's current truck has approximately 133,021 miles and will be repurposed for our Mail Delivery employee. The current Mail Delivery truck has approximately 153,319 miles. Attached is the lease proposal for your review.

Thank you.



FORD CREDIT

Municipal Finance Department
1 American Road, MD 7500
Dearborn, Michigan 48126

January 05, 2017

Gordon Rapp
Crowley Ford
fleetsales@crowleyauto.net

RE: Southington Board of Education, CT, Quote #86819

Ford Credit Municipal Finance is pleased to present the following financing options for your review and consideration.

Quantity	Description	Price
1	2017 Ford F-150 4x4	\$25,433.98

Total Amount Financed*	Number of Payments	Payment Timing	APR	Payment Factor	Payment Amount
\$25,978.98	4	Annual in Advance	5.95%	0.272073	\$7,068.18

*\$545.00 underwriting fee included

EXPIRATION DATE: 04/30/2017

This quotation, until credit approved, is not a commitment by Ford Credit Municipal Finance. It has been prepared assuming that the lease qualifies for Federal Income Tax Exempt Status for Ford Credit Company LLC under Section 103 of the IRS Code. Financing is subject to credit review and approval of acceptable documentation by Ford Credit Municipal Finance.

Ford Credit Municipal Finance Program

- There is no security deposit, no prepayment penalty, and no mileage penalty.
- At inception, the new equipment title/registration indicates the municipality as Registered Owner, with Ford Motor Credit Company LLC as first lien holder.
- At term end, the municipality buys the equipment for \$1.

Thank you for allowing Ford Credit Municipal Finance the opportunity to provide this quotation. If you have any questions regarding the option presented, need additional options, or would like to proceed with the approval process, please contact me at (800) 241-4199, option 1.

Sincerely,

Evan Pleasant

Evan Pleasant
Marketing Coordinator
epleasan@ford.com



We look forward to assisting you as we have other customers.

"I purchase Fords through Ford Credit as an easy alternative to conventional financing. Good product, good rate, easy process, great support staff." J.J. Randall – Frankfort Park District, IL 02/15/2016

Ford Motor Credit Company ("FMCC") is providing the information contained in this document for discussion purposes only in connection with a proposed arm's length commercial leasing transaction between you and FMCC. FMCC is acting for its own interest and has financial and other interests that differ from yours. FMCC is not acting as a municipal advisor or financial advisor to you, and has no fiduciary duty to you. The information provided in this document is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 and the municipal advisor rules of the SEC. FMCC is not recommending that you take an action and you should discuss any actions with your own advisors as you deem appropriate.



Crowley Ford, LLC
Lincoln and Mercury
 225 New Britain Avenue
 Plainville, CT, 06062
 (860) 793-8885 * Fax (860) 793-4695
 www.crowleyauto.com

Quote Nr: 161025003

DESCRIPTION

Base model	Model Year
F1C	2017

Ford F-150 Regular cab 4x2 pick-up truck
 State Contract Award # 10PSX0239 Supplement # 43

Base Warranty	3 years / 36,000 miles
Powertrain Warranty	5 years / 60,000 miles

Base Price: \$ 19,286.00

Vehicle to include all manufacturers standard and optional equipment as described in the original bid specifications plus the following options:

Option or Model Nr.	Discount %	Factory Options	QTY	MSRP	Discount	Net Amount
F1E	12%	Regular cab 4x4	1	\$ 4,646.00	\$ 557.40	\$ 4,087.60
145	12%	145" Wheelbase	1	\$ -	\$ -	\$ -
4x4	12%	4x4	1	\$ -	\$ -	\$ -
998	12%	3.5L V-6 TIVCTFFV	1	\$ -	\$ -	\$ -
YZ	12%	Oxford White	1	\$ -	\$ -	\$ -
AG	12%	40/20/40 Bench Gray Vinyl	1	\$ -	\$ -	\$ -
100A	12%	Equipment Package	1	\$ -	\$ -	\$ -
942	12%	Daytime Running Lights	1	\$ 45.00	\$ 5.40	\$ 39.60
NPN	12%	23 gallon fuel tank	1	\$ -	\$ -	\$ -
50S	12%	Cruise Control (required with 52B)	1	\$ 225.00	\$ 27.00	\$ 198.00
52B	12%	SYNC	1	\$ 420.00	\$ 50.40	\$ 369.60
86W	12%	Spray in Bed Liner	1	\$ 495.00	\$ 59.40	\$ 435.60
85A	12%	Power Equipment Group Includes: Manual-folding Power Glass Sideview Mirrors with Black Skull Caps, Illuminated Entry, MyKey® Owner Controls Feature, Perimeter Alarm Power Locks with Flip Key and Integrated Key Transmitter keyless-entry (Includes Autolock), Power Tailgate Lock, Power Windows	1	\$ 970.00	\$ 116.40	\$ 853.60
	12%			\$ -	\$ -	\$ -
	12%			\$ -	\$ -	\$ -
	12%			\$ -	\$ -	\$ -
	12%			\$ -	\$ -	\$ -
	12%			\$ -	\$ -	\$ -
	12%			\$ -	\$ -	\$ -
Total FACTORY OPTIONS (net)						\$ 5,984.00

	Brand	Discount %	After Market Options	QTY	MSRP	Discount	Net Amount
A.	Other	20%	Splash Guards	1	\$ 99.98	\$ 20.00	\$ 79.98
			Labor to install splash guards	1	\$ 85.00		\$ 85.00
B.	Other	20%	Labor		\$ 85.00		\$ -
C.	Other	20%	Labor		\$ 85.00		\$ -
D.	Other	20%	Labor		\$ 85.00		\$ -
E.	Other	20%	Labor		\$ 85.00		\$ -
F.	Other	20%	Labor		\$ 85.00		\$ -
Total net after-market Parts and Labor							\$ 164.98
BID PRICE TOTAL (Unit prices will prevail in the event of a pricing discrepancy):							\$ 25,433.98
Conveyance Fee (if applicable)				\$ 499.00			\$ -
Connecticut Motor Vehicle Registration							\$ -
Total Fees							\$ -
Total Standard, Optional and Aftermarket Equip							each \$ 25,433.98
							1 unit(s) Grand Total before trade in \$ 25,433.98
Trade-In Allowance Information							
Year:	Description:						\$ -
Miles:	VIN:						\$ -
Year:	Description:						\$ -
Miles:	VIN:						\$ -
Year:	Description:						\$ -
Miles:	VIN:						\$ -
Total Trade In Allowance							\$ -
Grand Total all including Trade-Ins							\$ 25,433.98
Name:	Southington BOE			QTY	EXTERIOR	INTERIOR	
FIN Code:	QH871			1	Oxford White	40/20/40 Bench Gray Vinyl	
VIN:							
Signed _____				Date _____			

All specifications are subject to verification of manufacturer's published standard and optional equipment



SOUTHTON PUBLIC SCHOOLS

Sherri DiNello

Director of Business & Finance

MEMO

TO: Board of Education Finance Committee
DATE: February 16, 2017
RE: **Online Payments – Student Activities & Fees**

The Business Office is recommending that we move forward with an online payment system for parents to utilize for payments of fees and activities.

We participated in webinars with three (3) different options that all interface with PowerSchool. Horizon Software International offers MyPaymentsPlus software with modules for general payments, student billing, Advanced Placement and Summer School options. This is the same system that our parents currently use to pay for their child(ren) school breakfasts and lunches; therefore, they would use a single login.

The cost is \$895, which includes a Train-the-Trainer Webinar Package and one-day of training. They also provide us a marketing manager a/k/a “Customer Service Success Advisor” to assist in communicating with families, which MyPaymentPlus customizes for the Southington Public Schools. A parent support line is also available 24-hours a day.

The program fee, which includes merchant fees, is 4.29% if district pays. Our families currently pay 4.75% for online meal payments. We recommend pricing the activities and fees to cover the program fee and not have it appear as a separate fee as it does for the Food Service Program.



SOUTHINGTON PUBLIC SCHOOLS

Sherri DiNello
Director of Business & Finance

A handwritten signature in black ink, appearing to read "Sherri DiNello", is written over the printed name.

MEMO

To: Finance Committee
Date: September 26, 2016
Re: Online Payments

The business office is currently researching various online payment systems to use in conjunction with our student activity funds. Parents currently use an online option for credit card payments to purchase school breakfast and lunch. This has made buying meals easier for parents because they don't have to send in funds daily and therefore reduced the amount of cash being collected at the register. The online payment system in use by food service can be expanded for student activities however, we are researching to determine if it is the best option to meet our needs.

We have 4 different student activity checking accounts at Farmington Bank. One for the high school, one at each middle school and one at central office for all of the elementary schools. We would like to work with a system that interfaces with Power School so payment notices can be send via email to parents. There are a number of options available to us however, they all charge a convenience fee for the service. We plan to share our recommendation at the meeting on how we would like to handle the charges. There is still a lot of information gathering that needs to occur by our office however, we want to keep the committee informed as we move through the process of learning more.



Quote

Horizon Software International
 2915 Premiere Parkway
 Suite 300
 Duluth GA 30097
 800.741.7100

Date 1/23/2017
 Quote # Q56545
 Acct. No. SOUP01

Bill To

ATTN: Nya Welinsky-School Lunch Program
 Southington Public Schools
 200 North Main Street
 Southington CT 06489
 United States

Ship To

ATTN: Nya Welinsky-School Lunch Program
 Southington Public Schools
 200 North Main Street
 Southington CT 06489
 United States

Expires	Horizon Contact	Memo	Ship Via	
4/23/2017	Ben Proctor	MyPaymentsPlus		
Qty	Item#	Description	Price	Amount
1	50-111z	MyPaymentsPlus SOFTWARE		
1	50-112	MyPaymentsPlus - General Payments Module	0.00	0.00
1	50-112	MyPaymentsPlus - Student Billing Module	0.00	0.00
1	50-113	MyPaymentsPlus - Advanced Placement	0.00	0.00
1	50-114	MyPaymentsPlus - Open House/Orientation Module	0.00	0.00
1	50-115	MyPaymentsPlus - Summer School Module	0.00	0.00
		Subtotal Software:		0.00
		*Merchant Application must accompany order. The payment processing fees are officially documented on the Merchant Application and Merchant Agreement. See those documents for more information. (See Attached *)		
1	50-206	MyPaymentsPlus Train the Trainer Webinar Package Up to 1 Day of Training	895.00	895.00
		Subtotal Services:		895.00
		Remote Services Cancellation, Rescheduling, and "No-show" Policy:		
		Your scheduled service appointment is very important to us and is reserved especially for you. We understand that schedule adjustments are sometimes necessary, so please make note of Horizon's policy. If you need to cancel or reschedule your service, a 10% rescheduling fee will be assessed when we receive notification at least 24 hours in advance of the scheduled start time. If a reschedule request is made less than 24 hours before your scheduled service, you may incur a fee of 50% of the total quoted services. For "No-Show" situations where the district contact is not available at the time of the scheduled service or does not respond to the Horizon technician within 30 minutes of the scheduled service, the full amount of the quoted service may be invoiced.		
		Please note that you can make a request to cancel or reschedule your service appointment via email, fax, or phone through your assigned Horizon Project Coordinator. The Horizon Project Coordinator will confirm your updated service date with a written acknowledgement within 24 hours. Any fees associated to your schedule change will be assessed at the time of invoice.		

Subtotal 895.00
 Tax 0.00
 Total 895.00

Please sign and fax your approval to Orders at (770) 554-6331 or email to orders@horizonsoftware.com.

Print Name _____ Signature _____ Date _____

"By executing this order, you are requesting and agreeing to pay for the fees identified herein and agreeing to be bound by the applicable terms and conditions of the Software Licensing and Support Agreement located at www.horizonsoftware.com/agreement ("Horizon Agreement"). The Horizon Agreement is hereby incorporated herein by reference.

Your Purchase Orders: For avoidance of doubt, you acknowledge that your order for Horizon goods and services are governed by the terms of this order and the Horizon Agreement, and that the terms contained in any purchase order supplied to us by you or any other party on your behalf are null and void and are superseded by the terms and conditions of this order and the Horizon Agreement." \$895.00

TOP 10 QUESTIONS

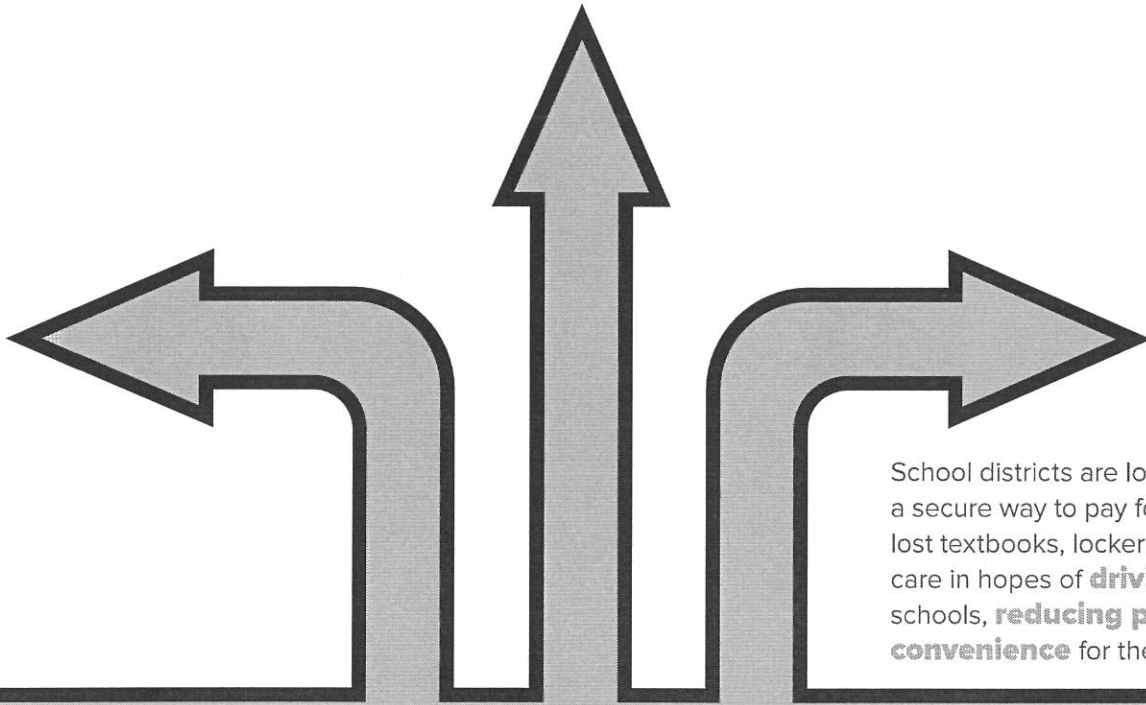
to ask when choosing an



**Online Payment Solution
for K-12**

+ MyPaymentsPlus™
K-12 Online Payment System

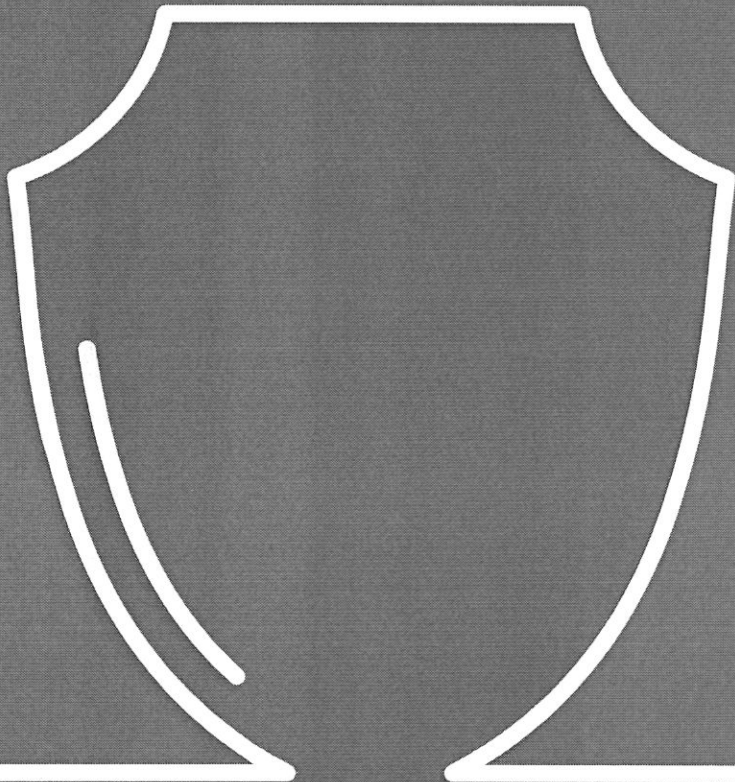
HORIZON
SOFTWARE



School districts are looking to give parents a secure way to pay for items such as yearbooks, lost textbooks, lockers, exams, and after-school care in hopes of **driving revenue** for their schools, **reducing paper waste**, and **adding convenience** for their parents and staff.

With so many players in the market, choosing a system to handle all of your school-related payments can be a tough decision. Knowing what to look for is the key to making the right choice for your schools.

In this e-book, we uncover the top 10 questions to ask potential vendors when deciding on an online payment system.



1. How safe is the solution?

Protecting parent payments should be at the core of your focus when choosing an online payment system. After all, one of the main purposes of allowing parents to pay online is to eliminate theft and liability concerns.

Choose a provider that:

- Has not been involved with a security breach
- Uses the latest encryption technology



***What is PCI?**

The Payment Card Industry Data Security Standard (PCI DSS) is a set of security standards designed to ensure that ALL companies that accept, process, store or transmit credit card information maintain a secure environment.

What is SOC-1?

An audit of internal controls that measures the governance of financial information for a service organization

1. How safe is the solution? (cont.)

- Is **PCI** and **SOC-1** compliant*
- Has a disaster recovery site in case of emergency, such as a natural disaster
- Employs state-of-the-art web application firewalls

2. Will it integrate with our current systems?

Many districts already have various software systems in place that help with the management of school fees, but don't accept online payments. Choosing a solution that will integrate with the systems you already have will prevent you from having to rework many of your processes.

In fact, your work day may become much simpler when the data exchange between the systems is automated, with no re-entry of information required.



Choose a solution that is willing to consider integrating with your:

- **Student Information System (SIS)** to automatically pull in student IDs, schools, and grade levels.

- **Fee Management System** to export paid and unpaid fees such as library fines into the online payment program (and vice versa).

- **Finance/Accounting System** so that paid fee information, including account codes, can be imported into your existing finance system without having to manually manipulate reports.

3. What are the software costs?

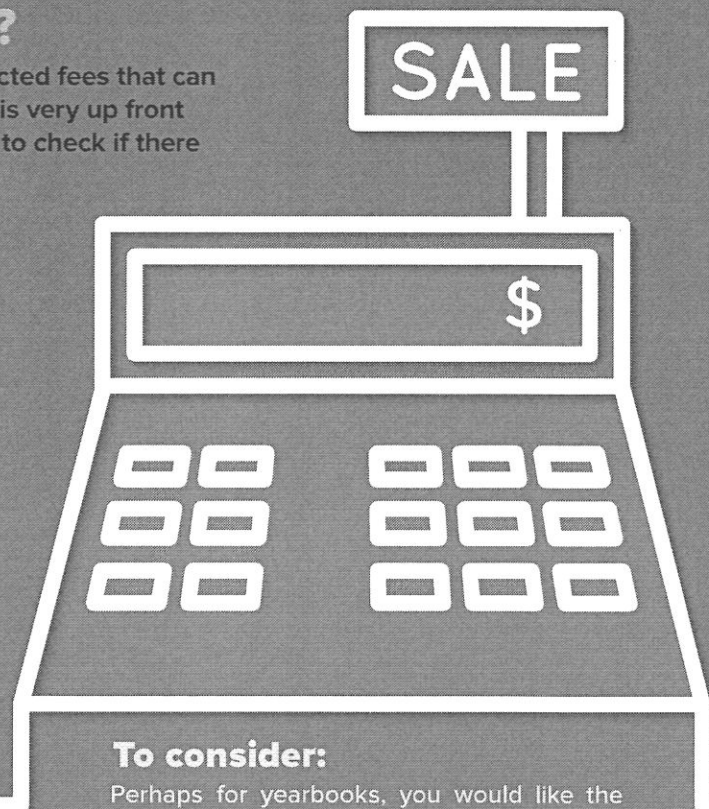
Beware of hidden charges. Some providers add unexpected fees that can affect your bottom line. Choose a payment partner that is very up front with costs. Outside of a per-transaction charge, be sure to check if there are other miscellaneous fees for using the system.

Examples of hidden costs:

- Registration or subscription fees
- Costs for enrolling in balance alerts
- Costs for Insufficient Funds (NSF) charges
- Acquirer fees
- Annual renewal fees
- Minimum and/or maximum payment restrictions

Also, be sure that the provider can accommodate the fee structure you wish to employ.

*There are **no hidden software costs** associated with MyPaymentsPlus, just a per-transaction rate that can be passed to the parent, absorbed by the district, or any combination of the two, on a per-activity basis.*

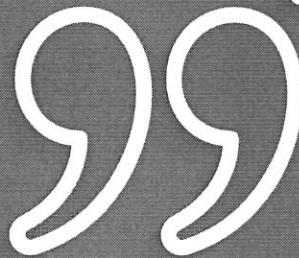


To consider:

Perhaps for yearbooks, you would like the parents to pay the per-transaction charge, but for school donations, you'd be willing to pick up the per-transaction fee for parents. Will the solution accommodate this scenario, or are you limited to a single rate option?

4. What are parents saying?

What better way to check a reference than to take a walk down social media lane. Considering a provider? Find their Facebook page and take a look at their recent posts and unsolicited parent comments.



- How many brand advocates (followers) do they have?
- Are comments positive?
- Does the company encourage parent feedback?
- Check out posts around school startup. Were things going smoothly during the busiest time of year?

Access our Facebook page at:

www.facebook.com/mypaymentsplus

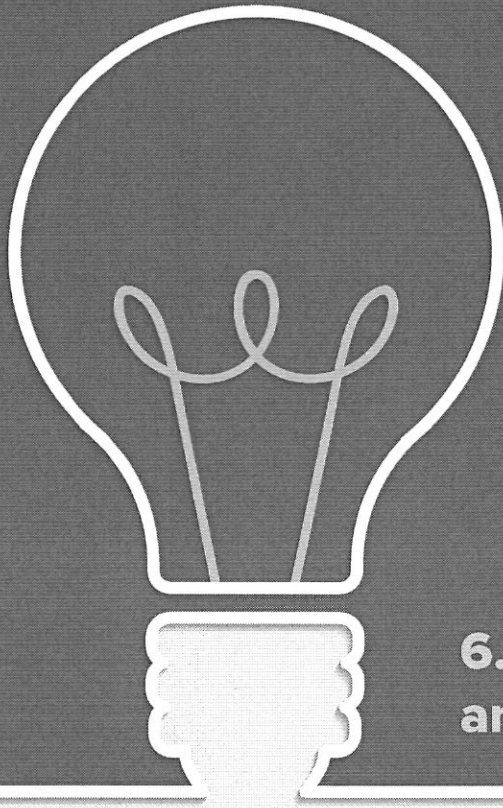


5. Is the provider K-12 centric?

Whether you have two schools or 100 schools, you've probably grown accustomed to each site operating a little differently from the next. Be sure to choose a system that can accommodate the different needs of your varying schools. A provider that specializes in K-12 will never make you feel like a small fish in a big pond and is more likely to have features that your schools may need.

Consider your needs for the following features:

- Parents only see what is applicable to them or their students
- Forms for collecting parent information such as t-shirt size or chaperone information for a field trip
- Automated distribution of sign-up rosters to coaches or activity leads
- Ability to upload images for items such as spirit wear
- Discount codes for promotional periods like early-bird specials
- Partial payment capability for large-ticket items
- Enrollment limits for activities or items
- Date and time selection for advanced placement exams
- Counselor approval for enrollment in specific courses
- Digital acknowledgment of documents such as media release forms, dress code policies, or technology terms of use
- Guest payments for donation acceptance and community education
- User-type and site-based restrictions for administrators



6. Is the program simple to use and easy to maintain?

What's the purpose of implementing a new system if it's too complicated for anyone to use? Be sure to choose a solution that is easy to set up and simple to maintain. If you offer the same types of activities year after year, check to make certain that a simple year-to-year rollover process exists so that your summers are not spent re-entering data.



7. Who is responsible for parent support?

Your staff already has plenty to do. Answering website-related questions shouldn't be an additional task on their list. Choose a provider who isn't going to "pass the buck" by requiring your district to draft your own FAQs and handle your own parent calls.

A good provider will be happy to answer parent questions. It's how they can be sure parents are happy and get continuous feedback on their program.

Ask your provider if they offer:



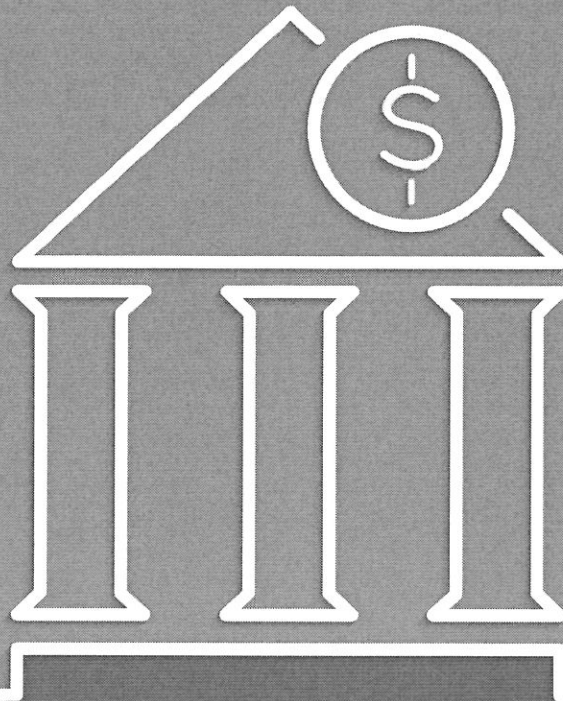
Phone
support



E-mail
support



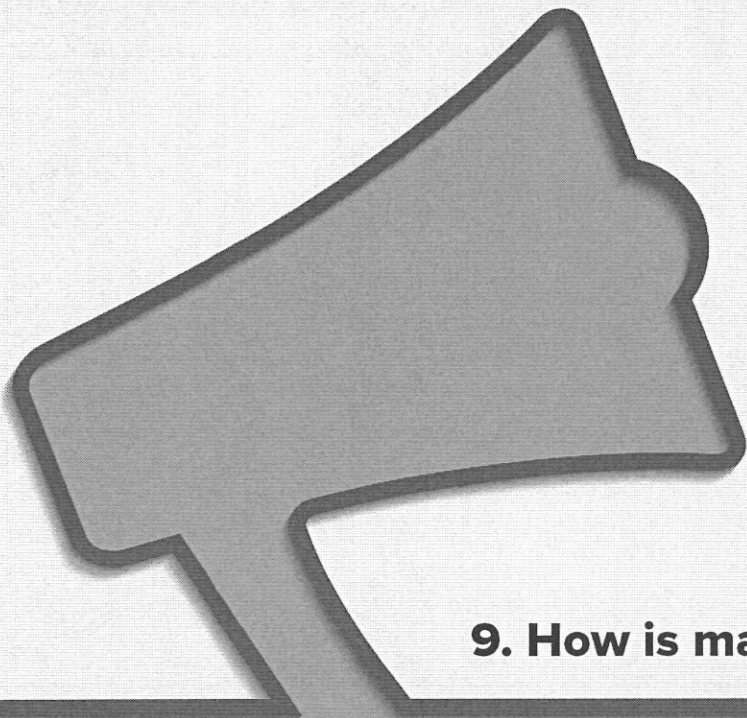
Live-chat
support



8. Will my funding processes be accommodated?

Does your district want funds to be deposited into a central district bank account or directly into individual school accounts? Choose a provider that can easily accommodate your scenario without additional cost, and without “holding” funds for an extended period of time. Your district should receive daily deposits, so that the interest gained on those funds goes to the district, not the payment provider.

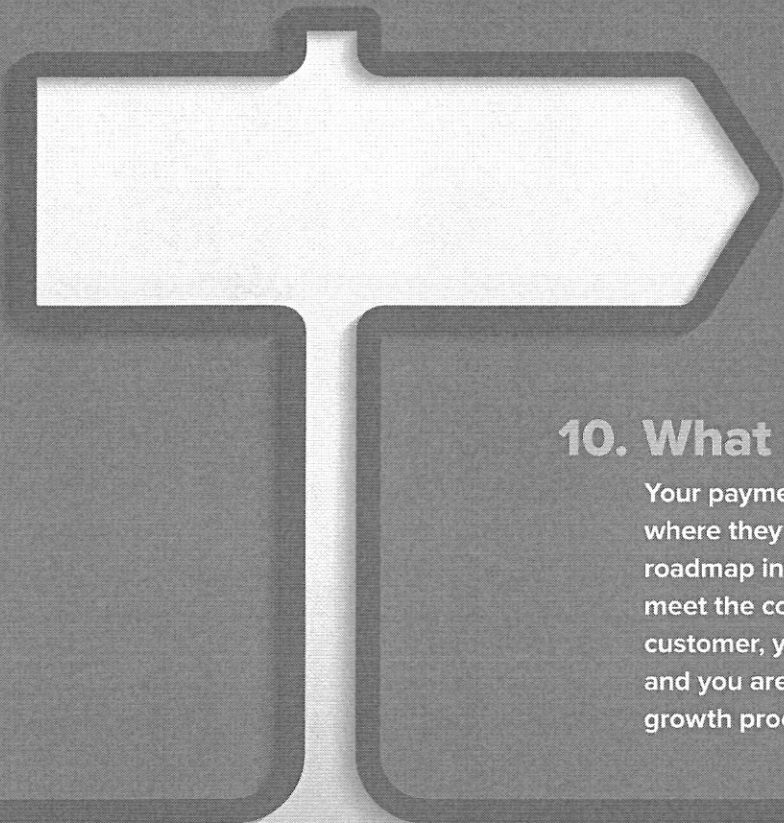
Consider whether other entities, such as the Parent/Teacher Organization (PTO), would want to come on board. Perhaps food services or PTO would like to use the same provider in order to give parents a one-stop shop for all their payment needs. Be sure that the provider you select can accommodate multiple bank accounts and multiple tax IDs under a single unit in order for this scenario to be possible.



9. How is marketing to parents handled?

How good is an online payment system if no one uses it? A good provider will be happy and willing to assist you with parent marketing efforts at no cost, not only at the start, but throughout your entire partnership.

Your payment partner should be able to provide you with free marketing consulting, digital materials ranging from flyers, web banners, and teacher letters, as well as complimentary e-blasts to your parents throughout the year.



10. What is the vision?

Your payment provider should not only be able to tell you where they are today, but also to provide you with roadmap information, detailing where they are headed to meet the continuous needs of K-12 districts. As a valued customer, you should always feel like your opinion matters, and you are encouraged to be part of the companies' growth process as your parent and district needs evolve.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date February 23, 2017

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 February 23, 2017

Decision Requested X

Agenda Code 10 a

AGENDA REPORTING FORM

Agenda Topic: Leonard and Gladys Joll Scholarship Committee Appointment

Summary of Issue: The Leonard and Gladys Joll Scholarship applications will be reviewed prior to the March 23, 2017 Board of Education meeting and a recipient will be selected to be recommended for Board approval.

Background: Annually the chairperson of the Board of Education appoints a committee of the Board to select a recipient for the Leonard and Gladys Joll Scholarship.

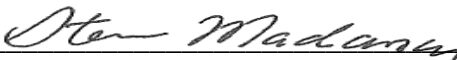
Alternative Strategies: Reject

Cost (if applicable): \$300.00 **Funding Source:** Joll Scholarship Fund

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: The Chairperson of the Board will appoint a committee to select a recipient for the Joll Scholarship.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date February 23, 2017

Decision Requested X

Agenda Code 10 b

AGENDA REPORTING FORM

Agenda Topic: Approval of Job Descriptions (Information Systems Specialist and Bookkeeper at Southington High School)

Summary of Issue: The Policy & Personnel Committee has reviewed, discussed, and revised the job descriptions for *Information Systems Specialist and Bookkeeper at Southington High School* at their February 13, 2017 Policy and Personnel Committee meeting.

Background: The Policy and Personnel Committee reviews job descriptions with the administration to ensure they are current and appropriate.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: Upon Board approval

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve the revised job descriptions for *Information Systems Specialist and Bookkeeper at Southington High School* as recommended by the Policy and Personnel Committee.

Titles of Attachments:

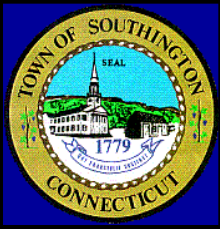
1. DRAFT Job Descriptions

mp\Board\2.23.17, Job Descripton Approval

Sten Madany
Signature of Staff Member Submitting Report

Timothy J. Connellan
Signature of Superintendent of Schools

JOB DESCRIPTION
Bookkeeper, High School (Class I)



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: BOOKKEEPER, High School (Class I)

QUALIFICATIONS:

1. High School diploma and knowledge and/or experience in secretarial bookkeeping/accounting/banking **and secretarial** skills.
2. Excellent computer skills including familiarity with Microsoft Office™ and **Quickbooks™** ~~the ability to operate office machinery including, but not limited to, fax machine and copy machine.~~
3. ~~Knowledge of SASI™ Computer System preferred.~~
4. Excellent interpersonal and communication skills.

REPORTS TO:

High School Principal

JOB GOAL:

To maintain an accurate **accounting** records of the bank accounts established through the SHS student activity **and scholarship** funds ~~and to assist~~ **while also assisting** in the daily ~~operating~~ **operations** of the main office.

PERFORMANCE RESPONSIBILITIES:

1. Maintain **an accurate account of all** student activity funds by accepting deposits, **issuing receipts**, dispersing checks, generate reports and making daily bank deposits.
2. Prepare and distribute monthly Student Activity reports ~~and keep statistics as directed to advisors.~~
3. Serve as asset manager for scholarship funds **by reviewing** certificates of deposit to obtain competitive interest rates, **dispensing and depositing scholarship donation checks in accordance with scholarship requirements.**
4. **Reconcile all bank accounts for activity and scholarship funds, monthly.**
5. **Prepare year-end cash summaries for annual audit.**
6. Maintain daily attendance logs reports for all faculty and staff and input in payroll system.
7. Coordinate substitute teacher assignments
8. Update Student records **and schedules** utilizing SASI™. **Powerschool™.**
9. Perform office routines including but not limited to, preparation of reports, correspondence, **directing telephone calls, preparing** notices and agendas under, the direction of the immediate supervisor.
10. Maintain records as directed by immediate supervisor.
11. ~~Receive and route all incoming calls.~~
12. Perform any other job related responsibilities as assigned by the immediate supervisor
13. Receive and disseminate all incoming and outgoing U.S. and inter office mail with the exception of bulk mailings.

TITLE: BOOKKEEPER, High School (Class I) ~ Continued

TERMS OF EMPLOYMENT: Determined by the working agreement between the Southington Board of Education and Local 1303-162 of Council 4 AFSCME.

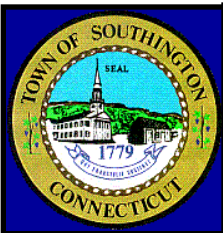
A twelve-month work year

EVALUATION: Performance of the job will be evaluated annually by the High School Principal.

JOB DESCRIPTION

Information Systems Specialist

(previously Software Support Specialist)



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

DRAFT

TITLE: **INFORMATION SYSTEMS SPECIALIST**

QUALIFICATIONS:

1. Bachelor's Degree preferred.
2. Minimum three (3) years' experience working in an office environment. School or district office experience preferred.
3. Extensive knowledge and experience with standard computer hardware and software applications.
4. Displays knowledge or prior experience using state reporting systems including Public School Information System (PSIS) registration and collection modules, ED166, TCS, and CRDC.
5. Utilizes proficiently the student administrative system, a district-wide student database application.
6. Demonstrated knowledge of Apple iOS, Microsoft Windows, and Microsoft Office required.
7. Must be able to communicate professionally, politely, and effectively both written and orally.
8. Excellent organizational skills, attention to detail, and willingness to learn.
9. Good, effective communication skills including the ability to maintain confidential information.

REPORTS TO:

Technology Director

JOB GOAL

Ensure the student information system contains high quality, accurate, timely, longitudinal student information. Must complete required State Department of Education reports, as well as reports for central office and school based staff; implementation of an accountability mechanism to ensure the accuracy of the data needed to complete these reports and provide training to end users as needed.

PERFORMANCE RESPONSIBILITIES:

1. Oversee the overall function of the student information system.
 - a. Recommend and implement additional software add-ons that meet the needs of the district.
 - b. Update existing customizations in the system as needed.
 - c. Run and create reports to cross-check student data.
 - d. Evaluate procedures to ensure accurate data in all schools.
 - e. Perform end-of-year and start-of-year functions in the student information system.
 - f. Assist school administrators to create students' schedules for the following school year.
 - g. Send monthly communications and reminders to schools regarding tasks to be completed at the school and district levels.

TITLE: INFORMATION SYSTEMS SPECIALIST ~ Continued

2. Assist all staff in the efficient use of the student information system.
 - a. Train end users from remote and on site locations in the processing of data on students.
 - b. Respond to requests for information from schools.
 - c. Assist in proper data entry and migration between the student information system and other databases.
 - d. Provide and/or arrange for professional development/training as needed.

3. Responsible for the accuracy and completeness of state reported data.
 - a. Create custom reports and queries to display and print student data in various custom reports as requested.
 - b. Enter, extract, and verify information from the database to provide reports/information for the State of Connecticut Department of Education.
 - c. Work with building staff to develop procedures for accurate collection of required data.

4. Attends trainings to update knowledge and skills.

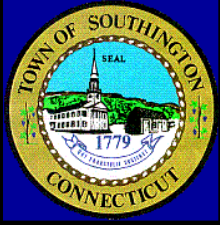
5. Perform other functions as required by the immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month work year with salary, benefits, and working conditions established by the Board of Education.

EVALUATION: Performance of the job will be evaluated annually by the Director of Technology.

JOB DESCRIPTION

*Software Support Specialist ~ Current Job
Description and title that we are looking to replace
with the Information Systems Specialist*



SOUTHTINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

CURRENT

TITLE: **SOFTWARE SUPPORT SPECIALIST**

QUALIFICATIONS:

1. Bachelor's Degree preferred.
2. Minimum three (3) years experience working in an office environment. School or district office experience preferred.
3. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
4. Ability to write reports, business correspondence and procedure manuals.
5. Ability to effectively present information and respond to questions from groups and the general public.
6. Ability to work mathematical concepts such as probability and statistical inference.
7. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
8. Extensive knowledge and experience with standard computer hardware and software applications.
9. Ability to use computer for E-mail, word processing, accounting, databases and presentations.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
11. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
12. Utilizes proficiently the student administrative system, a district-wide student database application.
13. Demonstrated knowledge of Microsoft Windows™, Microsoft Office™ (Word, Excel and Access) required.
14. Excellent organizational skills, attention to detail and willingness to learn.
15. Good, effective communication skills including the ability to maintain confidential information.

REPORTS TO:

Technology Director

TITLE: **SOFTWARE SUPPORT SPECIALIST ~ Continued**

JOB GOAL:

Assists in the processing steps necessary for data collection and dissemination of financial and student information.

PERFORMANCE RESPONSIBILITIES:

1. Assist and train school staff from remote locations and on site in the processing of data for the student administrative system.
2. Maintain and update software to provide a consistent database and hard copy of student information including enrollment, attendance, transportation and other student related information.
3. Perform queries to create, display and print student data in a matrix.
4. Create and save queries and filters for the efficient retrieval of commonly requested student and financial information.
5. Enter, extract and verify information from the databases to provide reports/information for Southington Public Schools and the State of Connecticut Department of Education.
6. Must attend training sessions to update computer skills.
7. Coordinate district user group meetings to share and disseminate information regarding administrative software.
8. Perform other functions as required by the immediate supervisor.

TERMS OF EMPLOYMENT:

Twelve-month work year with salary, benefits and working conditions established by the Board of Education.

EVALUATION:

Performance of the job will be evaluated annually by the Technology Director.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date February 23, 2017

Decision Requested X

Agenda Code 10 c

AGENDA REPORTING FORM

Agenda Topic: Out of State: Overnight/Out of State Field Trip Approval

Summary of Issue: The Board of Education must give approval to field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented with this packet is a trip to Massachusetts for the Southington High School Key Club.

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve the field trip request for the Southington High School Key Club to attend the annual conference in in Springfield, MA as presented by the administration.

Titles of Attachments:

1. Field Trip Application


Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

**Southington Public Schools
Southington, Connecticut**

Application for Out-of-State/In-State/Overnight Field Trip

Submit to Assistant Superintendent

Date: 1/26/17

Out of State: Yes No

Overnight: Yes No

Miles Round Trip: 100

Southington High School Key Club 3/31/17- 4/2/17
School **Class/Group** **Date of Trip**

Name and Address of Destination Springfield Marriott Hotel- Boland Way, Springfield, MA.

Reasons for Field Trip This is the New England Key Club convention. Students attend to more fully understand Key Club and its role in the community. There are full day workshops on Saturday for incoming officers and those interested in greater role in their school Key Club. Friday night include welcome speeches and keynote speakers. Saturday night culminates with awards presentations.

Itinerary (attach if needed) _____

Departure Date/Time March 31, 2017 at 3 :00 PM Return Date/Time April 2, 2017 at 2:00 PM

of Students 20 max. # of Teacher/Chaperones 1 per 10 # of Buses 1

Have definite arrangements been made at the field trip destination? Yes No

Have met with nurse to address student health needs.
Nurse's Signature _____ *Date* _____

Have NOT met with the nurse. Will meet with the nurse to address student health needs when the student roster is complete. This meeting will take place approximately one-month prior to the scheduled trip.

Destination is handicap accessible: Yes No Lift Van Needed? Yes No

COST AND FINANCING

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	<u>\$3,200</u>	Southington Kiwanis pays for the bus; students pay for some of their meals and lodging. Kiwanis and SHS Cares have contributed in the past for students in need.
Board of Education Contribution	<u>\$N/A</u>	
Other	<u>\$N/A</u>	
Fundraising Activity	<u>(\$N/A)</u>	
BALANCE	<u>\$3,200</u>	
Student Contribution		
Transportation	<u>\$0</u>	<u>20 Students @ \$0</u>
Entrance Fees, Room & Board	<u>\$3,200</u>	<u>20 Students @ \$160</u>
TOTAL Cost of Trip to Each Student	<u>\$160</u>	<u>Students are encouraged to bring money</u>

SIGNATURES

Teacher Beth Hosmer & Patrick Nobou (signatures on original) Date 1/26/17

Dept. Head _____ Date _____

Principal Brian Stranieri (signature on original) Date 1/27/17

Comments _____

Assistant Superintendent *Steve Madonay* Date February 2, 2017 Approved Not Approved

Board of Education Approval*** YES NO Date _____

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date February 23, 2017

Decision Requested _____ Agenda Code 10 d.

AGENDA REPORTING FORM

Agenda Topic: Girls Ice Hockey Club Team

Summary of Issue: There is a possibility of joining with another district to form a Girls Ice Hockey Club. Club level play would be at no expense to the Board.

Background: A group of parents approached the Athletic Director, SHS Principal and Superintendent regarding the possibility of introducing girls' ice hockey in Southington. Apparently, an independent club level team with Southington residents participating already exists and has been playing for several years. The Athletic Director and Superintendent have met with the group of parents. The Athletic Director has met with students who expressed an interest in playing and has conducted a survey to determine numbers and sustainability. The Club level status would allow for scheduling of other area high school aged teams.

Alternative Strategies: _____

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

Beginning Date of Program or Project: Winter sport – 2017-2018

Ending Date of Program or Project: TBD

Recommendation or Comment: _____



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ X _____

Board Meeting Date February 23, 2017

Decision Requested _____

Agenda Code 10 e

AGENDA REPORTING FORM

Agenda Topic: Policy Updates (5111, Students, Admission; 5133, Students, Participation in Athletics and Other Co-curricular Activities; 6172, Instruction, Gifted and Talented Program) ~ 1st Reading

Summary of Issue: After a review of current policies in the 5000 and 6000 series, the Policy and Personnel Committee and the administration agreed to make some necessary updates to ensure the district complies with state statutes.

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

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

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 Policies

mp\Board\2.23.17, DraftPolicies.doc



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policies Revised

BOE Approval Requested

5000 Series, Students

- 5111 ~ Admission
- 5133 ~ Participation in Athletics and Other Co-curricular Activities

6000 Series, Instruction

- 6172 ~ Gifted and Talented Program

Additional Updates to Policy Language surrounding Non-Discrimination:

For consistency, the administration and Policy and Personnel Committee requested that we incorporate the same language from the **Notice of Non-Discrimination** that was distributed throughout the district by the superintendent on January 26, 2017. The last page of this packet will identify the policies affected by this update.

POLICY

5111

Attendance

This policy is a combination of two: Policy 5111 (Admission) and 5112 (Age of Attendance)

A copy of both current policies is included for your reference.

Series: 5000

Students

Admission/Placement/Ages of Attendance

Admission

District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year. The Southington Public School District does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

All programs offered within the Southington Public School district and specifically those programs involving Vocational or Career and Technical Education are offered for all students without consideration of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age. Students who are classified as homeless under federal law, and therefore do not have a fixed residence, will be admitted pursuant to federal law. Exceptions from routine admission may be made by the school Principal on the basis of supporting evidence from physical and psychological examinations.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the Building Principal.

Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

Placement

According to Connecticut General Statute 10-186 the Board of Education shall provide education for all persons five years of age and older and under twenty-one years of age who have not graduated from a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. According to Connecticut

Series: 5000

Admission/Placement/Ages of Attendance

Placement (continued)

General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Note: *When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.*

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

Ages of Attendance

Parents/guardians of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent/guardian of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.

The parent/guardian of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent/guardian of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

Each year, the parent/guardian choosing to exercise this option must personally appear at the school district office and sign an option form. The district shall provide

Series: 5000

Students

Admission/Placement/Ages of Attendance

Ages of Attendance (continued)

the parent/guardian with information on the educational opportunities available in the school system.

The parent/guardian of a child seventeen years of age must consent to such child's withdrawal from school. The parent/guardian of a child seventeen years of age shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that the district has provided the parent or person with information on the educational options available in the school system and in the community.

Children who have attained the age of seventeen and who have voluntarily terminated enrollment in the district's schools with parental permission as described previously and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to a district school not later than ten days after such termination. In such case the child will be provided school accommodations not later than three days after the requested readmission.

Series: 5000

Students

Admission/Placement/Ages of Attendance

(cf. 0521 - Nondiscrimination)
(cf. 5112 - Ages of Attendance)
(cf. 5118.1 - Homeless Students)
(cf. 5141 - Student Health Services)
(cf. 6171 - Special Education)
(cf. 6146 - Graduation Requirements)

Legal Reference:

Connecticut General Statutes

- 10-15 Towns to maintain schools
- 10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247
- 10-76a - 10-76g re special education
- 10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243, PA 00-157 and PA 09-6 (September Special Session)
- 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission, as amended.
- 10-220h Transfer of student records, as amended.
- P.A. 11-115 An Act Concerning Juvenile Reentry and Education
- 10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
- 10-233c Suspension of pupils
- 10-233d Expulsion of pupils
- 10-233k Notification of school officials of potentially dangerous students. (as amended by PA 01-176)
- 10-261 Definitions

State Board of Education Regulations

- 10-76a-1 General definitions (c) (d) (q) (t)
- 10-76d-7 Admission of student requiring special education (referral)
- 10-204a Required immunizations (as amended by PA 98-243)
- McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Plyler vs. Doe, 457 U.S. 202 (1982)

Policy adopted:

Policy Revised: 6/00, rev 7/01, rev 10/02, rev 11/07, rev 11/09, rev 7/11

Policy Revised:

Series 5000: StudentsAttendanceAdmission

The schools shall be open to all children who are five years of age or older on or before January 1 of the school year.

Children who apply for initial admission to the district's schools by transfer from non-public schools or from schools outside the district will be placed at the grade they would have reached elsewhere. If deemed necessary, such placements will be verified by observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the principal may modify the grade placement of the children.

Legal Reference:

Connecticut General Statutes

10-261, Definitions

10-15, Towns to maintain schools

10-15c, School attendance by five year olds State Board of Education Regulations

10-76d-7, Admission of student requiring special education

Policy Adopted: February 1989

Policy Revised: August 2002

Series 5000: Students**Ages of Attendance**

According to Connecticut General Statute 10-186 the Board of Education shall provide education for all persons five years of age and older and under twenty-one years of age who have not graduated from a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. According to Connecticut General Statute 10-76d (b2), special education will be provided for children who have not attained school age but have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

Parents and those who have the care of children seven years of age and older and under eighteen years of age are obligated by Connecticut law to cause any such child to attend public day school or its equivalent.

Legal Reference:*Connecticut General Statutes*

10-15, Towns to maintain schools

10-15c, Discrimination in public schools prohibited. School attendance by five-year-olds

10-76ca – 10-76g, re: special education

10-184, Duties of parents (re: mandatory schooling for children age seven or older and under eighteen years, inclusive) as amended by PA-98-243, PA 00=157 and PA 09-6 (September Special Session)

10-186, Duties of local and regional boards of education re: school attendance.

Hearing. Appeal to state board. Establishment of hearing board.

10-233c, Suspension of pupils

10-233d, Expulsion of pupils

State Board of Education Regulations

10-76a-1, General definitions (c) (d) (q) (t)

Policy Adopted: February 1989

Policy Revised: August 2002

POLICY

5133

**Participation in Athletics and Other Co-
curricular Activities**

Series 5000: Students

Student Activity

Participation in Athletics and Other Co-Curricular Activities

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

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

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

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

Policy Adopted: September 2009

Policy Revised: September 2015

Policy Revised:

POLICY

6172

Gifted and Talented Program

Series 6000: Instruction

Curriculum Extensions

Program Adaptation/Alternative Programs

Gifted and Talented Program

Gifted students are those with outstanding learning abilities **and/or** outstanding talent in the creative arts.

The school district shall provide educational ~~programs~~ **opportunities** for the gifted and talented that include a broad spectrum of learning experiences which increase knowledge and develop skills necessary for the student to function successfully in society while encouraging students to excel in areas of special competence and interest.

Though early intervention of the gifted and talented is important, it is essential that the identification of these students be recognized as a continuing process in that special abilities and skills appear at different times in the lives of many children and new children are regularly being enrolled in the ~~system~~ **district**.

Legal Reference: Connecticut General Statutes

10-76a(e) Definitions.

10-76d(e) Duties and powers of Boards of Education to provide special education programs and services.

Policy adopted: May 1989

Policy reviewed: October 2002

Policy revised:

Additional Updates to Policy Language surrounding Non-Discrimination

The Southington Public School District does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All programs offered within the Southington Public School district and specifically those programs involving Vocational or Career and Technical Education are offered for all students without consideration of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age.

<p>1330 Use of School Facilities</p>	<p>REVISED: The Board of Education will not allow use of school facilities by any group which discriminates on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age in its programs and activities. Programs and activities will provide equal access to the Boy Scouts and other designated youth groups. All programs offered within the Southington Public School district and specifically those programs involving Vocational or Career and Technical Education are offered for all students without consideration of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age.</p> <p>CURRENT: The Board of Education will not allow use of school facilities by any group which discriminates on the basis of race, color, religion, ancestry, national origin, gender, age, pregnancy, marital status, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.</p>
<p>4111.1 Affirmative Action</p>	<p>REVISED: The Southington Public School District will provide equal employment opportunities for all persons without regard to race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age in its programs and activities.</p> <p>CURRENT: The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religion, ancestry, national origin, gender, age, pregnancy, marital status, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.</p>
<p>4118.11 Civil & Legal Rights</p>	<p>REVISED: The conditions or privileges of employment in the Southington Public School District, including the wages, hours, terms and benefits, shall be applied without regard to race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age in its programs and activities.</p> <p>CURRENT: The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religion, ancestry, national origin, gender, age, pregnancy, marital status, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.</p>

<p>4211 Recruitment and Selection</p>	<p>REVISED: No inquiry with regard to race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age shall be made of a person proposed for or seeking employment.</p> <p>CURRENT: No inquiry with regard to a person's race, color, religion, ancestry, national origin, gender, age, pregnancy, marital status, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics shall be made of a person proposed for or seeking employment.</p>
<p>5000 Concepts and Roles in Student Policies</p>	<p>REVISED: Discrimination among students attending Southington Public Schools with respect to race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age is prohibited. All programs and activities provide equal access to the Boy Scouts and other designated youth groups. All programs offered within the Southington Public School district and specifically those programs involving Vocational or Career and Technical Education are offered for all students without consideration of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age.</p> <p>CURRENT: Discrimination among students attending our schools with respect to race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics is prohibited.</p>
<p>6121 Nondiscrimination: Instruction Program</p>	<p>REVISED: Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age.</p> <p>CURRENT: Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination on account of race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics</p>
<p>6180 Eval. Of Instructional Program</p>	<p>REVISED: Special attention shall be given to (a) elimination of discrimination on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age, and (b) recognition of the individual child.</p> <p>CURRENT: Special attention shall be given to (a) elimination of discrimination as to race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics, and (b) recognition of the individual child.</p>

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date February 23, 2017

Decision Requested x Agenda Code 10 f.

AGENDA REPORTING FORM

Agenda Topic: Stipend Position ~ Outdoor Track

Summary of Issue: The request is for the addition of an Interim Assistant Track Coach stipend position at SHS.

Background: Student participation in Track and Field is continuing to grow. The ratio of coaches to athletes is very high. A similar situation existed with Indoor Track. An additional assistant coach would allow for an improved adult to student ratio, improved student safety and improved instruction in specific disciplines, i.e. sprinting versus field events versus distance.

Alternative Strategies: _____

Cost (if applicable): _____ **Funding Source:** Existing appropriation

Beginning Date of Program or Project: Spring sport 2016-2017 school year

Ending Date of Program or Project: TBD

Recommendation or Comment: Recommend to add one interim assistant track and field coach.

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date February 23, 2017

Decision Requested _____ Agenda Code 10 g.

AGENDA REPORTING FORM

Agenda Topic: Drug Abuse Prevention Presentation

Summary of Issue: Personnel from Southington Youth Services and the STEPS Coalition will be present to discuss current and future efforts and activities directed toward the prevention of substance abuse in the community

Background: Southington and other communities in the state and nation are experiencing continued issues regarding substance use and abuse in the community. The Southington Public Schools are part of the STEPS coalition.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: February 23, 2017

Ending Date of Program or Project: N/A

Recommendation or Comment: _____

Timothy J. Connellan

Signature of Superintendent of Schools