

## Southington Board of Education Meeting

Thursday, March 23, 2017 6:30 PM

Board of Education Regular Meeting John Weichsel Municipal Center  
Public Assembly Room 200 North Main Street Southington, CT 06489  
200 North Main Street  
Southington, CT 06489



### SOUTHINGTON BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session to discuss student matters and Personnel (Director of Business & Finance Contract) 6:30 p.m.
3. Celebration of Excellence - Lincoln College for their partnership in our inaugural year of STELLAR ~ Denise Lewicki, President; Mark Anderson, Vice-President of Academic Affairs; and Chris Distiso, Academic Dean
4. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
5. Pledge of Allegiance
6. Approval of Minutes ~ March 9, 2017
  - a. Special Meeting Minutes ~ March 13, 2017
  - b. Special Meeting Minutes ~ March 15, 2017
7. Communications
  - a. Communications from Audience
  - b. Communications from Board Members
  - c. Communications from Administration
  - d. Communications from Student Representatives
8. Committee Reports
  - a. Policy and Personnel Committee Meeting ~ March 15, 2017
  - b. Curriculum and Instruction Committee Meeting ~ March 21, 2017
9. Old Business
  - a. Town Government Communications
10. New Business
  - a. Adoption of 2018 Board of Education Meeting Dates
  - b. Leonard and Gladys Joll Scholarship Recipient
  - c. Field Trip Approval
  - d. Approval of Job Description ~ Director of School Counseling
  - e. Mid-Year Report on Superintendent's Objectives
  - f. Southington High School Graduation Date
  - g. Enrollment Study Proposal
  - h. Director of Business & Finance Contract
  - i. 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](http://www.southingtonschools.org). These minutes are considered a draft until approved at the following regular Board of Education meeting.*

## **SOUTHINGTON BOARD OF EDUCATION**

### **SOUTHINGTON, CONNECTICUT**

#### **REGULAR MEETING**

**MARCH 9, 2017**

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The regular meeting of the Southington Board of Education was held on Thursday, March 9, 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 - EXECUTIVE SESSION TO DISCUSS PERSONNEL (DIRECTOR OF BUSINESS & FINANCE CONTRACT)**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:33 p.m.

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

Administration present: Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; and Mrs. Sherri DiNello, Director of Business and Finance  
(left at 6:43 p.m.)

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

**"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing personnel (Director of Business & Finance contract), and upon conclusion reconvene to public session."**

**Motion carried unanimously by voice vote.**

Mr. Goralski declared Executive Session ended at 7:04 p.m.

#### **2. CELEBRATION OF EXCELLENCE**

At 7:08 p.m., in Celebration of Excellence, the Board of Education recognized the following high school students who received awards from the Connecticut Arts Education Association Program.

- Emma Becotte won a Gold Key in drawing
- Abigail Legere won a Silver Key in drawing
- Alivia Barbour won a Silver Key in ceramics

The art students were presented a Certificate of Excellence from the Board of Education.

Mr. Horanzy, Art Department Chair, announced that the Annual Art Show will be held in the Southington High School Auditorium on May 15, 2017 from 6:00-8:00 p.m.

Mr. Goralski called for a recess at 7:14 p.m.

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

Mr. Goralski, Chairperson, reconvened the regular session at 7:30 p.m.

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

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

Student representative present was Miss Samantha Steeves.

### **4. PLEDGE OF ALLEGIANCE**

Miss Steeves led in reciting the Pledge of Allegiance.

Mr. Goralski called for a moment of silence in memory of the following former employees:

1. Mrs. Marcia Riccio passed away on Saturday, March 4, 2017. She was hired as a physical education teacher in September of 1976 and served as Department Chair at Southington High School for several years. Mrs. Riccio also was a coach for the Girls Soccer team at the high school. She retired May 2012 after 36 years of service.
2. Mrs. Sandra Schnell recently passed away while on vacation. She worked for the Southington Public Schools Food Service program beginning in December 1987 and retired December 2015 after 28 years of service.

### **5. APPROVAL OF MINUTES ~ February 23, 2017**

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

**“Move to approve the regular Board of Education minutes of February 23, 2017, as submitted.”**

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

### **6. COMMUNICATIONS**

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

There was no audience communication.

**b. Communication from Board Members**

- Board members discussed the local and state budgets at length.
- A synopsis was given of the legislative updates on education and how Governor Malloy's proposed budget would impact school districts and municipalities.
- Board members signed a letter that will be presented to Southington's state legislators and the general assembly with solutions to proposed House Bills. A small delegation of Board members and administrators will be going to the state to discuss.
- Board members discussed the open and transparent Board of Education budget process and the Finance Committee meetings, which the public is welcome to attend. There is nothing hidden as some people have erroneously stated in public.
- The Annual United Way Dinner and Auction is on March 30, 2017 at 6:00 p.m. at the Aqua Turf.
- The Board discussed the "Read Across America" program.

**c. Communication from Administration**

Administration reported on the following:

1. Revised Traffic Pattern – JAD: Mr. Connellan reported that the revised traffic pattern at DePaolo Middle School started this week and seemed to be working effectively.
2. Read Across America Days: Mr. Connellan stated that the schools do a fantastic job with this program with both adults and students enjoying it.
3. Healthy and Wise Committee: Mrs. DiNello reported that this committee was formed from the town Self Insurance Committee. Anthem funds totaling \$30,000 have been set aside for different activities for this program. Town and Board of Education staff were surveyed and the top items were healthy eating, managing weight, exercising, understanding the Anthem health plan and coping with stress. The committee will be publishing a calendar and a link on the district's website and on Facebook as Southington Healthy and Wise. She discussed the planned events that will take place. Southington High School students created the committee's logo and tag line "Live Smart." The first hike will take place at Crescent Lake on Saturday, April 29, 2017 at 10:00 a.m. Teachers Candace Patten and Jennifer Manware are representatives on this committee.
4. Extended School Year (ESY): Ms. Walsh reported that the summer program would run from July 5 through August 1, 2017 with programs at Hatton School for Grades K-5 and the self-contained programs and at the high school for the middle schools students and the self-contained students at the high school. Preschool extended year services will be at Hatton. These programs would be held four days during the week from 8:30 a.m. through noon.
5. Camp Rise: Ms. Walsh reported that Camp Rise would run for four weeks in the afternoon for significantly impaired students in partnership with the Southington Parks and Recreation. The program will take place at Recreation Park. Two weeks will be for students in Grades 2-5 and two weeks for Grades 6-12. Parents pay for the sessions. Camp Rise is also supported by community organizations.
6. Good Deeds Week: Mr. Pooler from the Southington YMCA requested that Board members complete a form with their promises of how they will participate in Good Deeds Week.

7. March - Board Member Appreciation Month: Mr. Connellan stated that he has worked with different Boards of Education over many years with the Southington Board of Education the most outstanding because it is bipartisan. Board members put in so much time, energy and effort as elected officials without pay to advocate for what is best for students.

**d. Communications from Student Representatives:**

Miss Samantha Steeves reported on the following:

- Surround Sound took place the weekend of March 11.
- Substance Abuse Awareness Night is March 15, 2017 at 6:30 p.m. at Southington High School with guest speakers presenting to parents.
- Winter sports were wrapping up a successful season and spring sports gearing up.
- DECA State Competition will be held next week.
- A True Colors Conference, which is a LGBT advocacy conference, will be held next week.
- Next week is World Language Week with a scavenger hunt and some world language trivia planned.
- The Unified Theatre Show is March 16, 2017 at 6:00 p.m. in the Southington High School Auditorium.

**7. SUPERINTENDENT'S REPORT**

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

**“Move to approve the Personnel Report at presented.”**

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

**8. COMMITTEE REPORTS**

**a. Finance Committee Meeting ~ March 6, 2017**

**1. Painting Services ~ 2017-BID-15:**

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

**“Move to award Painting Services bid 2017-BID-15 for Southington High School, Derynoski and Hatton Elementary Schools to Scholar Painting with additional areas to be added while staying within the budget line.”**

The majority of the work will be completed prior to year-end with a Purchase Order cut from current year dollars.

**Motion carried unanimously by voice vote.**

**2. Lawn Mowing & Trimming Services ~ 2017-BID-20:**

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

**“Move to award the Lawn Mowing & Trimming Services bid 2017-BID-20, as recommended by the Finance Committee.”**

The Finance Committee consensus was to award Schmidt Lawn Care, Inc. five locations and SM Lawn Care & Maintenance two sites. Mrs. Clark stated that Mr. Oshana was not in favor of this recommendation. Mr. Oshana explained that safety comes first and that if a contractor has been involved in an injury of a person and has or had a lawsuit against them then it was a problem and the Board of Education should not be doing business with them. He encouraged the Board to continue to address this issue.

ROLL CALL VOTE: YES – Mr. Brown, Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Lombardi, Mrs. Queen and Mr. Goralski. NO – Mr. Oshana. **Motion carried with seven in favor and one opposed.**

**9. OLD BUSINESS**

**a. Town Government Communications**

Mrs. Queen reported that the Community Turf Advertising Program was actively looking for potential advertisers and selling banners to appear above the bleachers around the Turf Community Field. The Southington Board of Education Advertising form was modified for this program (*Attachment #1*) and can be found on three websites: 1) Southington.org/recreation with the link on the main page, 2) on Southington.org under News, and on 3) [www.Southingtonschools.org](http://www.Southingtonschools.org) with a link under Athletics to Southingtonsports.com, which is not a Board of Education website. The 3x6 banners cost \$2,000 for a two-year commitment and \$2,500 for a three-year commitment. The Board discussed field rental funding and revenues to replace the fill. Mrs. Queen will update the Board on the revenues at the end of the fiscal year.

Mr. Goralski gave an update on the budget meetings:

- Board of Finance Workshop, March 21, 6:30 p.m. at Town Hall
- Board of Finance adoption of budget, March 22, 7:00 p.m. at Town Hall
- Town Council Public Hearing, April 24, 7:00 p.m. at the Municipal Center
- Town Council adoption of budget, May 8, 7:00 p.m. at the Municipal Center
- Board of Finance setting of the Mill rate on May 10, 7:00 p.m. Town Hall.

Mrs. Blanchard will provide the Board members with the budget dates and enter them on the Board of Education calendar.

Mrs. Queen noted that the state legislature has to propose their budget by April 27, 2017.

**b. Construction Update**

Mr. Romano reported that they are currently working on the entry card access system for the elementary schools and high school. They are working on the door hardware and pulling of cabling for the communication piece. Greenskies is still working on Hatton School's roof, which has to be completed by April 1, 2017. Painting will be done during the April vacation at the high school, Hatton and Derynoski with the balance to be completed during the summer. Mr. Romano reported on the building construction and outside work that will take place during the

summer. He stated that the roof leak at Plantsville School, due to the solar panels installation, has been repaired at no cost to the town.

**10. NEW BUSINESS**

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

**“Move to add to the agenda Item 10.b ‘Common Language for All Board of Education Policies’.”**

**Motion carried unanimously by voice vote.**

**a. Policy Updates (5111, Students, Admissions; 5113, Students, Participation in Athletics and Other Co-curricular Activities; 6172, Instruction, Gifted and Talented Program) ~ Second Reading**

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

**“Move that the Board of Education approves Policies 5111, 5133, and 6172, as recommended by the Policy and Personnel Committee.”**

**Motion carried unanimously by voice vote.**

**b. Common Language for All Board of Education Policies**

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

**“Move to amend all language within all current policies and regulations to align with the protective class language reflected within the notice of non-discrimination for Southington Public Schools.”**

Mrs. Queen explained why some policies and regulations were updated to reflect this language.

**Motion carried unanimously by voice vote.**

**11. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 8:25 p.m.

Respectfully submitted,  
*Linda Blanchard*  
Recording Secretary



# Southington Board of Education Advertisement Banner Proposal Form\*

ATTACHMENT #1

Please Print or Type

Agency/Business: \_\_\_\_\_

**Description of Product or Service to Be Advertised:**

3x6 banners displayed in the Community Turf Complex. The Facilities Advisory Committee is offering two options for local businesses. Option #1 offers a two-year commitment for \$2,000. Option #2 offers a three-year commitment for \$2,500.

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

- 1) I want my banner(s) displayed for:  
 Two Years  Three Years  Other N/A

- 2) **Location:** Location will be at the top of the home and/or visitor side bleachers and is subject to relocation at the discretion of the Superintendent. Below is a sample of how the banners will look:



- 3) I'm interested in a different form of advertising. Please describe:

Not Applicable

Date Received: \_\_\_\_\_

Approved  Denied

Checks payable to: **Southington Board of Education**  
 Checks mailed to: **Office of the Superintendent**  
**200 N. Main Street**  
**Southington, CT 06489**

\_\_\_\_\_  
Signature of Superintendent, Southington Public Schools

\_\_\_\_\_  
Date

*\*Customized for Community Turf Advertising Program*

**Southington Board of Education Special Meeting  
March 13, 2017**

Board Members present:  
Terri Carmody  
Juanita Champagne  
Colleen Clark  
David Derynoski  
Brian Goralski, Chair

Approximately 2:40 p.m.

Meeting called to order by Mr. Goralski.

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

*“Move to go into executive session to discuss a confidential student matter.”*

**Motion approved 5 – 0.**

The Board invited the following individuals into the executive session:

Timothy Connellan, Superintendent of Schools  
Jessica Ritter, Board Attorney  
Brian Stranieri, Principal, Southington High School  
Elissa Bartlett, Attorney for the Administration  
Officer Brandon Massarelli, Southington Police Department  
The student, his parents and siblings

Approximately 3:45 p.m.

Board members and Board Counsel, Jessica Ritter retired to the conference room for deliberations.

Approximately 4:05 p.m.

Board members and Board Counsel, Jessica Ritter returned to the main room and meeting resumed in open session.

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

*“The Southington Board of Education finds, based on the evidence in the record that the student who is the subject of this hearing did on or about February 3, 2017, engage in the theft of personal property, which violated a publicized policy of the Board and was seriously disruptive of the educational process. As a result of the above findings, the Southington Board of Education concludes that the student who is the subject of this hearing did commit an expellable offense.”*

**Motion approved 5 – 0.**

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

**“Move to return to executive session.”**

**Motion approved 5 – 0.**

Approximately 4:35 p.m.

Board members and Board Counsel, Jessica Ritter, retired to the conference room for deliberations.

Approximately 5:10 p.m.

Board members and Board Counsel, Jessica Ritter returned to the main room and meeting resumed in open session.

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

***“The student who is the subject of this hearing shall be expelled from the Southington Public Schools for one calendar year from February 27, 2017 through February 26, 2018. During the period of the expulsion, the student who is the subject of this hearing shall not be allowed to enter any school property and/or participate in any school-sponsored events and activities.***

***During the expulsion period, the student shall receive an alternative education opportunity as deemed appropriate by the Superintendent. After the last day of the 2016-2017 academic year, the student may be permitted to enter school property and/or may be permitted early readmission to school on or about the start of the 2017-2018 academic year, if the Superintendent finds, in his sole discretion, that the student has met the following conditions:***

- 1) The student regularly participates, is cooperative, and receives passing grades in the Alternative Education Program.***
- 2) The student avoids any serious disciplinary incident that would result in an out of school suspension or expulsion as determined by the Superintendent.***
- 3) The student avoids any action that results in an arrest.***
- 4) The student performs community service as determined by the Superintendent.***

***If readmitted early, the student will be on probation for the remainder of the original expulsion period. During the probation period, the student must:***

- 1) maintain passing grades;***
- 2) avoid any serious disciplinary incident that would result in an out of school suspension or expulsion as determined by the Superintendent;***
- 3) avoid any action that results in an arrest;***
- 4) meet with school counselors on a regular basis.***

***If the student violates any of the conditions of this probationary period, the Superintendent is authorized to reinstate the remaining term of his expulsion without the necessity of any further action by the Board.***

**Motion approved 5 – 0.**

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

**“Move to adjourn.”**

**Motion approved 5 – 0.**

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Colleen W. Clark  
Board Secretary

**SOUTHINGTON BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT  
SPECIAL MEETING OF THE BOARD OF EDUCATION  
March 15, 2017**

A Special Meeting of the Board of Education was held on Wednesday, March 15, 2017 at 5:00 p.m. in John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

**Board Members Present:** Mrs. Terri Carmody, Mr. Bob Brown, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Terry Lombardi, Mrs. Juanita Champagne, Mrs. Patricia Queen.

**Board Members Absent:** Mr. Brian Goralski, Chair, and Mr. Zaya Oshana

**Administration Present:** Mr. Timothy Connellan, Mr. Steven Madancy and Mr. Peter Romano  
(left at 5:40 p.m.)

**1. CALL TO ORDER**

Mrs. Carmody, Vice Chair, called the meeting to order at 5:10 p.m.

**2. INTERVIEW CONSULTANT FOR ENROLLMENT STUDY CONSULTANT ~  
(EXECUTIVE SESSION ANTICIPATED)**

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

**“Move that the Board go into Executive Session, excluding the public and the press for the purpose of contract and proposal discussion for Enrollment Study Consultant and, upon conclusion, reconvene to public session.”**

**Motion carried unanimously by voice vote.**

*Mrs. Carmody declared the end of Executive Session. The Board returned to public session at 6:05 p.m.*

**3. ADJOURNMENT**

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

**“Move that the Special Meeting of the Board of Education be adjourned.”**

**Motion carried unanimously by voice vote.**

*The Special Meeting of the Board of Education adjourned at 6:07 p.m.*

Respectfully submitted,

Colleen Clark, Secretary  
Southington Board of Education

# **Board of Education**

## **Administrative Report**

**March 23, 2017**



- 1. Student award from Institute for Living for video on Depression**
- 2. Summer feeding program – Bread for Life**
- 3. Communications to State Delegation**



# SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut  
Policy and Personnel Committee Meeting  
March 15, 2017

**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

Committee chairperson, Mrs. Patricia Queen, called the Policy and Personnel Committee meeting to order at 4:45 p.m.

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

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

## **Review of Job Description ~ Director of School Counseling**

The committee reviewed and discussed the job description of Director of School Counseling. The committee recommended bringing the job description to the full Board at its next regularly scheduled meeting for approval.

**MOTION:** By Mrs. Champagne, seconded by Mrs. Clark  
“Move that the Policy and Personnel Committee meeting be adjourned.”

***Motion carried unanimously by voice vote.***

The meeting adjourned at 5:00 p.m.

Respectfully Submitted,

Steven G. Madancy  
Assistant Superintendent for Curriculum and Instruction

200 NORTH MAIN STREET  
SOUTHINGTON, CT  
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE  
(860) 628-3202

FAX  
(860) 628-3205



# SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut  
Curriculum and Instruction Committee Meeting  
March 21, 2017

Committee member, Mrs. Patricia Queen, called the Curriculum and Instruction Committee meeting to order at 9:35 a.m.

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

Administration Present: *Mr. Steven Madancy, Assistant Superintendent; Mr. Brian Stranieri, Principal, Southington High School; Ms. Julie Robertson, Southington High School Counseling Department Chair; Mr. Robert Levesque, Southington High School Health Teacher; and Mr. David Yanosy, Southington High School Health and Physical Education Department Chair.*

## Health Scope and Sequence

Teachers from the Southington High School Health Department presented an outline that summarized the substances covered across the four years of student attendance at Southington High School. Additionally, the staff shared the newest trends and topics that are of concern and are discussed in talk to our 11<sup>th</sup> and 12<sup>th</sup> graders. There was discussion that the high school health curriculum is up for revision, and the following recommendations might be considered:

1. The district should investigate the HIV/AIDS mandate more closely to better understand the time in extent required to meet this mandate. All in attendance agreed that this is somewhat of an antiquated topic and perhaps the mandate could be satisfied by embedding the necessary education relative to HIV/AIDS into other units that cover communicable diseases.
2. Explore the possibility of moving CPR into the eighth grade health curriculum in order to free up the necessary time needed to cover various substances in earlier grades.
3. After looking at a curriculum map, it is apparent that many topics are being covered across the curriculum and perhaps some relief may be found by reallocating some of the topics to other disciplines or to an advisory period.
4. Pursue professional development for all high school staff on the latest trends relative to substance abuse amongst teens and adolescents.
5. Continue to explore what units might be better served by moving them to ninth or 10<sup>th</sup> grade versus the current practice of implementing some units in 11<sup>th</sup> and 12<sup>th</sup> grade.

## Grading/Weighting and Class Ranking

The high school administration, along with the high school counseling department chair, presented on the current practices relative to GPA and class rank at Southington High School. The presentation included statistics relative to levels of performance using the current model and system. Additionally, the language of the board policy, as well as language within the student handbook, was reviewed and discussed. Lastly,

TIMOTHY F. CONNELLAN  
SUPERINTENDENT OF  
SCHOOLS

STEVEN G. MADANCY  
ASSISTANT SUPERINTENDENT  
FOR CURRICULUM AND  
INSTRUCTION

### BOARD OF EDUCATION

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short-term and long-term goals relative to the current practice as well as possible alternatives were discussed. The committee agreed that this topic warrants further discussion, perhaps with the whole board. The committee also agreed that it would be important to engage the community as we continue to discuss and explore this work.

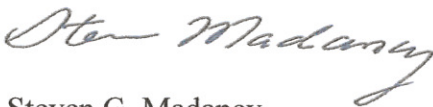
By Mr. Brown, seconded by Mrs. Lombardi

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

*Motion carried unanimously by voice vote.*

The meeting adjourned at 11:40 a.m.

Respectfully Submitted,



Steven G. Madancy  
Assistant Superintendent for Curriculum and Instruction

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date March 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 March 23, 2017

Decision Requested x Agenda Code 10 a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Adoption of 2018 Board of Education Meeting Dates

**Summary of Issue:** The Board of Education annually adopts their regular meeting schedule for the ensuing year at this time.

**Background:** Board of Education Policy #8321 indicates that meetings are held on the second and fourth Thursday of each month except during the months of July, August, November, and December, during which time one meeting date will be set by the board. Due to the budget workshops in January, it is recommended that only one board meeting be held February. It is also recommended that due to the first meeting in April falling during the April school vacation that only one Board meeting be held in April.

**Alternative Strategies:** Modify the schedule.

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

**Beginning Date of Program or Project:** January 2018

**Ending Date of Program or Project:** December 2018

**Recommendation or Comment:** Recommend that the proposed schedule of regular Board of Education meeting dates for 2018 be approved.

**Title of Attachments**

1. 2018 Regular Board Meeting Dates
2. Board of Education Policy #8321

*Timothy J. Connellan*

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

**Southington Public Schools  
BOARD OF EDUCATION**

**2018 REGULAR MEETING DATES**

**7:00 p.m.**

**John Weichsel Municipal Center  
200 North Main Street  
Southington, CT**



**January 11, 2018**

**January 16, 2018 (Budget Workshop)**

**January 18, 2018 (Budget Workshop) (Meeting Place TBD)**

**January 25, 2018**

**February 22, 2018**

**March 8, 2018**

**March 22, 2018**

**April 26, 2018**

**May 10, 2018**

**May 24, 2018**

**June 14, 2018**

**June 28, 2018**

**July 12, 2018**

**August 9, 2018**

**September 13, 2018**

**September 27, 2018**

**October 11, 2018**

**October 25, 2018**

**November 8, 2018**

**December 13, 2018**

**Series 8000: Bylaws of the Board****Methods of Operation****Meetings****Time, Place, Notification of Meetings**

All meetings of the Board of Education shall be conducted in compliance with Public Act 75-342, Sec. 6, (An Act Concerning Freedom of Information).

1. **Regular Meetings** – Regular meetings of the Board of Education shall be held on the second and fourth Thursday of each month at a time to be determined and at the established Board meeting place, except during the months of July, August, November, and December, during which time, at minimum, one (1) meeting date will be set by the Board. Meeting dates, times, and places may be changed at the discretion of the Board.
  - a. The schedule of regular meetings of the Board of Education for the ensuing calendar year shall be filed with the Town Clerk no later than December 1 of each year, and no such meeting of the Board shall be held sooner than thirty (30) days after such schedule has been filed.
2. **Special Meetings** – Special meetings of the Board of Education shall be called by the Chairperson upon written request of three (3) of the members or whenever deemed necessary by the Chairperson. The call shall state the purpose of the meeting and no other business shall be transacted. Special meetings may not be called for the purpose of election of officers or for a vote to fill a vacancy on the Board.
  - a. Notice of special meetings shall be given not less than twenty-four (24) hours prior to the time of such meeting by posting a notice of the time of such meeting in the office of the Town Clerk. In the case of an emergency, a special meeting may be held without complying with the foregoing requirement for the posting of notice, but a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such meeting.

**Series 8000: Bylaws of the Board****Methods of Operation****Meetings****Time, Place, Notification of Meetings (continued)**

- b. Workshops of the Board of Education are held when it is necessary for the Board to discuss and consider, in depth, matters pertaining to Board of Education business. The Chairperson shall call workshops whenever deemed necessary or when requested by three (3) or more Board of Education members. Notice of workshops shall be given not less than forty-eight (48) hours prior to the time of such meetings by posting a notice of both the time and place in the office of the Town Clerk. The agenda will state the purpose(s) of the meeting and no other business will be transacted. The Chairperson of the Board may invite those individuals, groups or agencies that have relevant information, knowledge or experience to contribute to the discussion and to the Board's decision-making process. Other public input will be allowed at the discretion of the Board Chairperson. No formal votes will be taken during or at the conclusion of workshops.
3. **Committee Meetings** - The Chairperson of each committee will notify the Board as to the location, date, and time of all meetings. (cf 8133)
4. **Adjourned Meetings** - Any meeting of the Board of Education may be adjourned to a time and place specified in the order of adjournment.
5. **Quorum** - Five (5) members of the Board shall constitute a quorum for the transaction of business except where otherwise noted in Board policies.
6. **Parliamentary Procedure** - Robert's Rules of Order shall govern the proceedings of the Board, except when those rules are in conflict with the Board's approved policies and regulations. The Superintendent of Schools is designated as Board of Education parliamentarian.
7. **Agenda Notice** - The agenda for regular meetings of the Board of Education shall be given to all members a minimum of six (6) days prior to the meeting. Business other than that included on the agenda may be transacted by a two-thirds vote of all members present unless the subject is specifically referenced in other Board policies.

**Series 8000: Bylaws of the Board**

**Methods of Operation**

**Meetings**

**Time, Place, Notification of Meetings (continued)**

8. **Order of Business** – The order of business at each regular meeting of the Board of Education shall be as follows:
  - 8.1 Call to Order
  - 8.2 Pledge of Allegiance
  - 8.3 Approval of Minutes
  - 8.4 Public Communications
  - 8.5 Committee Reports
  - 8.6 Report of Superintendent and His/Her Staff
  - 8.7 Old Business
  - 8.8 New Business
  - 8.9 Adjournment
  
9. **Audience to Visitors** – During the Audience to Visitors portion of the meeting, Board Members may question a visitor through the Chairperson, to clarify the issue raised by the visitor.
  
10. **Requests for Hearing on Transportation** – Requests for hearings on transportation must be made in writing. The Board of Education shall hold such hearing within ten (10) days after receipt of written request and shall make a finding within ten (10) days after such hearing and in accordance with regulations of the State Board of Education.

**Legal Reference:**

*Connecticut General Statutes*

- 1-21, Meetings of government agencies to be public
- 1-21c, Mailing of notice of meetings to persons filing written request
- 1-21f, Regular meetings to be held pursuant to regulation, ordinance or resolution
- 1-21i, Denial of access of public records or meetings
- 10-218, Officers, Meetings.

Bylaw adopted by the Board: January 1990  
 Bylaw revised by the Board: April 1993  
 Bylaw reviewed by the Board: April 2003  
 Bylaw revised by the Board: March 2005  
 Bylaw revised by the Board: February 2009

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date March 23, 2017

Decision Requested           X          

Agenda Code           10 c          

**AGENDA REPORTING FORM**

Agenda Topic: **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 foreign field trip to France from April 5-14, 2018.

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 students to travel to France as presented by the administration.

Titles of Attachments:

1. Field Trip Application

  
Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools

**SHS French Students**  
**Lycée de La Salle de Rennes**  
**France**  
**April 5-14, 2018**

Southington Public Schools  
Southington, Connecticut

## Application for Foreign Field Trip

*Submit to Assistant Superintendent*

Date: 2/20/2017

|  |                                     |                         |
|--|-------------------------------------|-------------------------|
| <u>SHS</u>                                     | <u>French students grades 11-12</u> | <u>April 5-14, 2018</u> |
| School   | Class/Group                         | Date of Trip            |
| Destination <u>Lycée de La Salle de Rennes</u> |                                     |                         |

**Please attach a complete itinerary to this application**

Reasons for Field Trip Improve French language skills and cultural experiences

Departure Date/Time Thursday, April 5, 2018      Return Date/Time Saturday, April 14, 2018

# of Students 20      # of Teacher/Chaperones 2 - Patrick Nobou/ Kristen Bellis/

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.

\*\*\*\*\*

**COST AND FINANCING**

| <u>Source of Funds</u>                    | <u>Totals</u>   | <u>Additional Notes</u>   |
|---|-----------------|---|
| <b>TOTAL Anticipated Cost of Trip</b>     | <b>\$50,000</b> | All-inclusive price: airfare, insurance, in Rennes transportation to and from airport, Rennes to Paris and excursions |
| Board of Education Contribution           | \$0             |   |
| Other                                     | \$              |   |
| Fundraising Activity                      | (\$TBD)         | There will be opportunities for students to fundraise to reduce cost  |
| <b>BALANCE</b>                            | <b>\$50,000</b> |   |
| <b>Student Contribution</b>               |                 |   |
| Transportation                            | \$30,000        | 20 Students @ \$1,500   |
| Entrance Fees, Room & Board               | \$20,000        | 20 Students @ \$1,000   |
| <b>TOTAL Cost of Trip to Each Student</b> | <b>\$2,500</b>  |   |

**SIGNATURES**

|            |  |      |               |
|------------|--|------|---------------|
| Teacher    | <u>Patrick Nobou (signature on original)</u>   | Date | <u>3/8/17</u> |
| Dept. Head | <u>Tina Riccio (signature on original)</u>     | Date | <u>3/8/17</u> |
| Principal  | <u>Brian Stranieri (signature on original)</u> | Date | <u>3/9/17</u> |
| Comments   | _____  |      |               |

Assistant Superintendent *Sten Madarasz*      Date 3.17.17      Approved       Not Approved

Board of Education Approval\*\*\*    YES     NO     Date \_\_\_\_\_

*\*\*\*Approval of all school-sponsored foreign field trips will be conditional and may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of the trip in the interest of the safety of the students and staff of the Southington Public Schools. The Board of Education will not be responsible for any financial obligations incurred as a result of the planning of the school sponsored foreign field trips or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the school-sponsored foreign field trips. The district will make every effort to secure financial assistance for those students whose families have demonstrated financial hardship and are unable to afford the cost of the program.*

*The Board of Education will not be responsible for any student who participates in a travel study program that the Board of Education has not specifically approved.*

# **FRANCE Exchange**

**Southington High School**

**Lycée de La Salle de Rennes**

**October 2017, April 2018  
Coordinator: Patrick Nobou**

# STUDY ABROAD CONTRACT

In order to participate in this exchange program, the following criteria must apply to all applicants:

- The student is in good academic standing according to the Southington Board of Education student handbook rules.
- The student currently enrolled in French course.
- The student has a 85% average in French

*N.B No student will be considered for this program if he or she does not meet the above criteria.*

Parents please be aware of the following stipulations:

- Your student can be removed from the exchange program if there are any academic, legal or school related problems. If this does occur all payments made are non-refundable.
- The students participating in this program will be chosen on the basis of academic, social and emotional stability.
- The teacher has the right to use personal discretion when choosing the participants in this travel abroad opportunity.
- There will be a curfew in place in France, the host families will report to the teacher each day to ensure that the students are abiding by all rules.
- After the first deposit, trip insurance will be purchased within 15 days including terrorism, cancel for no reason, and medical evacuation.
- Due to the uncertain nature of world security and other unforeseeable events, field trip participants must understand that the Board of Education reserves the right to cancel field trips at any time prior to the time of departure of the trip. The Southington Board of Education or its agents will not be responsible for any financial losses or penalties incurred as a result of the cancellation of any field trip.
- At the highest [red] alert, no field trips will be allowed out of the town of Southington for any reason.

Please sign and return by \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

# Program Outline

## **Hosting the French students**

During the second week of October 2017, Southington High School will host high school students visiting from **Lycée de La Salle** located in Rennes, France. This invaluable experience will deepen their understanding of the American language and culture, but more importantly, their presence and conversations with SHS students will enrich our school community. The students visiting from Rennes, France will have an opportunity to share their experiences and culture with each class they visit and with the families in the community that they stay with. Not every student at SHS will have an opportunity to travel in their lifetime, but meeting and befriending someone from another country will influence their global perspective and affect them for a lifetime.

The French students will be staying with families of Southington students and have time to engage in daily routines of their host families and share their own daily routines and lifestyles. The students will spend a day at Southington High School shadowing a SHS student's schedule. They will meet their peers and teachers and share their own high school experiences. The French students will spend another day in French classes at SHS where they will engage students in conversation in French and answer questions about their culture. The opportunity to have a native speaker in class is invaluable. The remaining time in the US will be time for the French students and their hosts to tour the rest of Connecticut and New York City so they may take advantage of the proximity SHS has to one of the most culturally rich cities in the world.

## **Traveling to France**

This exchange program offers a unique learning opportunity for students to immerse themselves in the French language and culture. This program is being held in April 2018 at the **Lycée de La Salle**. This school is located in Rennes, France; two hours from Paris.

The focus of this program is to enhance language skills, cultural appreciation and oral proficiency with the intensity that only studying in a foreign country can provide. The students from SHS will have the opportunity to go to classes and live with French students, whose families have limited English proficiency. Students will live with host families and be immersed in the French language, requiring them to use their skills thus improving their communicative abilities and interpretive skills. In the French households they will learn the daily routines, traditions, and lifestyles of the French people. SHS students will shadow French students through their school schedule and participate in school related activities. SHS students will complete a project where they will present about the comparisons they have made between French and American culture. Students will bring back extensive knowledge of France that they will share with students in their classes.

## **The Benefits of this Experience:**

In an ever-changing society, our school system must remain on the cutting edge of education. This program provides the opportunity for our classroom curriculum and 21<sup>st</sup> century global education to merge. This opportunity will allow learners of all levels and styles to see, read and experience a facet of the French language and culture.

It is not realistic to expect that all SHS students will be able to have the opportunity to study abroad for a semester or an extended period of time. This program will allow total immersion in the French language and culture for a reasonable price. The importance of a study abroad program is a topic being discussed in classrooms across the nation. The following list was compiled by Diversity Abroad (a website) that discussed the importance of a study abroad experience. This list highlights the effectiveness of a study abroad experience and the fact that it is changing the face of education across the nation.

## Program Outline (continued)

When studying abroad students will have the opportunity to gain skills such as:

- The ability to adapt to unfamiliar environments
- The ability to learn from different teaching styles
- The opportunity to learn to effectively communicate among diverse groups
- The willingness to challenge oneself and comfort zones
- The knowledge of a foreign language

By studying abroad students will benefit from many unique experiences unavailable at the high school level.

Such experiences include:

- Learning from students from different cultural, ethnic and national backgrounds
- Honing cross-cultural communication skills
- Mastering a foreign language
- Exposure to new ideas and philosophies

For many students, study abroad is a life-changing experience. Students come back from study abroad more independent, confident and eager to take on any challenge, academic, professional or personal.

There are many personal benefits to study abroad. Some of these benefits include:

- Increased self-confidence
- Independence and maturity
- Global networking of friends
- Appreciation of other cultures as well as appreciation for the American culture
- Ability to face challenges in the future
- Learn to creatively solve problems
- Better understanding of personal strengths and weaknesses

**The entire experience during this trip abroad can be transferred to the students of Southington High School. The knowledge gained during this program will continue far beyond the week time frame for both the students and the teacher. The knowledge that the students will receive from this experience is directly linked to the World Language Curriculum.**

### **Communication: Communicate in Languages Other Than English**

**Standard 1.1:** Students engage in conversations, provide and obtain information, express feelings and emotions, and exchange opinions.

**Standard 1.2:** Students understand and interpret written and spoken language on a variety of topics.

One can continue drawing parallels between the benefits of this program and the Southington education standards. The curriculum is based on these as well as other standards set to make the students the highest quality of learners.

## Connections to NEASC

This program can help the school achieve its maximum potential. The goals set by NEASC states that the curriculum must emphasize depth of understanding and application of knowledge through:

- Inquiry and problem-solving
- Higher order thinking
- Cross-disciplinary learning
- Authentic learning opportunities both in and out of school
- Informed and ethical use of technology.

This program focuses on higher order thinking and cross disciplinary learning. This is an opportunity that will set us apart from the masses; we will be focusing on **authentic** learning opportunities in the target language and the epicenter of culture and traditions. The students will be pushed beyond their comfort zones and will be forced to inquire about new topics and problem solve to express themselves in a foreign country.

NEASC also states that the district must provide the school's professional staff with sufficient personnel, time, and financial resources for ongoing and collaborative development, evaluation, and revision of the curriculum using assessment results and current research. This opportunity will allow the teacher to delve deeper into the study of language and culture. The teacher will be able to collaborate with other education professionals and be immersed in the language and culture of France. This will become a learning experience that will affect all of the students in the French department at SHS for years to come.

**Connections to other Disciplines-** Included here are connections to the Southington School District's curriculum across disciplines, however it should be noted that due to the curriculum focus on American history, this trip fills a gap in the curriculum relating to the history and people of France. The students will gain a perspective of people in a country that has had many ties with the United States (World War II in Normandy), some of these understandings are listed below:

### **Social Science**

- Students will analyze the history of France in connection with its imperialism on the American continent.
- US intervention in Europe and France during World War II "Intro to the 20th century".
- Students will learn about sociological comparisons between school systems in France and the United States.

### **Science**

- Students will observe the scientific advancement of France through the bullet train, nuclear energy as source of power.

### **English**

- Students will demonstrate understanding of the nature of language through comparisons of the language studied and their own.

### **Math**

- Students will convert currencies
- Students will budget their money for expenses- Curriculum Maps- Consumer Math
  - Understand the importance of budgeting process and determine an appropriate budget (based on your salary and living expenses)
  - Calculate and compare ordering costs of items from different stores
  - Anticipate and determine "hidden fees" and use this information to make purchasing decisions. The value added tax.

## **In Conclusion**

This experience will bring a new vision to the French classrooms at Southington High School. The cultural excerpts, grammar concepts and geographical studies one reads about in the textbook text will be brought to life. This groundbreaking educational jump will prove more valuable than simply retelling students about a specific city, concept or tradition; the students will be able to live it. Teachers and students should always be open to furthering their education. This opportunity will allow both the teacher and students to enhance their own knowledge and become better global citizens and lifelong learners.

## FAQs

### **How much does the trip cost?**

The trip will cost approximately \$2,500 per student, not including spending money. This price includes airfare, hotel and expenses for excursions. The price **does not** include spending money for gifts, souvenirs or extra meals/drink. The price **does not** include cost of supporting host child in the home, i.e. food expenses, gas for travel and family day excursions. It is expected that host families reciprocate this financial responsibility. You are treating this child as if they are a part of your family just as they will be treated in France.

### **Who will my child be staying with? How do I know they're safe?**

All families that chose to participate in this exchange, both in France and Southington are committing to the health and well-being of a child. With that being said, all families involved must commit to a criminal record screening and background check at their expense (Cost per adult is approximately \$50). Students will fill out a profile questionnaire that will be used to match the students with a host brother or sister. Female participants will be matched with a host sister and male participants will be matched with a host brother.

Other stipulations for hosting include: a separate and private room for your host student, a means of transportation, and Wi-Fi in the home.

\*\*\*All students are required to get in touch with their host family at least once before departing for France. This is highly suggested as a means of getting to know the students and their family prior to your child leaving.

### **What are they going to be doing while there?**

Our students will be engaged in a number of cultural and exploratory activities while in France. They will be attending the school that host students attend and they will also be exploring the surrounding town/city(Paris) that they will be staying in. Some families will also take their host students to different places including beach resorts, restaurants and family gatherings. Students will be responsible for completing a journal type project where they record their experiences, interview various people in the community and make connections between the US and France.

### **What are my responsibilities as a host family?**

As stated above, you are expected to reciprocate the same treatment and responsibility as the French host families. This student will be entering and staying in your home one week. They will become a part of your family and will be living your daily routine.

It is also highly encouraged that on family day, you take the students to different attractions and places in the surrounding area as your child will be taken while in France. This is the best way to expose the students to the American culture and different places in New England.

## FRANCE EXCHANGE: The Itinerary

|                    |   |
|--------------------|---|
| Friday, April 6    | Arrival in Paris- Hotel.  |
| Saturday, April 7  | Visit – Paris ( Eiffel Tower, Notre Dame, Le Louvre, le Centre Pompidou).     |
| Sunday, April 8    | Visit- Le château de Versailles, then leave for Rennes to meet with families. |
| Monday April 9     | Visit- Le parlement de Bretagne, l’Opéra de Rennes.                           |
| Tuesday April 10   | School- Guest in French classes. Picnic in the countryside.                   |
| Wednesday April 11 | School - Guest in French classes. Cooking class in the evening.               |
| Thursday April 12  | Day trip to Normandie.  |
| Friday April 13    | Visit- Place de Thabor, la Place des Lices et le stade de Rennes.             |
| Saturday April 14  | Shopping then return to Paris to fly home.                                    |

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 23, 2017

Decision Requested X Agenda Code 10 d

**AGENDA REPORTING FORM**

**Agenda Topic:** Approval of Job Description ~ Director of School Counseling

**Summary of Issue:** The Policy & Personnel Committee has reviewed, discussed, and revised the job descriptions for *Director of School Counseling* at their March 15, 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

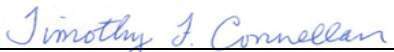
**Recommendation or Comment:** Move that the Board of Education approve the job description for *Director of School Counseling* as recommended by the Policy and Personnel Committee.

**Titles of Attachments:**

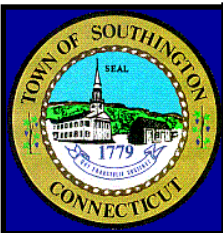
1. DRAFT Job Descriptions

mp\Board\3.23.17, Job Descripton Approval

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

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

**JOB DESCRIPTION**  
*Director of School Counseling*



# **SOUTHINGTON PUBLIC SCHOOLS**

## **JOB DESCRIPTION**

**DRAFT**

**TITLE:**           **DIRECTOR OF SCHOOL COUNSELING**

**QUALIFICATIONS:**

1. Certification as an intermediate administrator.
2. Knowledge of current practices and theory in the area of developmental guidance.
3. Minimum of five (5) years' experience as a guidance counselor.
4. Demonstrated ability to work cooperatively and effectively with staff, parents, and students.
5. Competence in written and oral skills with all stakeholders.

**REPORTS TO:** **Director of Pupil Services**

**JOB GOAL:** To provide professional leadership with respect to the guidance and counseling programs grade 6 – 12 within the school district.

**PERFORMANCE RESONSIBILITIES:**

1. Work cooperatively with the building principals to insure the implementation of the philosophy and goals of the department and school system.
2. Manage the high school guidance department including the overall operation of all departmental activities.
3. Submit counseling departmental budgeting requirements in the instructional supply and capital outlay areas.
4. Conduct counseling departmental meetings on a regularly scheduled basis and additional meetings when deemed necessary.
5. Prepare annual inventories of supplies, equipment, capital items and instructional supplies with the cooperation of department members.
6. Evaluate School Counselors Grade 6 – 12, Social Workers and School Psychologists.
7. Assist the Director of Pupil Services in the recruitment and selection of staff.
8. Submit an annual report to the Director of Pupil Services.
9. Inform staff, parents and students of availability of guidance services, and procedures.
10. Act as Open Choice Coordinator for Southington High School.
11. Supervise all student-scheduling responsibilities at Southington High School.
12. Coordinate Professional Development for all Grade 6-12 school counselors.
13. Oversight and coordination of 504's
14. Coordinate all aspects of "Student Advisory and Student Success Plans", including, but not limited to, use of Naviance™, or other applicable software.
15. Responsible for transition planning grade 8 to 9
16. Assist administration with coordination of state mandates assessments.
17. Act as liaison to Charter/Magnet Schools
18. Promote and foster awareness and understanding of all courses within a comprehensive high school.
19. Carry out other guidance and counseling related functions as assigned by the Director of Pupil Services.

**WORK YEAR:**   227 Day Work Year

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

**EVALUATION:** Performance to be evaluated annually by the Director of Pupil Services.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date March 23, 2017

Decision Requested \_\_\_\_\_ Agenda Code 10 e.

**AGENDA REPORTING FORM**

**Agenda Topic:** Mid-Year Report on Superintendent's Objectives

**Summary of Issue:** Progress continues in each one of the Superintendent's objectives.

**Background:** Objectives were developed between the Board of Education  
and the Superintendent of Schools on October 6, 2016.

**Alternative Strategies:** N/A

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

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

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

**Recommendation or Comment:** The attached is an update of the Superintendent's  
Objectives.

**Titles of Attachments:**

1. Superintendent's Goals

*Timothy J. Connellan*

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



# SOUTHINGTON PUBLIC SCHOOLS

*Mr. Timothy F. Connellan  
Superintendent of Schools*

*TFC*

## **MEMO**

To: Board of Education Members  
Date: March 23, 2017  
Re: Update – Superintendent’s Goals

### **I. Teaching and Learning**

The district continues to make slow but steady progress in introducing the concepts professional development for the Administrative Leadership Team and the faculty involved in the Mastery Based Learning pilot at Southington High School. The challenges faced from the practical aspects of applying these concepts are significant. For example, establishing what constitutes “mastery” and then translating that into the current system of grading, especially at the high school level has been interesting and difficult at times. This spring various members of community groups will become more involved as we move closer to the “Vision of the Graduate”. It is all very positive, but it is sometimes painstakingly slow.

The implementation of SchoolNet has become something of a conundrum. In the time that has elapsed since the District decided to use SchoolNet, multiple Learning Management Platforms have emerged raising the question of whether to continue on the path of using a database application such as SchoolNet or shift to what is emerging as a set of tools that may be more flexible and user friendly. Administrators and a cadre of faculty members called SchoolNet Champions have been piloting the use of this tool and frankly finding it a bit less user friendly than anticipated. At this point, the teams are reassessing their opinions and options.

The District Data Team, School Data Teams and the SRBI Teams are interdependent and interconnected. The SRBI teams have been up and running all year. The building administrators identified SRBI team members who attended training in the model this past summer and fall. A core group of administrators and faculty members has been involved in training to become our internal resources for the implementation of the School Data Teams. That training took place this fall and winter. The School Data Teams are in a position to begin their work, which will then allow the District Data Team to take the next step forward. Systemically, the SRBI teams will channel information to the School Data Teams and in turn, the School Data Teams will channel information to the District Data Team. We anticipate that those three pieces to the puzzle should be fully functional by the end of the school year.

## **II. Facilities**

As you know, a solid proposal to conduct a detailed enrollment study has been received and reviewed. The next step is a formal discussion at the March 23 2017 Board of Education meeting. Should the Board choose to accept the proposal the work will begin within a very short period of time.

Typically, the administration works with other Town officials in the development of the Capital Improvement Plan and this year was no different. The typical five-year plan was expanded this year based on the outstanding work of Peter Romano and his team. Some of the largest items in any Capital plan are roof replacements and Mr. Romano constructed a thorough assessment and plan for the replacement of every roof on every building that falls under the stewardship of the Board of Education. This is incredibly important information for future planning by elected officials. In addition, our short-term needs were addressed in the 2017-2018 request.

Earlier in the year, the Board created an Ad Hoc Committee to address the issues identified in a State Civil Rights Compliance Review. An internal team and the Committee developed and submitted a plan to address the issues. While a response has not yet been received, a major shift in the location of some high school athletic fields may be in order. Consequently, the preliminary redesign of the high school athletic fields and facilities has been placed on hold until a response to the compliance plan has been received and reviewed.

## **III. Technology**

The Instructional Technology Committee has been meeting on a regular basis during the current school year. Working through the various sub-groups, e.g. elementary, middle, and high school, the committee has been identifying those skills and traits necessary for faculty to be able to integrate technology into their planning and instruction. In parallel, the Technology Department has identified the existing infrastructure, hardware and software in use in the district. This was actually a much more involved task than it appears to be on paper. Assessing both the skills and understanding of the uses of technology for instruction is an ongoing process. A variety of professional development activities focused on the use of technology occurred during the school year. A perhaps more personalized view or approach to professional development in this area is beginning to emerge thanks to the work of Rebecca Savelkoul, our Coordinator for Instructional Technology.

## **IV. School Safety and Security**

All of the components of this goal have been addressed. Funding for the security camera system at SHS has been included in the Town Capital Improvement Plan. If the Town Council approves the funding, work on replacing the system will begin immediately.

The School Safety and Security Plans are reviewed annually by the State. Unless the statute changes, it can be expected that this item will be the subject of our attention again in the coming school year.

V. **Budget – Fiscal**

The development of the budget was very challenging this year. Our process is very complete and very intense. The budget request that was presented to the Board of Education was appropriate to meet the needs of the district, yet was respectful of the fact that State funding was an unknown. Due to the uncertainty of State funding, the municipal budget adoption process will continue to be a challenge. The administrative team has started work on reduction scenarios in the event that the funds allocated by the Town Council not equal those requested by the Board of Education.

# SUPERINTENDENT'S GOALS SCHOOL YEAR 2016 – 2017

Proposed September 22, 2016 – Approved October 6, 2016

## ***SOUTHINGTON PUBLIC SCHOOL DISTRICT***

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Office of the Superintendent

### **I. Teaching and Learning**

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

1. Continue to building the capacity of administrators, teachers and staff to facilitate the introduction and implementation of 21<sup>st</sup> Century Skills in the classroom, including personalized learning and mastery-based learning.

a) Continue to engage the Administrative Leadership Team, faculty and staff in didactic and reflective professional development regarding 21<sup>st</sup> Century Skills, including personalized student learning, anywhere, anytime learning and mastery based learning.

1) A SPS Leadership Team attended the National Ed Leader 21 Conference 9/28/16 thru 9/30/16

2) Personalized Professional Development activities embedded within Administrative Leadership Team meetings.

3) Professional development focused for faculty at SHS engaged in the MBL pilot

b) Specific professional development opportunities will be reviewed and coordinated through the Southington Professional Development and Evaluation Committee.

1) Ongoing – PDEC has been expanded

c) Engage the Board of Education and the Curriculum and Instruction Committee of the Board in active discussions regarding 21<sup>st</sup> Century Skills and Southington's Vision of the Graduate.

1) Update the Board Curriculum and Instruction Committee regarding the SHS Mastery Based Learning pilot

i. October 4, 2016 C&I Committee reviewed the SHS Mastery-based pilot program and student and parent survey results.

ii. C&I Committee report to the Board

iii. Board members scheduled to attend high school redesign conference 3/27 and 3/28

d) Extend the discussions regarding 21<sup>st</sup> Century Skills and Southington's Vision of the Graduate to the community at large.

1) PTO Executive Council

2) Community agency leaders

3) Community elected officials

4) Community business and philanthropic organization leaders

5) Student organizations and student leaders

6) Culminating stakeholder activity (Winter 2017)

# SUPERINTENDENT'S GOALS SCHOOL YEAR 2016 – 2017

Proposed September 22, 2016 – Approved October 6, 2016

- i. Scheduled both morning and afternoon sessions for April 17, 2017
        - ii. Engaged facilitator for community work
        - iii. May and June Vision of the Graduate dates TBD
  - B. Continue the implementation of SchoolNet
    - 1. By October 1, 2016 implement continued professional development in the expanded use of SchoolNet by faculty and administration.
      - a) Elementary and secondary – data analysis and assessment
        - 1) SchoolNet “Champions” training
          - i. September 6
          - ii. September 9
          - iii. September 20
          - iv. October 18
          - v. November 8
        - 2) Elementary administrators training 2/6/17
    - 2. By December 2016, present a summary and demonstration of the work completed on the SchoolNet implementation to the Board of Education.
      - a) Evaluation of SchoolNet ongoing; presentation TBD
- C. Continue the implementation of the District Data Team (DDT).
  - 1. Reconvene the District Data Team by November 1, 2016
    - a) Completed – waiting for school based teams for next step
  - 2. By January 1, 2017, create and implement a plan to facilitate the work of School-wide Data Teams.
    - a) School data team identification by building administrators, training:
      - 1) July 26
      - 2) August 17
      - 3) February 8
    - b)
  - 3. By June 8, 2017, submit a report to the Board of Education on the development and implementation of the District Data Team.
- D. Continue the implementation of School-wide SRBI Teams (Scientific Research Based Intervention).
  - 1. By October 1, 2016, implement professional development for school-wide SRBI teams regarding the purpose of and process for SRBI teams.
    - a) Completed
    - b) Initial focus on literacy with a transition mid-year to include numeracy
  - 2. By October 17, 2016 ensure that all school-wide SRBI teams are in place and engaged in the work.
    - a) Completed – Building administrators created intervention blocks (I-Blocks) within schedules implemented fall 2016
  - 3. By February 23, 2017, provide an update to the Curriculum and Instruction Committee of the Board regarding the implementation of the SRBI Teams.
    - a) Still TBD

**SUPERINTENDENT'S GOALS SCHOOL YEAR 2016 – 2017**  
**Proposed September 22, 2016 – Approved October 6, 2016**

**II. Facilities**

- A. Commission a detailed and comprehensive school enrollment study as a priority for the 2016-2017 school year.
  - 1. **Completed**
- B. Continue to collaborate with Town officials on the further development of the Town of Southington Capital Improvement Plan.
  - 1. **Completed**
- C. Working with members of the high school administration and central office team, complete the preliminary draft of the needs related to the athletic fields and facilities at Southington High School.
  - 1. By December 8, 2016, provide an update to the Board of Education.
    - a) **Placed on hold until further response from State Department regarding Voluntary Compliance Plan**
- D. Form a multi-level committee to address the issues raised by the State Department of Education relative to the Title IX of Southington High School.
  - 1. **Completed**

**III. Technology**

- A. Facilitate the work of the District-wide Technology Committee.
  - 1. By October 17, 2016, establish a schedule of meeting dates.
    - a) **Completed**
  - 2. Define the sub-committees, e.g. elementary, middle, high school.
    - a) **Completed**
  - 3. Complete an assessment of the existing infrastructure within the district.
    - a) **Completed**
  - 4. Complete an assessment of faculty and staff skills and abilities with regard to the use of technology in their roles.
    - a) **In progress**
  - 5. Complete a needs assessment that can be used to guide future professional development.
    - a) **In progress**
    - b) Provide professional development in the current school year on the use and impact of technology
      - 1) November 8, 2016 - **Completed**
      - 2) February 21, 2017 – **Completed**
      - 3) **March 28, 2017**
  - 6. Develop a vision for the use of technology in the district, e.g. consideration of implementing 1:1 student devices and the infrastructure necessary to support that effort.
    - a) **In progress**
  - 7. By November 10, 2016 and June 8, 2017, provide an update to the Board regarding the status of the work of the Technology Committee.
    - a) **Technology presentation to Board on January 12, 2017**

**SUPERINTENDENT'S GOALS SCHOOL YEAR 2016 – 2017**  
**Proposed September 22, 2016 – Approved October 6, 2016**

**IV. School Safety and Security**

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

1.Update the analysis as appropriate of the school security camera system at Southington High School that was completed in October 2015.

a) **Completed**

2.Resubmit a plan for an upgrade of the system to the Board of Education in the Capital Improvement Plan by December 18, 2016 or in the Operating Budget by January 12, 2017 depending on cost parameters.

a) **Completed**

**B. School Safety and Security Plan**

1.By October 17, 2016, reconvene the District School Safety Committee to review adjustments, if any to the School Safety and Security Plans.

a) **Completed**

2.Review and discuss necessary adjustments with appropriate Town partners.

a) **Completed**

3.Report on adjustments to Board of Education by October 20, 2016.

a) **Completed**

4.Submit required components of the plan to the State by November 1, 2016.

a) **Completed**

**V. Budget – Fiscal**

A. In collaboration with the Administrative Leadership Team develop a budget proposal that will support the continued improvement of all programs and services under the jurisdiction of the Southington Public School System.

1.By November 18, 2016, meet with all members of the Administrative Leadership Team to review submitted budget requests.

a) **Completed**

2.By December 16, 2016, establish the funding priorities for ongoing and proposed programs and services.

a) **Completed**

3.On or before January 3, 2017 prepare the Superintendent's Proposed Budget for review and discussion at the Board of Education Budget Workshops.

a) **Completed**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 23, 2017

Decision Requested x Agenda Code 10 f.

**AGENDA REPORTING FORM**

**Agenda Topic:** Southington High School Graduation Date

**Summary of Issue:** The high school graduation date is traditionally set once the last day of school is determined.

**Background:** The Southington Pubic Schools were closed 6 days to the weather (see attached list).

**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:** To approve Tuesday, June 20, 2017 as the date for Southington High School graduation.

**Title of Attachments**

1. 2016-2017 School Closings / Delays
2. 2016-2017 End of the Year Dates

*Timothy J. Connellan*

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

**Southington Public Schools**

**2016-2017 School Closings / Delays**

| <b>Date</b>              | <b>Cancelation</b> | <b>Delay</b>        | <b>Early Dismissal</b> |
|--------------------------|--------------------|---------------------|------------------------|
| <b>December 5, 2016</b>  |                    | <b>2 Hour Delay</b> |                        |
| <b>December 12, 2016</b> |                    | <b>2 Hour Delay</b> |                        |
| <b>January 24, 2017</b>  | <b>X</b>           |                     |                        |
| <b>January 31, 2017</b>  |                    |                     | <b>X</b>               |
| <b>February 7, 2017</b>  |                    | <b>2 Hour Delay</b> |                        |
| <b>February 9, 2017</b>  | <b>X</b>           |                     |                        |
| <b>February 10, 2017</b> | <b>X</b>           |                     |                        |
| <b>February 13, 2017</b> |                    | <b>2 Hour Delay</b> |                        |
| <b>March 10, 2017</b>    | <b>X</b>           |                     |                        |
| <b>March 14, 2017</b>    | <b>X</b>           |                     |                        |
| <b>March 15, 2017</b>    | <b>X</b>           |                     |                        |

## Southington Public Schools 2016-2017 END OF YEAR DATES

| Event  | Date                        | Place   | Time          |
|--|-----------------------------|---|---------------|
| Academic Awards Program  | Wed, May 10, 2017           | SHS Auditorium  | 7:00 p.m.     |
| Profiles in Professionalism                                      | Thur, May 11, 2017          | Municipal Center  | 7:00 p.m.     |
| Scholarship Awards Program                                       | Thur, May 18, 2017          | SHS Auditorium  | 7:00 p.m.     |
| SHS Military Enlistees Luncheon                                  | Tue, May 23, 2017           | Municipal Center  | 12:00<br>noon |
| Volunteer Luncheon   | Tues, May 30, 2017          | *Hawk's Landing   | 12:00<br>noon |
| Training for Tomorrow Breakfast                                  | Wed, May 31, 2017           | SHS Corner Cafe   | 7:45 a.m.     |
| Top 10 Scholars Luncheon   | Thur, June 1, 2017          | SHS Corner Cafe   | 11:30 a.m.    |
| SHS Retirement Reception<br>(Sunshine)                           | Mon, June 5, 2017           | Hawk's Landing  | 3:00 p.m.     |
| Youth Honor Day/Luncheon   | Tue, June 6, 2017           | SHS Corner Cafe   | 11:30 a.m.    |
| Top 25 Recognition (UNICO)                                       | Wed, June 7, 2017           | Aqua Turf Club  | 6:00 p.m.     |
| Class of 2017 Commencement                                       | <i>*Tues. June 20, 2017</i> | Municipal Turf Field<br><i>(indoors if inclement<br/>weather)</i> | 5:30 p.m.     |
|  |                             |   |               |
|  |                             |   |               |
| <i>*Tentative Date pending no<br/>additional school closings</i> |                             |   |               |
|  |                             |   |               |

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 23, 2017

Decision Requested x Agenda Code 10.g

**AGENDA REPORTING FORM**

**Agenda Topic:** Enrollment Study Proposal

**Summary of Issue:** A Board committee of the whole reviewed the proposal received in response to the RFP. A discussion and recommendation is anticipated.

**Background:** A detailed enrollment study was deemed critical to any discussion or decision-making process regarding the three elementary schools that have not yet been renovated.

**Alternative Strategies:** N/A

**Cost (if applicable):** \$42,500 as bid      **Funding Source:** Current operating budget

**Beginning Date of Program or Project:** April 2017

**Ending Date of Program or Project:** January 2018 - estimate

**Recommendation or Comment:** Acceptance of the proposal; award the contract to Milone and MacBroom

*Timothy J. Connellan*

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 23, 2017

Decision Requested x Agenda Code 10 h.

**AGENDA REPORTING FORM**

**Agenda Topic:** Director of Business & Finance Contract

**Summary of Issue:** A three-year contract is set to expire; the request is to extend the contract for another three years

**Background:** N/A

**Alternative Strategies:** N/A

**Cost (if applicable):** Salary TBD at a later date **Funding Source:** Operating Budget

**Beginning Date of Program or Project:** July 1, 2017

**Ending Date of Program or Project:** June 30, 2020

**Recommendation or Comment:** Approval of a three-year contract extension

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*Timothy J. Connellan*

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Signature of Superintendent of Schools