

Southington Board of Education Meeting

Thursday, June 15, 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



SOUTHINGTON BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session ~ 6:30 p.m.
 - a. Student Matter
 - b. Personnel
 1. UPSEU Negotiations
 2. Flanders Elementary School Principal
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Celebration of Excellence: Class of 2017 Valedictorian, Class of 2017 Salutatorian, Class of 2017 Essayist, Student Board Representatives, Visit from Southington Robotics Team 195 (CyberKnights)
6. Approval of Minutes
 - a. Special Board of Education Meeting ~ May 23, 2017
 - b. Regular Board of Education Minutes ~ May 25, 2017
7. Communications
 - a. Communications from Audience
 - b. Communications from Board Members
 - c. Communications from Administration
 - d. Communications from Student Representatives
8. Report of the Superintendent
 - a. Personnel Report
9. Committee Reports
 - a. Policy and Personnel Committee Meeting ~ June 5, 2017
10. Old Business
 - a. Town Government Communications
11. New Business
 - a. Healthy Food Certification
 - b. UPSEU Memorandum of Understanding (MOU) - English Language (EL) Tutors
 - c. 2017-2018 Operating Budget Reallocation / Adoption
 - d. Policy Series 9000, Bylaws ~ First Reading
 - e. Policy #6146.1, Grade Reporting ~ First Reading
 - f. Student Expulsion
12. Adjournment

**SOUTHINGTON BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

SPECIAL MEETING OF THE BOARD OF EDUCATION

May 23, 2017

A Special Meeting of the Board of Education was held on Tuesday, May 23, 2017 at 6:00 p.m. in John Weichsel Municipal Center Conference Room #2, 200 North Main Street, Southington, CT.

Board Members Present: Mrs. Terri Carmody, Mr. Bob Brown, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Terry Lombardi, Mrs. Juanita Champagne, Mrs. Patricia Queen, Mr. Brian Goralski, Chair, and Mr. Zaya Oshana

Administration Present: Mr. Timothy Connellan and Mr. Steven Madancy

1. CALL TO ORDER

Mr. Goralski called the meeting to order at 6:04 p.m.

2. CANDIDATE INTERVIEWS ~ Executive Session

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 Candidate Interviews for Principal of Flanders Elementary School and, upon conclusion, reconvene to public session.”

Motion carried unanimously by voice vote.

Mr. Goralski declared the end of Executive Session. The Board returned to public session at 9:10 p.m.

3. ADJOURNMENT

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

“Move to adjourn the Special Meeting of the Board of Education.”

Motion carried unanimously by voice vote.

The Special Meeting of the Board of Education adjourned at 9:10 p.m.

Respectfully submitted,

Colleen Clark, Secretary
Southington Board of Education

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

MAY 25, 2017

The regular meeting of the Southington Board of Education was held on Thursday, May 25, 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 6:33 p.m.

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

Administration present: Mr. Timothy Connellan, Superintendent of Schools, Mr. Steven Madancy, Assistant Superintendent (*arrived at 6:36 p.m.*) and Mrs. Sherri DiNello, Director of Business & Finance.

2. EXECUTIVE SESSION TO DISCUSS STUDENT MATTERS, PERSONNEL (AFSCME & UPSEU NEGOTIATIONS, AND UNAFFILIATED EMPLOYEES) ~ 6:30 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 student matters, personnel (AFSCME & UPSEU Negotiations and unaffiliated employees), and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

Mr. Goralski declared Executive Session ended at 6:56 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

Mr. Goralski, Chairperson, reconvened the regular session at 7:00 p.m.

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

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

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.

5. CELEBRATION OF EXCELLENCE: 2017 State Science and Engineer Fair Winners, 2017 eCybermission Winners, 2017 Invention Convention Winners:

At 7:03 p.m., in Celebration of Excellence, the Board of Education along with Mr. John Duffy, Science Coordinator, recognized the 2017 State Science and Engineer Fair Winners, 2017 eCybermission Winners, and 2017 Invention Convention Winners (*Attachment #1*) who were presented with a Certificate of Excellence plaque.

Mr. Goralski, Chairperson, called for a recess at 7:25 p.m.

Mr. Goralski, Chairperson, reconvened the regular meeting at 7:36 p.m.

6. APPROVAL OF MINUTES ~ MAY 11, 2017

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

“Move to approve the regular Board of Education minutes of May 11, 2017, as submitted.”

Motion carried unanimously by voice vote.

Mrs. Queen arrived at 7:38 p.m.

7. COMMUNICATIONS

a. Communications from Audience

Mr. Goralski shared information regarding the budget process including how the current state budget proposal would negatively affect municipalities and the Board of Education budget.

- Thursday, June 8, 2017: Board of Finance special meeting to discuss the budget.
- Monday, June 12, 2017: Town Council votes on the budget.
- Wednesday, June 14, 2017: Board of Finance meets to set the mill rate.
- Thursday, June 15, 2017: Board of Education meets to discuss / potentially pass the budget.
- Thursday, June 22, 2017: Board of Education meets to reallocate / pass the budget.

By state statute, a balanced budget needs to be approved by June 30.

Ten (10) people spoke advocating that the Board of Education not eliminate the middle school sports programs and Spanish Elementary Language Program at South End School in the proposed reallocation of the budget. Listed below are the people who spoke and their topic:

Trenton Laframboise, 260 Pin Oak Drive, Middle School Sports
 Shane Sullivan, 371 Curtiss Street, Middle School Sports
 Ethan Eng, 63 Mandel Drive, Middle School Sports
 Trevor Messina, 132 Panorama Drive, Middle School Sports
 Cathy Reilly, 45 Hawthorne Drive, Elementary Spanish Program
 Scott Messina, 132 Panorama Drive, Middle School Sports
 Mike Taylor, 175 Maplewood Road, Middle School Sports
 Sean Buck, 358 West Street, Middle School Sports
 Mario Izzo, 44 Pebble Drive, Middle School Sports
 Tom Eng, 63 Mandel Drive, Middle School Sports

b. Communication from Board Members

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

“Move to add Agenda Item 10.e ‘Student Expulsions’ to the agenda.”

Motion carried unanimously by voice vote.

Mr. Brown noted that the news media was present at the meeting and that there was a tremendous student science recognition at the beginning of the meeting. He beseeched the news media to cover those celebrations instead of the negative things that they cover.

c. Communication from Administration

Administration reported on the following:

1. **Instructional Technology Report:** Mrs. Rebecca Savelkoul, Instructional Technology Coordinator for the Southington Public Schools, gave a PowerPoint presentation (*Attachment #2*) updating the Board members on her position, which was new this school year, and her accomplishments to date. She addressed the following:
 - Instructional Technology (IT) Goals
 - Establishing an IT committee, membership, meetings, vision planning, vision statement, and projects.
 - Priorities addressed in the 2016-2017 school year including needs assessments and strategy moving forward for 2017-2018.
 - Data privacy and security was addressed along with personalized professional development, Learning Management Systems (LMS), student device ratios, Technology Department partnership, Instructional Technology Web Resources, Mastery-based Learning and integrating the 4Cs (Critical Thinking, Creativity, Communication and Collaboration) at the district level.

d. Communications from Student Representatives:

Miss Samantha Steeves reported on the following:

- A Senior Assembly was held before Senior Prom with a guest speaker who spoke about how decisions that he made in high school currently impact his life.
- Scholarship Night for seniors was held on May 18. There were 270 scholarships awarded to 137 students from 152 organizations totaling over \$200,000.
- The high school participated in the CPR Challenge through the Red Cross to teach students about CPR with 1,241 students trained.

Mr. Joseph Martin reported on the following:

- The Student Art Show was held in May at Southington High School.
- A Military Luncheon was held on Tuesday, May 23 to honor the 10 high school students entering the military.
- The Project-Lead-the-Way Senior Knight was held on May 24.
- The Activity Fair for Freshmen Orientation began the week of May 22.
- The AP Expo showcasing student projects will be held on June 6.

Miss Samantha Martins reported on the following:

- Senior Prom was held on May 20, 2017. Mrs. Riccio had taught her students to dance the Cha-cha, which they performed at the prom. There were no behavioral problems at the prom.
- Between Homecoming, Junior Prom and Senior Prom combined there were 1,206 students who all passed the breathalyzer test.
- Class Day and Class Night are planned for June 1 and June 2.
- The Girls Rugby Team held their playoff game in the rain on Monday against Cheshire and won 40-14.

At the next Board meeting, the Board members will be saying goodbye to graduating seniors Samantha Martins and Samantha Steeves who will introduce the new student representatives for the 2017-2018 school year. The June 8, 2017 Board of Education meeting was moved to June 15, 2017.

8. COMMITTEE REPORTS

a. Policy and Personnel Committee Meeting ~ May 15, 2017

Mrs. Queen reported that the committee reviewed four (4) job descriptions to be presented later on the agenda for approval. Job descriptions have not been reviewed and updated for many years. The committee has concluded their review of Policy and Regulations for Fingerprinting (4112.5) and a minor edit was made to the regulation #5114. This policy ensures district adherence to background checks and work history of all employees and contractors employed by the Southington Public Schools who could have direct student contact. The committee discussed the need to update Policy 6146.1 on Grading and Weighted GPA and agreed to update this policy in time to be in place for the 2017-2018 school year.

9. OLD BUSINESS

a. Town Government Communications

Mr. Goralski updated the Board on the town Farm Heritage Committee and the use of the farmland. All the elementary school second graders have visited the LEAF farm area on Belleview Avenue. Mr. Goralski explained that LEAF asked if the PTOs would partner with

them with Crop Sharing and bringing fresh, locally grown produce into Southington homes, which would be revenue generation for the PTOs.

10. NEW BUSINESS

a. Appointment of Flanders School Principal

Mr. Connellan explained that the recommendation from administration is to delay the appointment until they have a better handle on what the appropriation is going to be from the town for the Board of Education operating budget.

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

“Move to table the appointment of the Flanders School Principal.”

ROLL CALL VOTE: YES ~ Mrs. Carmody, Mr. Derynoski, Mr. Brown, Mrs. Lombardi, Mr. Oshana, Mrs. Queen and Mr. Goralski. **Motion carried with all in favor.**

b. Fingerprinting Policy ~ First Reading

Board members who had questions are to contact either Mrs. Queen or Mr. Madancy for discussion at the next meeting.

c. Job Description Approvals ~ Director of Continuing Education, Director of Summer School, High School Band Director and High School Color Guard Advisor

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

“Move that the Board of Education approve the revised job descriptions for Director of Continuing Education, Director of Summer School, High School Band Director and High School Color Guard Advisor as recommended by the Policy and Personnel Committee.”

Motion carried unanimously by voice vote.

d. Obsolete Textbooks

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

“Move to approve the disposal of the outdated textbooks submitted by the school administration.”

Motion carried unanimously by voice vote.

e. Student Expulsions #2016-2017-23 and #2016-2017-24

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

“Move to expel students #2016-2017-23 and #2016-2017-24 as stipulated by the Superintendent of Schools.”

Motion carried unanimously by voice vote.

11. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:39 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

2017 SCIENCE & ENGINEERING FAIR

Last	First	School/ Grade	Title of Project	Award	Attending BOE 5/25/17
Birdsey	Morgan	JAD/7	Snap, Crackle, Pop	Pepsico Physical Sciences Awards, Finalist, Physical Sciences 7th Grader, CSF Medallion	Yes
Lebo	Ethan	JFK/7	What quantity of dimples on a golf ball best contributes to flight distance?	Pepsico Physical Sciences Awards, Finalist, Physical Sciences 7th Grader, CSF Medallion	Yes
McDougall and Johnston	Caleigh and Madison	JFK/8	Oil Effect on Aquatic Plants	-Environmental Sciences Awards with CACIWC; 3rd Place MS, \$100, Trophy, CACIWC Gifts -Henderson Award--Certificate and \$25 Amazon Gift Card given by CSF	Both Yes

2017 e-CYBERMISSION

Teams	School/ Grade	Award	Project Name	Attending BOE 5/25/17
Cyber Warriors: Angelina Micacci, Jenna Plourde, Brianna Solivan, Molly Whitaker	JFK/6	1st Place: Each receive a \$1,000 savings bond	A Cleaner Long Island Sound	All Yes
Horsey and the 3 Bears: Remsha Hussain, Gwenyth Longo, Morgan LeBarron, Isabella Warner	JAD/6	2nd Place; Each receive a \$500 savings bond	Decreasing Water Pollution	All Yes except Remsha Hussain (pending)
Kennedy Terminators: Benjamin Nagle, Collin Wilcox, Brody Goodenough	JFK/7	1st Place; Each receive a \$1,000 savings bond	Portable Water Filtration System	All Yes

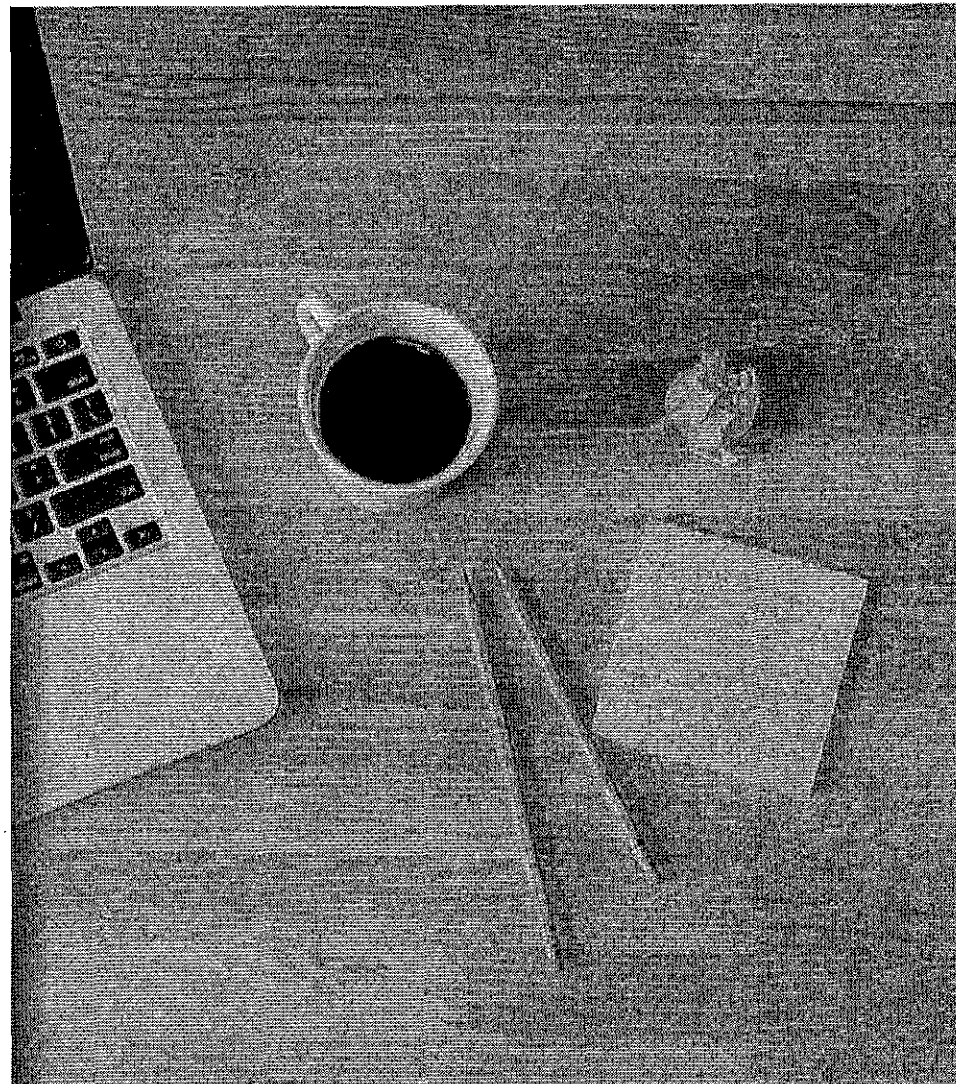
2017 CT INVENTION CONVENTION

Last	First	School/ Grade	Invention	Nationals	Awards	Attending BOE 5/25/17
Bhamidipati	Aravind	JAD/7	Mailbot	X	Microsoft / Accessibility Award	Yes
Cascio	Olivia	SEES/5	The Busy Buddy Leash	X		Yes
Cormier	Jeffrey	JAD/8	ALBA (Adjustable Lawn Bag Apparatus)	X		Yes
Garfinkel	Sadie	JAD/8	The Detachable Walker			Yes
Miller	Jillian	DES/5	The Fab Trainer	X		Yes
Niro	Matthew	JAD/6	W Squared Generator	X	UTC / Moving the World Forward Award	Yes
O'Neill	Griffin	PES/5	Kid Mitt 5000	X		Yes
Prado	Luciano	JFK/6	Port-ector			Yes
Provo	Hannah	SEES/5	Desk Organizer			Yes
Swidorski	Ewan	TES/4	Backyard Buddy			Yes
Turnquist	Payton	JAD/8	Fire Bright		CT Academy of Science & Engineering / Science & Engineering Award	Yes
Vargas	Ryan	KES/5	Sound Up	X		Yes

Instructional Technology @ SPS

Update May 2017

Rebecca Savelkoul, Instructional Technology
Coordinator

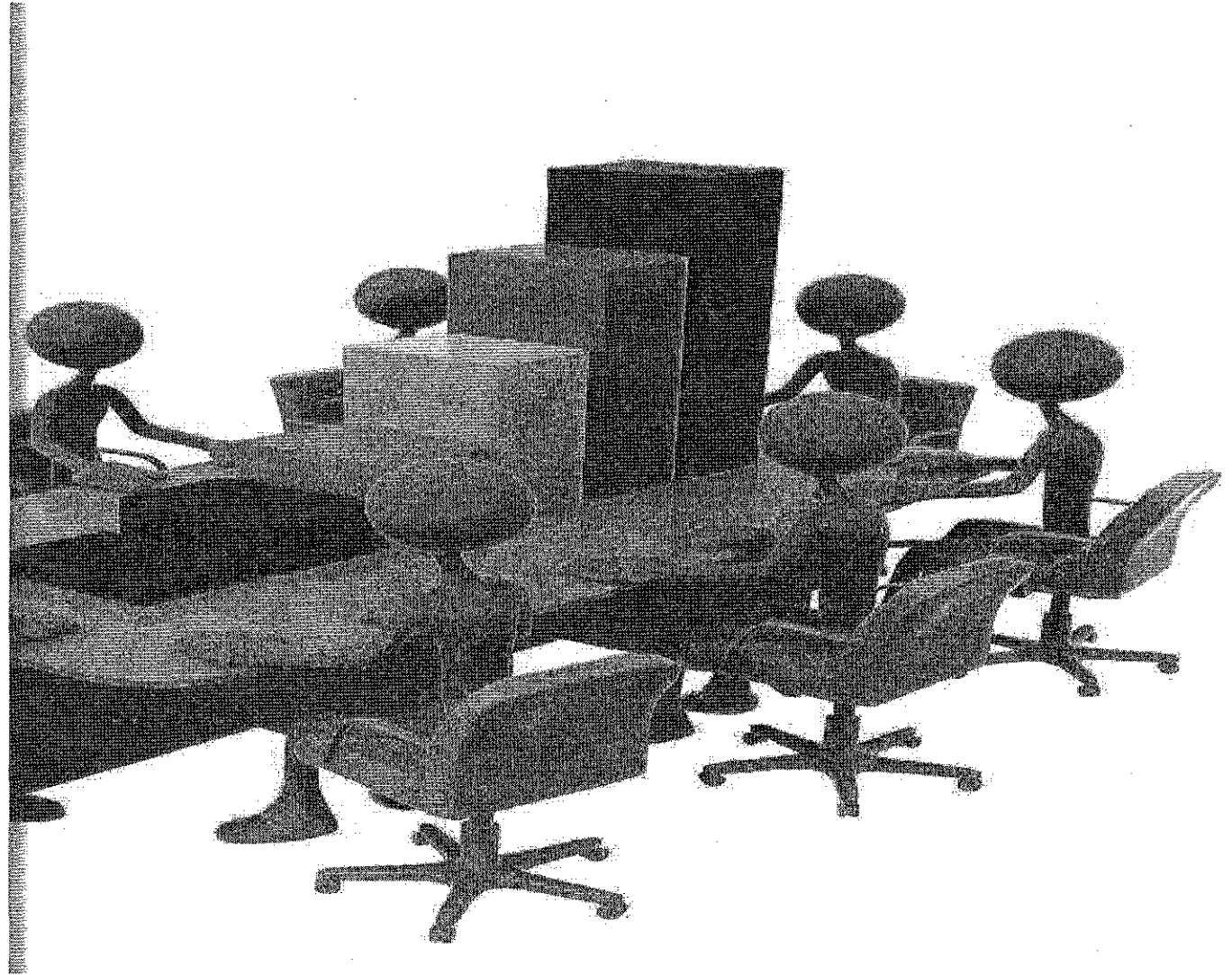


Instructional Technology Goals

1. Establish Regular Instructional Technology Committee Meeting Schedule and Membership
2. Develop Vision for Technology Integration
3. Current Projects and Future Planning

1.

Instructional Technology Committee Meetings and Membership



ITC Meeting Times

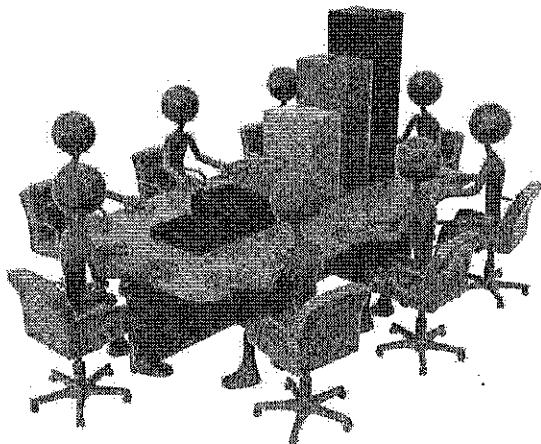
Bringing together a diverse group of teachers, support staff, library media representatives, and administrators to plan and leverage technology is the focus of the Instructional Technology Committee.

2016-2017

- Meeting dates for the full committee were scheduled for the first Monday, every other month.
- Additional level-specific meetings could be scheduled in the off months.

2017-2018

- Meetings times and dates will need to be reviewed, as conflicts arose with administrative meeting times.



ITC Meeting Membership

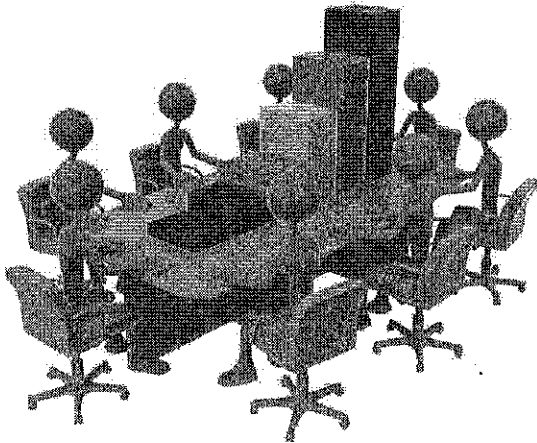
Bringing together a diverse group of teachers, support staff, library media representatives, and administrators to plan and leverage technology is the focus of the Instructional Technology Committee.

2016-2017 Membership consists of the following groups:

- High school library media (2)
- High school teachers (3)
- Middle school library media/tech integration (1)
- Middle school teachers (4)
- Elementary library media (3)
- Elementary teacher (1)
- School board (1)
- Administration (1)

2017-2018

- Additional representatives will be added from the elementary teacher group, support staff, and special education.



2.

Vision





Vision Planning

The vision work was started in the 2015-2016 school year. The beginning of this year expanded on that work and brought about this vision statement.

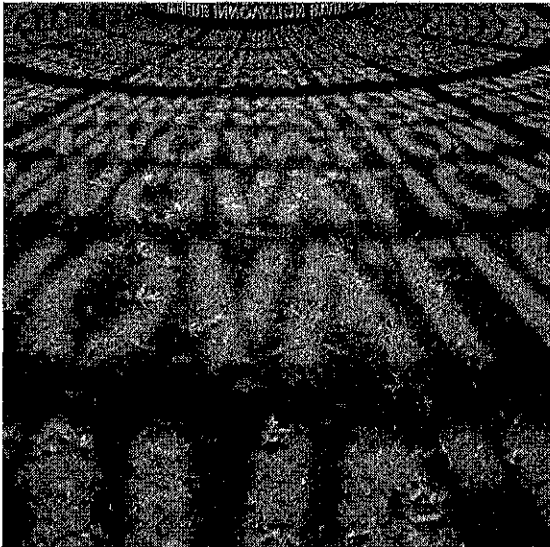
- October, 2016 - Review of previous vision work
- December, 2016 - Group work around 21st Century Learning environments, innovative teaching strategies, the 4C's in practice
- February, 2016 - Review of vision statement

Guiding Principle:

- ❖ Technology in the curriculum should focus on how technology is a medium for learning rather than an end in itself.

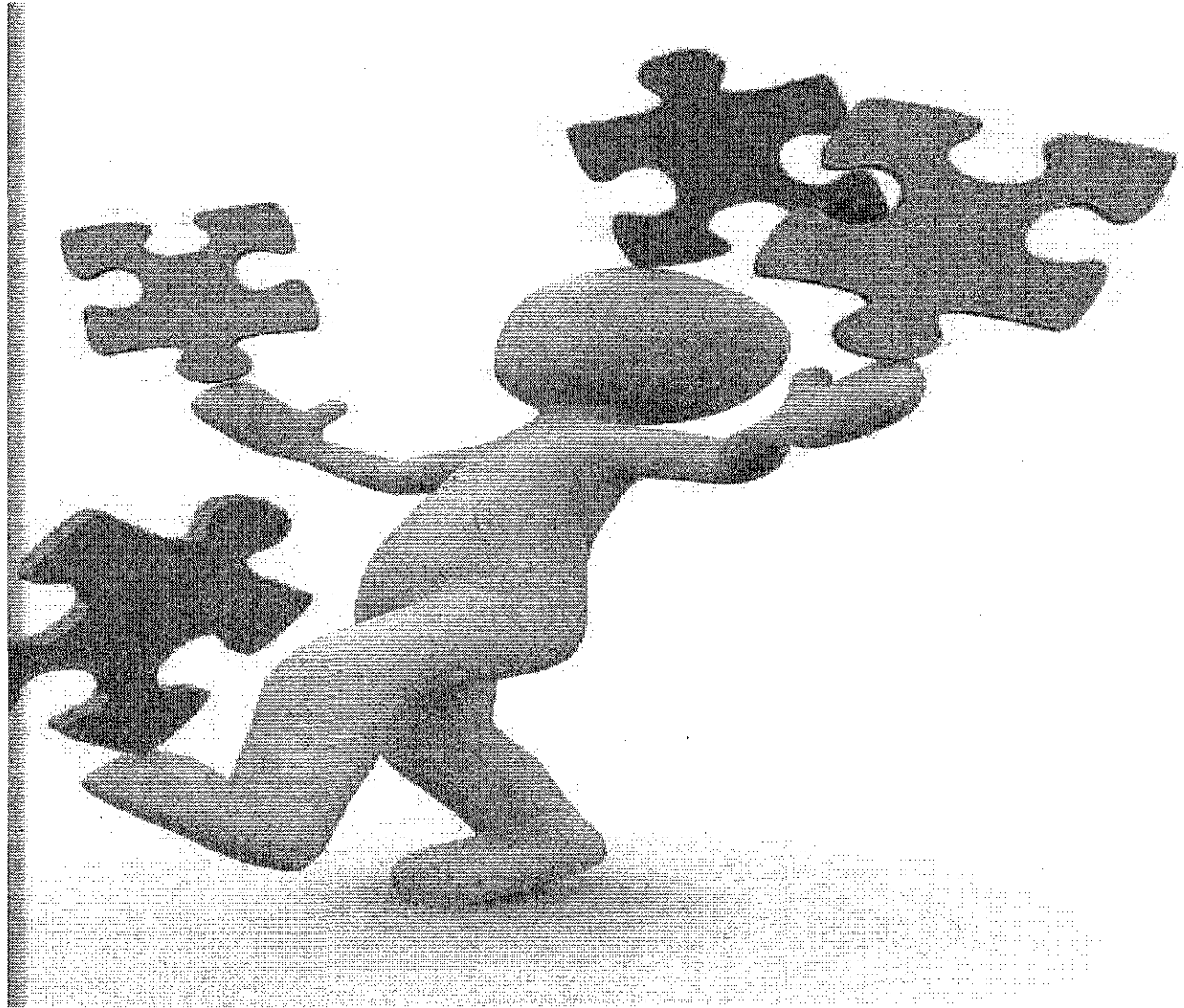
Vision Statement

At Southington Public Schools, we are dedicated to providing grade appropriate and seamless technology integration in every classroom, which will support innovative teaching practices and enhanced learning environments, and will prepare our students to be contributing members of a digital society.



3.

Projects

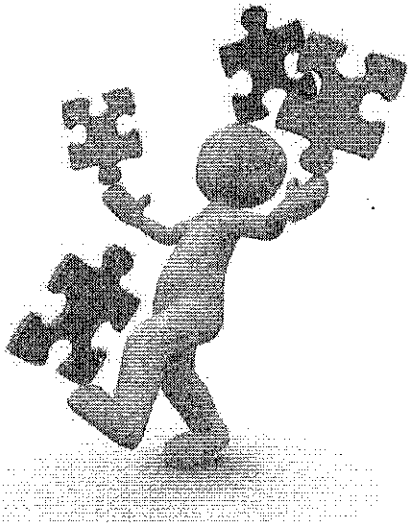


Priorities

Technology integration priorities for the 2016-2017 school year:

- Needs Assessment for Current Technology Integration
- Data Privacy and Security - Law and Practice
- Personalized Professional Development
- Learning Management Systems
- Student Device Ratios
- Technology Department Partnership
- Mastery Based Learning
- Assistive Technology Committee
- Instructional Technology Web Resources
- 4C's and the 21st Century Graduate

Needs Assessment & Strategy



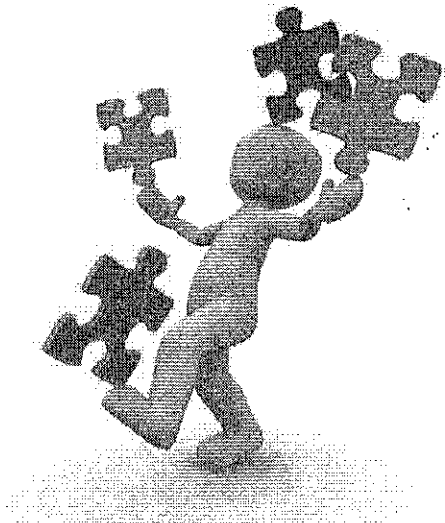
2016-2017 - I began my work to develop an overview of technology skills and professional development needs

- Survey questions around preferred topics for technology integration
- Staff training request form for informal and personalized sessions
- Informal "Office Hours" in every building
- Professional Development on November 8th and in the Spring

2017-2018 - Going forward

- Work with the Collaborative Learning Teams to embed technology as needed to achieve learning goals
- Work with administrators to address building-specific, grade-specific, and/or subject-specific curricular needs

Data Privacy and Security



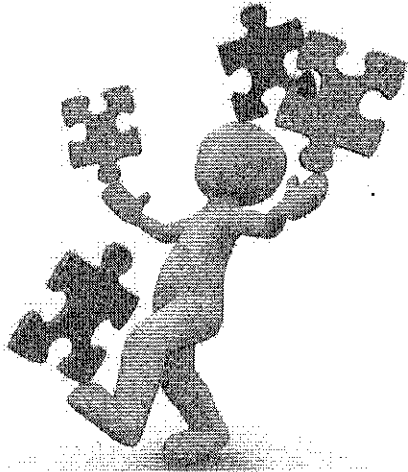
2016-2017 - In part to respond to Connecticut's new Student Data Privacy Law, a training via a video and a discussion around student data privacy was conducted. This included:

- A Comprehensive Video Guide
- Facilitating Discussions with grade-level/department groups
- Guiding Questions around Technology Integration

2017-2018 - Going forward

- Tracking the Connecticut Law
- Continued work on Professional Best Practices
- Implement/Refine approval process for new online resources and accounts

Personalized Professional Development



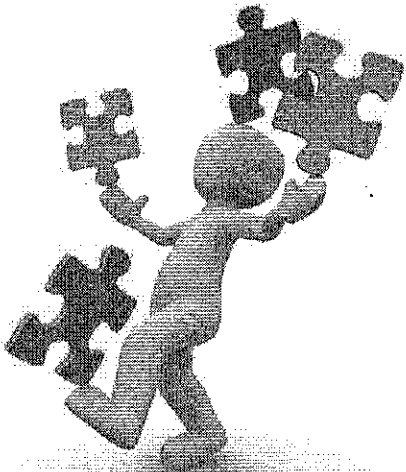
2016-2017 - The focus was on a more personalized approach to PD around technology through a new online delivery and menu options

- Lynda.com
 - Offers training videos on 1000s of educational and technological topics to provide just-in-time access to support
 - 1,738 videos viewed since November, 2016; 368 total unique users
- Menu-style PD offerings
 - Based on a needs assessment, we leveraged in-house expertise to deliver more relevant trainings

2017-2018 - Going forward

- Continue to target and personalize for Instructional Technology integration based on staff need
- Possible cross-walk with the Collaborative Learning Teams
- Looking to leverage Lynda.com for these trainings, rather than stand-alone sessions

Learning Management Systems



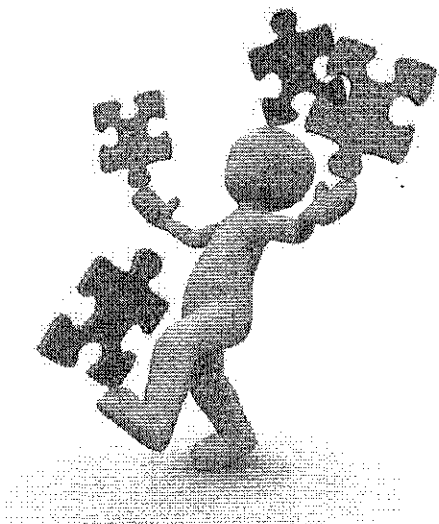
2016-2017 - The ITC brought forward both interest and need for an enterprise level Learning Management Systems (LMS)

- Consistency for student learning
- 24/7 student access to curricular resources
- Flipped and blended learning environments
- Classroom based assessments
- District-managed resource reduces risk of data breaches

2017-2018 - Going forward

- Full group vetting of industry-leading LMS programs
- Recommendation for review by November, 2017

Student Device Ratios



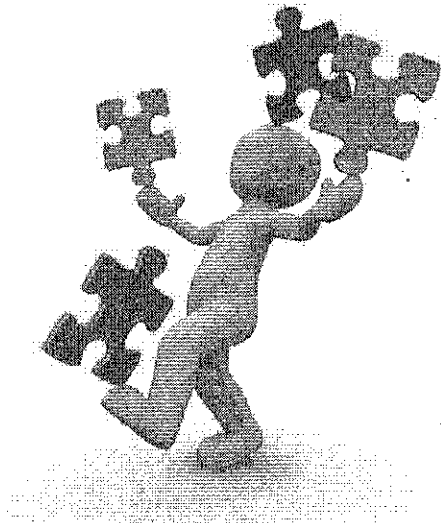
2016-2017 - The access to student devices impacts the capacity and interest in integrating technology in the classroom. The concerns/questions are as follows:

- How does access impact the types of PD offered to teachers?
- How does access to devices and quality of wireless signal impact the curriculum and/or lesson planning?
- What is the plan going forward for equity at the elementary schools regarding equity?

2017-2018 - Going forward

- Access to devices at the three levels should be addressed.
- PD around lesson planning, device sharing, and creative integration will be topics for future sessions.
- Collaboration with the Technology Department to determine actual ratios and creative distribution should be considered.

Technology Department Partnership



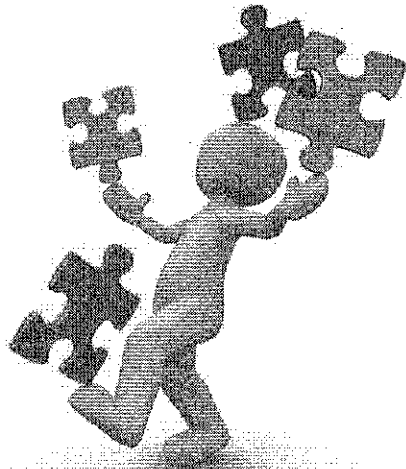
2016-2017 - A partnership with the Technology Department.

- Standards upload for scoring and tracking student progress
- New website design that will enhance teacher/student/parent communication
- New gradebook that integrates standards scoring and adds flexibility for teachers

2017-2018 - Going forward

- Members of the ITC will serve as “go-to” resources for Finals site and Gradebook
- The new gradebook will offer features for tracking student achievement and growth relative to curricular goals through:
 - Enhanced reporting around standards
 - Flexibility in student grouping and needs-based assignments
 - Web-based interface (rather than an installed program)
 - This will also be beneficial to the Mastery Based Learning group in tracking and reporting on standards.

Instructional Technology Web Resources



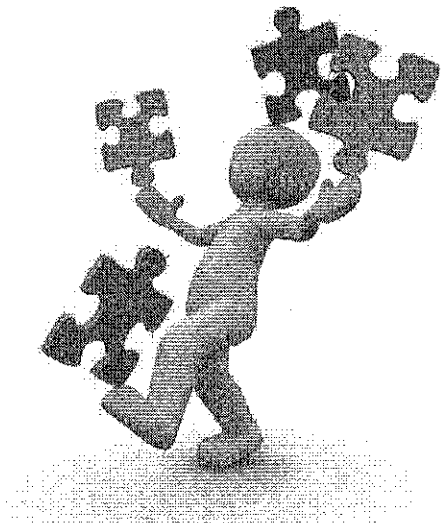
2016-2017 - I am currently the district lead for the following digital resources:

- Unit Planner
 - Curriculum planning, mapping, and integration
- College Board
 - SAT reporting and instructional planning
- STAR
 - Benchmarking for math and ELA
- Lynda.com
 - Just-in-time PD for teachers and staff
- Google Chrome Extensions/Add-Ons
 - Research and recommend for targeted instruction
- SchoolNet
 - Designing and distributing district benchmark assessments

2017-2018 - Going forward

- Continue building capacity with the teachers and staff to fully leverage these resources in instructional design.

Mastery Based Learning



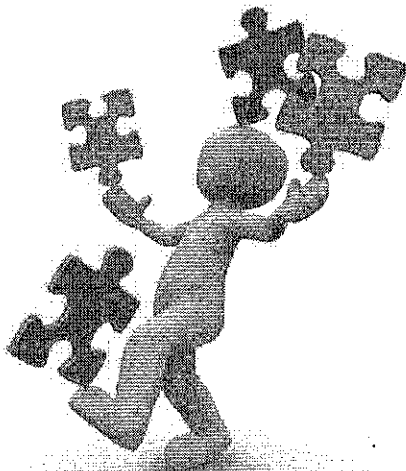
2016-2017 - I had experience in a mastery-based learning environment in my previous district, working with both the technical and the philosophical components. I was excited to work with the MBL group at the high school this year.

- Using PowerSchool to report on student proficiency
- How "grades" are used to track progress

2017-2018 - Going forward

- More subject areas have expressed an interest in tracking student progress in this way. I look forward to working with the administration and the department chairs on this.

4C's and the 21st Century Graduate



2016-2017 - I also had experience with implementing a strategy to integrate the 4Cs (Critical Thinking, Creativity, Communication, and Collaboration) at the district level. This year has laid the groundwork for launching this in Southington.

- Established a core group for implementation
- Organizing theme around “why” and generating buy-in
- Worked with individual teacher groups

2017-2018 - Going forward

- Community Engagement Events
- Teacher work groups
- Implementation Rubrics
- Continued conversations about what this looks like in Southington

Board of Education

Administrative Report

June 15, 2017



- 1. Transition – Grade 8 to 9**
- 2. Southington High School – fiber installation**
- 3. Access Cards – phase in**

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date June 15, 2017

Decision Requested X Agenda Code 8. a.

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

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

Background: The attached report lists personnel activity from May 1, 2017, through May 31, 2017.

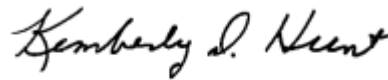
Alternative Strategies: _____

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 – June 2017

PERSONNEL ACTIVITY REPORT

FOR: June 2017

APPOINTMENTS

Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Clock, Linda	TESOL Teacher	District	.40	August 28, 2017	6 th Year	University of Hartford	\$92,366.00 prorated

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Valarose, Nicole	Special Education Paraeducator	Hatton	31.25	May 30, 2017	\$15.36

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
No certified resignations in the month of May					

Classified

Name	Position	School	Effective Date	Years of Service	Retire
LaRoche, Lara	Technology Assistant	Central Office	May 27, 2017	6 years	No
Whyte, Noreen	Purchasing Secretary, Class I	Central Office	June 30, 2017	32 years	Yes
Borofsky, Barbara	Full-Time Special Education Paraeducator	Strong	July 1, 2017	16 years	Yes

TRANSFERS

Certified

Name	From Position	From School	To Position	To School	Effective Date
Fenton, Kerri	English Teacher	SHS	English Teacher	JAD	August 28, 2017

Classified

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

Change in FTE

Name	From Position	To Position	School	Effective Date
Assem, Dalia	.60 FTE TESOL Teacher	1.00 FTE TESOL Teacher	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 May					

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
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Resignations

Name	From Position	School	Effective Date
Aylward, Carol	Freshman Coach, Field Hockey	SHS	June 20, 2017



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut
Policy and Personnel Committee Meeting
June 5, 2017

Committee chairperson, Mrs. Patricia Queen, called the Policy and Personnel Committee meeting to order at 5:42 p.m.

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

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

Present from the Administration: Mr. Steven 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

Review of 8000 Series, Bylaws

The committee reviewed recommended revisions and additions to this series. The series is currently coded as the 8000 series and will be recoded to the 9000 series. Additionally, current policies without revisions were also reviewed and discussed to ensure alignment with current practice.

Review of Policy 6146.1, Grade Reporting

The committee reviewed the recommended changes to Policy 6146.1 to reflect that this policy is currently under review. The current practice of grade reporting is included in the Southington High School Handbook. Therefore, the recommended revision to this policy directs the community to that resource.

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 6:42 p.m.

Respectfully Submitted,

Steven G. Madancy
Assistant Superintendent for Curriculum and Instruction

200 NORTH MAIN STREET
SOUTHINGTON, CT
06489

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(860) 628-3202

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**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date June 15, 2017

Decision Requested _____ Agenda Code 10 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 June 15, 2017

Decision Requested X Agenda Code 11.a

AGENDA REPORTING FORM

Agenda Topic 2017-2018 Healthy Food Certification

Summary of Issue: Section 10-215f of the Connecticut General Statutes requires that all districts must take action to certify whether all food items sold to students separately from reimbursable meals will or will not meet CSDE's Connecticut Nutrition Standards. In past years, eligible districts completed a CSDE's Healthy Food Certification (HFC) Statement (Addendum to Agreement for Child Nutrition Programs, ED-099) that required action by the local Board of Education or governing authority. Effective for the 2017-2018 school year, the state requires the HFC Statement to be part of the CSDE's Online Application and Claiming System for Child Nutrition Programs. The Board of Education must vote at a Board meeting whether to implement the healthy food option or not by June 30, 2017 and the Board meeting minutes are to be uploaded on the HFC application module. There is no ED-099 form to be signed by the Board Chairman as in the past.

Background: The Board of Education has participated in the Healthy Food Certification Program in 2014-2015, 2015-2016 and 2016-2017.

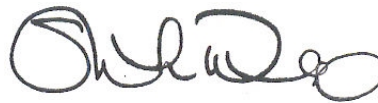
Alternative Strategies: To not participate in the program.

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

Beginning Date of Program or Project: July 1, 2017

Ending Date of Program or Project: June 30, 2018

Recommendation or Comment: Move to participate in the Healthy Food Certification program for the 2017-2018 school year.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date June 15, 2017

Decision Requested X Agenda Code 11.c

AGENDA REPORTING FORM

Agenda Topic: 2017-2018 Operating Budget Reallocation / Adoption

Summary of Issue: The Town Council adopted the Board of Education budget on Monday, June 12, 2017 for the 2017-2018 school year.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2017

Ending Date of Program or Project: June 30, 2018

Recommendation or Comment: Recommend that the Board of Education adopt the 2017-2018 Operating Budget with adjustments.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. 2017-18 Budget Recommended Adjustments

2. _____

SPD/lb #16.agndaboe.1617.operatingbudget1718.docx

DRAFT

<u>Series 9000: BYLAWS OF THE BOARD</u>	<u>Policy</u>	<u>Regulation</u>
Role of the Board and Members (Powers, Purposes, Duties).....	9000	
Limits of Authorities	9010	
<u>Organization</u>		
Officers of the Board	9020	9120
Duties of the Officers	9022	9121
Committee of the Whole	9131	
Committees	9133	9132
Student Representatives on Board of Education	9160	
<u>Members</u>		
Orientation of Board Members	9230	
Board Member Development	9240	
Remuneration	9250	
Conflict of Interest	9270	
Code of Ethics	9271	
<u>Methods of Operation</u>		
Formulation, Adoption, Amendment of Policies	9311	
Formulation, Adoption, Amendment of Bylaws	9312	
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Time, Place, Notification of Meetings	9321	
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Series 9000: Bylaws of the Board

Role of the Board and Members (Powers, Purposes, Duties)

The Board of Education is the governing body of the school district and derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the procedures of the Connecticut State Board of Education.

Legal Reference:

Connecticut General Statutes

- 1-18a, Definitions
- 10-186, Duties of local and regional Boards of Education
- 10-220, Duties of Boards of Education
- 10-221, Boards of Education to prescribe rules
- 10-240, Control of schools
- 10-241, Powers of school districts

Bylaw adopted by the Board:
Bylaw reviewed by the Board:
Bylaw reviewed by the Board:
Bylaw reviewed and recoded:

January 1990
April 2003
February 2009

Series 9000: Bylaws of the Board**Role of the Board and Members (Powers, Purposes, Duties)****Limits of Authority**

The Board of Education is the unit of authority. Apart from their function as a part of the unit, Board members have no individual authority. Individually, the Board member may not commit the district to any policy, act or expenditure. The Board member is prohibited from doing business with the school district and from having an interest in any contract with the school district in general. The Board member does not represent a factional segment of the community, but is rather a part of the body, which represents and acts for the community as a whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility neither with respect to the schools, nor as an individual command the services of any school employee.

No member of the Board of Education shall be asked to perform any routine or clerical duties, which may be assigned to any employee.

Legal References:*Connecticut General Statutes*

- 10-232, Restrictions on employment of members of the Board of Education

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009
Bylaw reviewed and recoded:	

Series 9000: Bylaws of the Board**Organization****Officers of the Board**

The Board of Education, at its first regular meeting following Board of Education town elections, shall elect by roll call ballot from its members, a Chairperson, a Vice Chairperson, and a Secretary.

1. The Superintendent of Schools shall call the meeting to order for the purpose of nominations for the Chairperson, who, when elected, shall then preside over the election of the remaining officers.
2. Nominations shall be by voice. Nominations do not require a second.
3. After nominations are closed, elections shall be held by voice vote.
4. Each ballot shall consist of a vote for one (1) of the persons nominated for that office.
5. Election shall be by a majority vote of the full Board membership (five (5) affirmative votes).

Any vacancy occurring among the officers will be filled by the remaining members of the Board of Education in accordance with above. The Treasurer of the Town of Southington is, by law, the Treasurer of the Board of Education.

Legal References:

Connecticut General Statutes

- PA 78-136

Bylaw adopted by the Board:
Bylaw reviewed by the Board:
Bylaw revised by the Board:
Bylaw reviewed and recoded:

January 1990
April 2003
February 2009

Series 9000: **Bylaws of the Board**

Organization

Duties of the Officers

The officers of the Board of Education shall exercise the following duties:

1. Chairperson – shall preside at all meetings of the Board of Education, shall sign legal documents and contracts for the Board, and shall perform such other duties as are imposed by statute.
2. Vice Chairperson – shall serve in the absence of the Chairperson and in the performance of this service shall exercise all powers of the Chairperson.
3. Secretary – shall certify reports, sign necessary papers, and perform such other duties in accordance with Section 10-224 of the General Statutes.

(cf. 9324 Meeting Conduct and Parliamentary Procedure)

Legal Reference:

Connecticut General Statutes

- **10-218 Officers. Meetings.**
- **10-224 Duties of the secretary.**

Bylaw adopted by the Board:	January 1990
Bylaw revised by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009
Bylaw updated and recoded:	

Series 9000: Bylaws of the Board

Organization

Committee of the Whole

The Board of Education shall act as a committee of the whole in final consideration of all matters.

Legal Reference:

Connecticut General Statutes

~~1-18a, Definitions~~

~~1-21, Meetings of government agencies to be public~~

- **1-200 Definitions**
- **1-225 Meetings of government agencies to be public**

Bylaw adopted by the Board:
Bylaw reviewed by the Board:
Bylaw reviewed by the Board:
Bylaw updated and recoded:

January 1990
April 2003
February 2009

Series 9000: Bylaws of the Board**Organization****Committees**

The Board of Education recognizes that all decisions can only be made by a vote of the Board members at a legally constituted meeting. The Board further recognizes that discussion on all matters assigned to a committee is within the province of the Board, and all Board members may attend any committee meeting. In order to assist the Board in arriving at such decisions, the Board recognizes that certain matters can be handled effectively through assignment to standing and ad hoc committees. Ad hoc committees shall be formed for the consideration and investigation of specific problems. Standing committees may also be formed for areas such as finance, policy and personnel, and long-range facilities planning.

Procedures:

1. Committees may advise and recommend to the Board, but never determine policy nor discharge administrative duties.
2. Committees may be appointed and discharged by the Board Chairperson or be appointed and discharged by Board motion supported by a majority vote.
3. The Superintendent of Schools and/or designee shall be ex-officio members of each committee, except any which deal with their personal status.
4. The Chairperson of the Board of Education is an ex-officio member of all committees.
5. The Chairperson of each committee shall notify the Board as to the date, location, and time of all meetings.
6. Committees shall consist of no less than four (4) Board members. A quorum will consist of two (2) or more committee members.
7. Committee Chairpersons shall call a committee meeting with the input of the committee members.
8. Committee members will be allowed to put items on the agenda.

Legal Reference:*Connecticut General Statutes*

- 1-18a, Definitions
- 1-21, Meetings of government agencies to be public

Bylaw adopted by the Board: January 1990
Bylaw revised by the Board: April 2003
Bylaw revised by the Board: February 2009
Bylaw reviewed and recoded:

DRAFT

CABE Recommended Policy

**#9160 ~ Student Representation on Board of
Education**

Series 9000: Bylaws of the Board**Organization****Student Representatives on the Board of Education**

The Southington Board of Education recognizes the importance of maintaining open communication with the student body. In an effort to improve this communication, the Board supports seating three students from Southington High School to serve in a nonvoting capacity on the Southington Board of Education. These student representatives on the Board of Education will give students, as the clients within the educational corporation, a more effective voice in and at the decision-making level of the school system.

The three representatives will be seated at the Board table at each public Board of Education meeting. Student opinion will be solicited to give an added dimension to the Board's decision-making process. The student representatives will not attend executive sessions of the Board's decision-making process nor will they have access to associated backup material.

The following procedures will be observed for the seating of the student representatives:

1. Student representatives will come from the junior and senior class at Southington High School. One student should be a member of the junior class and two students should be members of the senior class.
2. Any junior or senior, through completion of an application and letter of intent and the fulfillment of academic requirements, will be considered eligible. A committee of current student representatives and high school administration or his/her designee(s) will interview and select the representatives.
3. After the students have been elected, they will be given an orientation session by the Superintendent of Schools and an officer of the Board or designee.
4. Student representatives may be removed from their position of nonvoting members of the Board of Education by an affirmative vote of 2/3 of the Board of Education.
5. At least two of the three representatives must be present at each regular meeting of the Board of Education. If it is not possible for a student representative to be present at the Board of Education, the representative is responsible for advising the Principal and the Superintendent's office in advance of the meeting of his/her absence.
6. The Board of Education reserves the right to dismiss a student due to poor attendance and call for the selection of a new member.

Series 9000: Bylaws of the Board**Organization****Student Representatives on the Board of Education (continued)**

7. The student representatives should be available for attendance at Board of Education meetings with the start of the school year.
8. The term of office for the three representatives shall be for one school year.
9. A student representative shall:
 - A. Be able to attend and sit in on all regular meetings of the Board of Education.
 - B. During said meetings, be able to speak on any issue on the agenda or motion before the Board unless deemed inappropriate by the Board.
 - C. Be able to recommend resolutions to the Chairperson prior to a meeting for the Board's consideration.
 - D. Receive copies of all regular meeting agendas, minutes and other pertinent publications, excluding executive session minutes and associated materials, when made available to the Board members.
 - E. Be expected to attend all the Board of Education meetings and be accountable to the student body via the student organizations.
10. A student representative shall not:
 - A. Be able to cast an official vote on any motion or resolution.
 - B. Be allowed to attend executive sessions, negotiation sessions or personnel portions of the regular meetings of the Board of Education.
11. Only those privileges and powers enumerated previously shall be regarded specifically as such; any and all other powers and privileges that might be deemed appropriate for the student representatives shall be decided upon by the Board of Education.

Legal Reference:*Connecticut General Statutes*

- 9-203 Number and term of members of boards of education.

Bylaw adopted by the Board:

Series 9000: Bylaws of the Board**Members****Orientation of Board Members**

The Board of Education and the administrative staff shall assist each new member-elect to understand the Board of Education's functions, policies and procedures, and operation of the school district before the member takes office. The following method shall be employed:

1. The incoming member shall be given selected materials on the function of the Board of Education and the school district.
2. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board and the school district.
3. The incoming member shall be provided with a copy of the Board's policies and bylaws, administrative regulations, and copies of pertinent materials.
4. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

Bylaw adopted by the Board: January 1990
Bylaw revised by the Board: April 2003
Bylaw revised by the Board: February 2009
Bylaw reviewed and recoded:

DRAFT

CABE Recommended Policy

#9240 ~ Board Member Development

Series 9000: Bylaws of the Board**Members****Board Member Development**

The Board of Education desires that its individual members learn, understand and practice effective governance principles. The Board is responsible for member orientation and development. Board members have an equal opportunity to attend state and national meetings designed to familiarize members with public school issues, governance and legislation.

In order to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, Board members will participate in opportunities for development that may include, but not be limited to, the following:

- In-service activities planned by the Board and by the administration for staff members, as appropriate;
- Participation in conferences, workshops and conventions held by State and National School Boards Associations and other educational organizations;
- Subscriptions to publications addressing Board member concerns.

Recognizing the need for continuing training and development of its members, the Board of Education encourages the participation of all members in appropriate conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- The Superintendent of Schools will inform Board members, in a timely manner, of upcoming conferences, conventions and workshops. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and the district;
- Funds for participation at such meetings will be budgeted. When funds are limited, the Board Chairperson or his/her designee will designate which members would be most appropriate to participate at a given meeting;
- If authorized to attend, and reimbursement is approved by the entire Board, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;
- When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

(cf. 1100 - Communication with the Public)

(cf. 4133 - Travel Reimbursement)

Bylaw adopted:

Series 9000: **Bylaws of the Board**

Members

Remuneration

Board of Education members shall receive no compensation for their services.

Reimbursement

1. Board members are encouraged to attend educational conferences. Members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures, related to conferences. Members shall coordinate with the Board Chairperson when planning to participate in professional development activities. Such activities shall go forward within the limits of available funding.
2. Board members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures related to the performance of their official Board duties.

Legal Reference:

Connecticut General Statutes

- **10 225 Salaries of secretary and attendance officers.**
- **10 232 Restrictions on employment of members of board of education.**

Bylaw adopted by the Board:
Bylaw reviewed by the Board:
Bylaw revised by the Board:
Bylaw updated and recoded:

January 1990
April 2003
February 2009

Series 9000: Bylaws of the Board**Members****Conflict of Interest**

No member of the Board of Education, officer or employee shall have an interest in any contract with the school district member, officer or employee unless such interest is specifically permitted by statute.

"Interest" shall mean pecuniary or material benefit accruing to a Board of Education member, officer or employee or their relatives resulting from a contractual relationship with the school system.

No member of the Board of Education may be employed for compensation by the school district. If a Board member is employed by the school district, the office to which he or she was elected or appointed shall become vacant.

Legal Reference:*Connecticut General Statutes*

- 10-232, Restrictions on employment of members of the Board of Education
- Southington Code of Ethics
- **7 479 Conflict of interest.**
- **10-156e Employees of boards of education permitted to serve as elected officials; exception**
- **P.A. 05-10 An Act Concerning Civil Unions**
- **Kerrigan v. Commissioner of Public Health, 289 Conn 135, 957 A. 2d 407 (2008)**
- **Obergefell v. Hodges, 576 U.S. - (2015)**

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009
Bylaw updated and recoded:	

Series 9000: Bylaws of the Board**Members****Code of Ethics**

The Board of Education adheres to the following code of ethics for its individual members:

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of the "children first."
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations, and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
3. I will strive to help create public schools, which meet the individual educational needs of all children regardless of their ability, race, creed, gender, physical condition or social standing, sexual orientation, or color.
4. I will work to help my community understand the importance of proper support for public education in providing: adequate finances, optimum facilities, staffing, resources, and better educational programs for children.
5. I will join with my Board, staff, community, and students in becoming fully informed about the nature, value, and direction of contemporary education in our society. I will support needed change in our schools.
6. I will work to fully and accurately inform the community about our schools and will communicate their viewpoint to the administration.
7. I will recognize that my responsibility is to work with my fellow Board members to see that the schools are well run through effective policies and not to administrate the schools.
8. I will work with my fellow Board members to frame and evaluate policies and plans only after the Board has consulted with those affected by its activities.
9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in a meeting. I will respect the opinions of others, and abide by the principle of majority rule.
10. I will acknowledge that authority rests only with the whole Board assembled in a meeting. I will make no personal promises nor take any private action, which may compromise the Board.

Series 9000: Bylaws of the Board

Members

Code of Ethics (continued)

11. I will acknowledge that the Board represents the school system to the community, and will refuse to surrender my independent judgment to special interests or partisan political groups.
12. I will hold confidential, all matters pertaining to schools, which if disclosed, might needlessly injure individuals or the school system.
13. I will insist that all school business transactions be open and ethical.
14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
15. I will strive to appoint the best personnel available upon recommendation by the appropriate administrative officer.
16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have the responsibilities and the authority to perform effectively.
16. I will refer complaints through the proper chain of command within the system and will act on such complaints at public meetings only when administrative solutions are exhausted.

Reference:

"Standards of Leadership for Members of Boards of Education" (CABE Board of Directors, 2008)

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009
Bylaw reviewed and recoded:	

Series 9000: Bylaws of the Board

Methods of Operation

Formulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments or revisions thereof shall be read and discussed.

Policies will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the Board of Education. The proposed policy will be presented and discussed at the first meeting, and discussed and acted upon at the second meeting.

The formal adoption of policies shall be by majority vote of all members of the Board of Education and the action shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Reference: Robert's Rules of Order

Bylaw adopted by the Board:	January 1990
Bylaw revised by the Board:	April 2003
Bylaw revised by the Board:	February 2009
Bylaw reviewed and recoded:	

Series 9000: Bylaws of the Board

Methods of Operation

Formulation, Adoption, Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revision of existing bylaws may be adopted by a majority vote of all members of the Board of Education. Bylaws will, barring emergencies, be adopted or amended after consideration at the meetings of the Board of Education. The proposed bylaw or amendment will be presented and discussed at the first meeting and discussed and acted upon at the second meeting.

Reference: Robert's Rules of Order

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009
Bylaw reviewed and recoded:	

Series 9000: Bylaws of the Board

Methods of Operation

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education.

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009
Bylaw reviewed and recoded:	

Series 9000: Bylaws of the Board

Methods of Operation

Suspension of Policies, Bylaws and Regulations

Policies, bylaws and Board of Education adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting for which the proposed suspension has been described in writing, or upon a two-thirds vote of all members of the Board of Education when no such written notice has been given.

Reference: Robert's Rules of Order

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009
Bylaw reviewed and recoded:	

Series 9000: Bylaws of the Board

Methods of Operation**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/or 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 a minimum, one (1) meeting date **per month** will be set by the Board. Meeting dates, times, and places may be changed at the discretion of the Board.
 - a. **Regular meetings will be classified as either *Committee of the Whole ~ Operations* or *Committee of the Whole ~ Instruction*. The classification will be indicated on the agenda within the meeting posting. The order of business for each is specified in number 8 within policy 9321.**
 - b. 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.
 - 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

Series 9000: Bylaws of the Board**Methods of Operation****Time, Place, Notification of Meetings (continued)**

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 9000: Bylaws of the Board**Methods of Operation****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:

Committee of the Whole - Operations

- 8.1 Call to Order
- 8.2 Pledge of Allegiance
- 8.2.1 Celebration of Excellence (as appropriate)**
- 8.3 Approval of Minutes
- 8.4 Public Communications
 - a. **Public**
 - b. **Board of Education**
 - c. **Administration**
 - d. **Student Representatives**
- 8.5 Committee Reports
- 8.6 **Personnel Report (as appropriate)** ~~Report of Superintendent and His/Her Staff~~
- 8.7 Old Business
- 8.8 New Business
- 8.9 Adjournment

Committee of the Whole - Instruction

- 8.1 Call to Order
- 8.2 Pledge of Allegiance
- 8.3 Approval of Minutes
- 8.4 New Business
- 8.5 Public Communications
 - a. **Public**
 - b. **Board of Education**
 - c. **Administration**
 - d. **Student Representatives**
- 8.6 Adjournment

Series 9000: Bylaws of the Board**Methods of Operation****Time, Place, Notification of Meetings (continued)**

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.

(cf. 9327 – Electronic Mail Communications)

Legal Reference:*Connecticut General Statutes*

- 1-200 (2) Definitions. “Meeting”
- 1-206 Denial of access to public records or meetings.
- 1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3
- 1-227 Mailing of notice of meetings to persons filing written request.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 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
Bylaw updated and recoded:

Series 9000: Bylaws of the Board

Methods of Operation

Public Meetings

All meetings of the Board of Education shall be open to the public with the exception of executive sessions.

Executive Sessions

The public may be excluded from meetings of the Board of Education, which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security strategy of the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-19 of the Connecticut General Statutes.

Non-Meetings

Not every meeting of the Board of Education constitutes a "meeting" under the Freedom of Information Act (FOIA). A meeting does not include:

- Any meeting of a personnel search committee to executive level employment candidates;
- Any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters related to official business;
- Any meeting discussing strategy or negotiations with respect to collective bargaining;
- A caucus of members of a single political party notwithstanding that such members;
- also constitute a quorum of a public agency;

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Methods of Operation

Public Meetings

Non-Meetings (Continued)

- A quorum of the members of the Board who are present at any event, which has been noticed and conducted as a meeting of another public agency, in that case, the event, shall not be deemed to be a member of the Board as a result of their presence at such event. (For example, if the Board of Education is invited to attend a meeting of the Board of Finance, such a meeting does not have to be noticed and posted by the Board of Education.)

There is no specific executive session privilege for the discussion of collective bargaining issues. However, discussion of "records, reports of strategy or negotiations with respect to collective bargaining" is permitted in executive session, provided that such documents exist.

Absent such documents, such strategy discussions and/or negotiations themselves must be held as a "non-meeting." Collective bargaining is excluded from the definition of a meeting under the Freedom of Information Act (FOIA). Collective bargaining sessions shall be held outside the scope of the FOIA as a "non-meeting." Such sessions may be held at any time without posting, and related strategy sessions or updates to the Board of Education may be held either before or after the end of a regular or special meeting, without the need to post such meetings.

(cf. 9327 - Electronic Mail Communications)

Series 9000: Bylaws of the Board

Methods of Operation

Public Meetings

Legal Reference:

Connecticut General Statutes

- **1-200 (2) Definitions. "Meeting"**
- **1-206 Denial of access to public records or meetings.**
- **1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3**
- **1-227 Mailing of notice of meetings to persons filing written request.**
- **1-228 Adjournment of meetings. Notice.**
- **1-229 Continued hearings. Notice.**
- **1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.**
- **10-218 Officers. Meetings**

Bylaw adopted by the Board:
Bylaw reviewed by the Board:
Bylaw reviewed by the Board:
Bylaw updated and recoded:

January 1990
April 2003
February 2009

Series 9000: **Bylaws of the Board**

Methods of Operation

Construction of the Agenda

The Superintendent, in cooperation with the Chairperson of the Board of Education, shall prepare an agenda for each regular meeting. Any member of the Board of Education may call the Chairperson or the Superintendent and request any item to be placed on the agenda no later than nine (9) days prior to the meeting date. An agenda may be amended in accordance with policy #9321.

- (cf. 1120 Public Participation at Board Meetings)
- (cf. 1331 Smoke Free Environment)
- (cf. 9121 Board Officers)
- (cf. 9321 Time, Place, Notification for Meetings)
- (cf. 9324 Meeting Conduct & Parliamentary Procedures)
- (cf. 9325.1 Quorum)
- (cf. 9325.2 Order of Business)
- (cf. 9326 Minutes)

Legal Reference:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (subsection (a) re agenda), (as amended by June 11 Special Session, PA 08-3)

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009
Bylaw updated and recoded:	

Series 9000: Bylaws of the Board**Methods of Operation****Meeting Conduct**

Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda, which has been prepared and delivered in advance, to all Board members and other designated persons.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider, and take any needed action with respect to reports of accomplishment both as to students and to school system operations.

Provision for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. ~~Five~~ **Three** minutes may be allotted to each speaker.
2. No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chair, of that person's privilege of address. If necessary, the Chairperson may direct those who are acting in a boisterous manner to leave the premises.
3. No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference that tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provision of Board of Education policy.

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four (24) hours of adjournment.

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Methods of Operation

Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided the Bylaw 9326, Minutes.

- (cf. 1120 – Board of Education Meetings to public participation)
(cf. 1312 - Public Complaints)
(cf. 9321 – Time, Place, Notification of Meetings)
(cf. 9322 – Public and Executive Sessions)
(cf. 9323 – Construction/Posting of Agenda)

Legal Reference:

Connecticut General Statutes

- **1-200 Definitions.**
- **1-206 Denial of access of public records or meetings. Notice. Appeal.**
- **1-210 Access to public records.**
- **1-225 Meetings of government agencies to be public.**
- **1-226 Recording, broadcasting or photographing meetings.**
- **19a-342 Smoking prohibited in certain places. Sign required. Penalty.**
- **1-231 Executive sessions.**
- **1-232 Conduct of meetings (re disturbances).**
- **10-224 Duties of the Secretary.**

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009
Bylaw updated and recoded:	

DRAFT

CABE Recommended Policy

#9325.43 ~ Attendance via Electronic Communication

Electronic Participation (Optional) CABE does not recommend such participation. However, it is permitted under the law. Therefore this language is provided for consideration and possible inclusion in bylaws.

Series 9000: Bylaws of the Board

Methods of Operation

Attendance Via Electronic Communication

Recognizing the inherent responsibility and statutory duties of Board of Education members, the Board of Education (Board) strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting in which members are attending by teleconference shall be taken by roll call.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting. Due to security concerns, electronic participation in closed executive sessions will not be permitted.

(cf. 9327 – Electronic Mail Communications)

Bylaw adopted by the Board:

Series 9000: Bylaws of the Board**Methods of Operation****Minutes**

The recording secretary to the Board of Education shall keep **general** minutes of all regular meetings of the Board. Copies of the proceedings shall be made for distribution to the Board members with the agenda for the next regular meeting. **Meetings are videotaped and are accessible on the website.** ~~The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in a fireproof vault.~~ Minutes shall be made available to the public for inspection within seven (7) days after each meeting.

Recording of Votes

Motions or resolution shall be recorded as having passed or failed and individual votes will be recorded.

Maintaining the Minutes

The minutes of meetings of the Board of Education shall be maintained as outlined below:

1. Content – Board of Education procedure
 - a. The date, place, and type of meeting
 - b. Members present and members absent, by name
 - c. Call to order, and opening ceremony
 - d. Arrival of tardy members of name and time
 - e. Departure of members by name before adjournment, or if absent when any agenda items are acted upon
 - f. Record of written notice of special meetings

Series 9000: Bylaws of the Board**Methods of Operation****Minutes (continued)**

2. Content – Board of Education actions
 - a. Approval or amended approval of the minutes of preceding meetings
 - b. Complete information as to each subject of the Board of Education's deliberations
 - c. Complete information as to each subject including the roll call record of the vote on a motion
 - d. All Board of Education resolutions in complete context
 - e. A record of all contracts entered into
 - f. A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
 - g. Adoption of the annual budget
 - h. A record of all official correspondence
 - i. A record of the Superintendent's reports to the Board
 - j. Adoption of all policies and bylaws, and approval of regulations as required
 - k. A record of all delegations appearing before the Board
 - l. Adoption of the annual school calendar
 - m. Approval of job description for each employee

Legal Reference:

Connecticut General Statutes

10-218, Election of officers

10-224, Duties of the secretary

1-21, Meetings of government agencies

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009
Bylaw updated and recoded:	

DRAFT

CABE Recommended Policy

#9327 ~ Electronic Mail Communication

Series 9000: Bylaws of the Board**Methods of Operation****Electronic Mail Communications**

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication. (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

All Board members are encouraged to access e-mail. It will be the responsibility of individual Board members who use e-mail to provide hardware, hook-up and pay all consumable expenses associated with e-mail usage.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies such as school Boards be open to the public. It is the policy of the Board of Education that E-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of E-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Series 9000: **Bylaws of the Board**

Methods of Operation

Electronic Mail Communications

Guidelines for Board E-Mail Usage (continued)

Any usage contrary to the aforementioned shall be reported immediately to the Board Chairperson, Vice-Chairperson, and Policy and Personnel Chairperson and may result in the suspension and/or revocation of system access.

Accessing E-Mail

In an effort to encourage all Board members to access E-mail, while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with E-mail usage.

Legal Reference:

Connecticut General Statutes

- The Freedom of Information Act.
- 1-200 Definitions.
- 1-210 Access to public records. Exempt records.
- 1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board:

DRAFT

CABE Recommended Policy

#9400 ~ Board Self-Evaluation

Series 9000:**Bylaws of the Board****Methods of Operation****Self-Evaluation**

The Board of Education is made up of duly elected individuals to oversee the Public Schools of the community. This very responsible and complex job requires that the Board blend its diverse opinion into a common purpose which will give direction to the school system. The local community looks to its Board of Education to provide leadership for the school system. The success of the system depends on how well that role is carried out.

Therefore, it shall be the policy of the Board of Education that there shall be an annual program of self evaluation in which each member shall participate.

Annually the Board will schedule dates to conduct its self evaluation. The evaluation will include, but not be limited to, the following leadership areas: community leadership of education, influencing educational policy, community involvement, communicating with the public, the decision making process, planning and setting goals, allocating resources, developing Board policy, policy oversight, selecting and evaluating the Superintendent, working with the Superintendent, promoting good employee relations, setting expectations for Board member conduct, conducting the work of the Board, Board member development.

Policy Review and Evaluation

The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of the policies which it has adopted.

Legal Reference:*Connecticut General Statutes*

- 10-220 Duties of boards of education.

Bylaw adopted by the Board:

DRAFT

6146.1

Series 6000: Instruction

Curriculum

Graduation Requirements

Grade Reporting

Policy #6146.1 is currently under review by the Board of Education Policy and Personnel Committee. Provided is a link to the Southington High School Student Handbook that identifies the current grade reporting practice.

[Southington High School Student Handbook](#)

~~The primary purpose of grading is to keep parents and students fully informed of a student's progress and to provide a continuous and accurate record of each student's achievement for use in instruction.~~

~~The Board of Education shall approve the grading and reporting systems developed by the administration and faculty and recommended by the Superintendent of Schools. As specifically related to Southington High School, the Board approves the following course weighting system for the purposes of grading and class rank:~~

	Weight Factor
Level 1 Courses	1.00
Level 2 Courses	1.05
Level 3 Courses	1.10
Level 4 and AP Courses	1.15

~~(cf. 5124 — Reporting to The Parent)~~

Policy adopted: May 1989
Policy revised: October 1999
Policy reviewed: October 2002
Policy currently in review: June 2017