

## Southington Board of Education Meeting

Thursday, June 22, 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. Personnel
    1. AFSCME Negotiations
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Approval of Minutes ~ June 15, 2017
6. Communications
  - a. Communications from Audience
  - b. Communications from Board Members
  - c. Communications from Administration
7. Old Business
  - a. Town Government Communications
8. New Business
  - a. Appointment of Flanders Elementary School Principal
  - b. Approval of Out of State/Over Night Field Trip - Washington, D.C.
  - c. Policy Series 9000, Bylaws ~ Second Reading
  - d. Policy #6146.1, Grade Reporting ~ Second Reading
  - e. Fingerprinting Policy ~ Second Reading
9. 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**

**JUNE 15, 2017**

---

The regular meeting of the Southington Board of Education was held on Thursday, June 15, 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 6:30 p.m.

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

Administration present: Mr. Timothy Connellan, Superintendent of Schools, Mr. Steven Madancy, Assistant Superintendent (*left Executive Session at 6:55 p.m.*) and Mrs. Sherri DiNello, Director of Business & Finance (*left Executive Session at 6:55 p.m.*).

#### **2. EXECUTIVE SESSION to Discuss Student Matters, Personnel (UPSEU Negotiations and Flanders Elementary School Principal) ~ 6:30 p.m.**

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

**"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing student matters, personnel (UPSEU Negotiations and Flanders Elementary School Principal), and upon conclusion reconvene to public session."**

**Motion carried unanimously by voice vote.**

Mr. Goralski declared Executive Session ended at 6:58 p.m.

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

Mr. Goralski, Chairperson, reconvened the regular session at 7:05 p.m.

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

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

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: Class of 2017 Valedictorian, Salutatorian and Essayist, Student Board Representatives, Southington Robotics Team 195 (CyberKnights):**

At 7:08 p.m., in the Celebration of Excellence, the Board of Education along with Mr. Brian Stranieri, Principal of Southington High School, recognized the Class of 2017 Valedictorian (Nickolina Doran), Salutatorian (Nathan Simard), and Essayist (Laura Furtak) who were each presented with a Certificate of Excellence.

Southington Robotics Team 195 (CyberKnights) team members Ashley Barry, Nick Rappi and Tyler Peruta gave a presentation on the CyberKnights community outreach programs. The competition theme this year was FIRST Steamworks. The team gave a demonstration of their 2017 robot Knightro. Team 195 won the New England Championship (three years in a row) and ranked eighth out of 3,400 robots worldwide. The First Robotics Team 195 website is [team195.com](http://team195.com) and video links on youtube are <https://www.youtube.com/watch?v=jDrWgejvV9Y> and <https://www.youtube.com/watch?v=AhUh8bIM23s>.

The Board members recognized the two graduating senior Student Board Representatives Samantha Martins and Samantha Steeves with a gift and Certificate of Excellence.

*Mr. Goralski, Chairperson, called for a recess at 7:33 p.m.*

*The Board of Education reconvened at 7:40 p.m.*

**6. APPROVAL OF MINUTES:**

**a. Special Board of Education Minutes ~ May 23, 2017**

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

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

**Motion carried unanimously by voice vote.**

**b. Regular Board of Education Minutes ~ May 25, 2017**

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

**“Move to approve the Regular Board of Education minutes of May 25, 2017, as submitted.”**

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

**7. COMMUNICATIONS**

Mr. Goralski changed the order of communications.

**a. Communications from Student Representatives:**

Mr. Joseph Martin reported on the following:

- Finals started on Wednesday, June 14 and end on Monday, June 19.
- The graduation ceremony is Tuesday, June 20.
- This year, the Senior Prank was giving flowers to all the staff at SHS and hanging banners throughout the high school thanking the different departments.

Miss Samantha Steeves and Miss Samantha Martins, who were graduating, thanked the Board members for the opportunity to serve on the Board of Education.

Mr. Martin introduced the new Student Representatives for the 2017-2018 school year who will be serving along with him: Sean Young, currently a junior, and Bianca Spataro, currently a sophomore.

**b. Communications from Audience**

The following six (6) people spoke advocating that the Board of Education not eliminate the middle school sports programs in the proposed reallocation of the budget.

Marc McVicker, 9 Lacey Road, (spoke on behalf of his fiancée Erin O'Donnell, BSN, RN-BC)

Ann Morgan, 19 Canterbury Lane

Bryan Dunne, 175 Fern Drive

Beth Huard, 131 LePage Drive

Kevin Sullivan, 371 Curtiss Street

Scott Messina, 132 Panorama Drive

Mr. Goralski received two emails regarding middle school sports that were requested to be included in the minutes (*Attachment #1*).

**c. Communication from Board Members**

- The Wall of Honor Committee met last week and selected six new people to be announced at a later date.

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

**“Move to add Agenda Item 11.f ‘Student Expulsion’ to the agenda.”**

**Motion carried unanimously by voice vote.**

- The First Reading of the Fingerprinting Policy was presented at the last Board meeting and will be added to the June 22, 2017 Board of Education agenda for the Second Reading and a vote.
- Mr. Derynoski will not be able to attend the graduation ceremony on June 20 due to a business commitment. This will be the first commencement in 28 years that he will miss.
- Mrs. Patrician Johnson, former Board member, will be presenting a diploma to her grandson at graduation.

**d. Communication from Administration**

Administration reported on the following:

1. Transition – Grades 8 to 9: Mr. Madancy reported that in past years the eighth grade middle school students attended team-building activities at Camp Sloper for two days. This year, still using the Sloper staff, the eighth grade students went to the high school for two days and had guest speakers from the FBI and Connecticut State Police who spoke about substance abuse awareness, which was sponsored by STEPS / Youth Services, and included team building and tours of the high school.
2. SHS – Fiber Installation: Mr. Connellan reported that fiber installation at Southington High School will be taking place this summer to improve the infrastructure.
3. Access Cards – Phase-in: Mr. Connellan thanked the Maintenance Department for their work installing the Access Card entry systems that will be phased in starting with the smaller buildings.
4. STELLAR Program: Ms. Walsh reported that the program serves 18-21 year old special needs young adults and is housed at Lincoln College of New England. There were seven students in the program this year with four students graduating.

**8. REPORT OF THE SUPERINTENDENT**

**a. Personnel Report**

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

**“Move to accept the Personnel Report, as submitted.”**

**Motion carried unanimously by voice vote.**

**9. COMMITTEE REPORTS**

**a. Policy and Personnel Committee Meeting ~ June 5, 2017**

Mrs. Queen reported that the committee reviewed the 8000 series, Bylaws, which is now renumbered to the 9000 series. They discussed the changes recommended by the CABA audit and a structural change to meetings including language defining non-meetings, which do not require posting with the town such as the Board of Education interviewing candidates for employment. The committee reviewed and recommended updating changes to Policy 6146.1,

Grade Reporting, to reflect current practice and refers the reader to the SHS Handbook for detailed information.

Mr. Goralski asked the three student representatives to read the part of the policy addressing “Student Representatives” and their selection process and to share any advice or recommendations with Mrs. Queen. Mr. Connellan’s office will send the information to Mr. Stranieri who will forward the information to the Student Representatives for their feedback.

**10. OLD BUSINESS**

**a. Town Government Communications**

On Wednesday, June 14, the Board of Finance voted on the mill rate for the town. The Board of Education had an appropriation request for \$450,000 that was a shortfall in the 2016-2017 budget year, which was voted down by the Board of Finance. The Board of Education was given the ability to defer payment to the Self Insurance Fund to next year, which caused a need for another \$450,000 to be reduced from the Board of Education 2017-2018 Operating budget. There still is uncertainty at the state level regarding the state budget and how the refunding will affect special education and the municipalities.

**11. NEW BUSINESS**

**a. Healthy Food Certification**

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

**“Move to participate in the Healthy Food Certification program for the 2017-2018 school year.”**

**Motion carried unanimously by voice vote.**

**b. UPSEU Memorandum of Understanding (MOU) ~ English Language (EL) Tutors**

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

**“Move to approve the tentative agreement between the Southington Paraeducators/ABA Therapists/EL Tutors and the Southington Board of Education, as presented.”**

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

**Motion carried unanimously.**

**c. 2017-2018 Operating Budget Reallocation / Adoption**

The Town Council adopted the Board of Education 2017-2018 budget on Monday, June 12, 2017. In May, the Board of Education requested an appropriation from the Board of Finance of \$450,000 due to a cost over-run in the Special Education Out of District Tuition Account in the 2016-2017 operating budget which was tabled and then denied at the subsequent June 8th

Board of Finance meeting. The proposal to use the funds from the payment to the Self Insurance Fund to cover the deficit was then deferred to the 2017-2018 Board of Education Operating Budget bringing the shortfall to the 2017-2018 proposed budget to \$1,007,251. Mr. Connellan explained that the Board of Finance did recommend an increase of \$1,899,970 over the current year budget, which is significantly below the \$2.6 million Board of Education request to maintain the current level of services and programs in 2017-2018.

The administration provided a "draft" reallocation cut list to the Board under separate cover which was presented and projected to the public on the screen during the meeting (*Attachment #2*). Provided and reviewed was a 2017-2018 Operational Budget Funding Timeline, which reviewed the original Board of Education budget request, the Board of Finance recommended budget and the cuts needed to meet the reduction, Operating Budget Reallocation Proposal 2017-2018 and Positions Being Left Vacant (14 FTE positions) due to retirement or resignation. The positions are not being eliminated but being left unfilled at this time. In some cases, staff will be transferred to fill other vacancies, elementary Paraeducator hours reduced with laying off some Paraeducators. Mr. Madancy shared the academic impact of the proposed cuts and moving the three Teacher Leaders into elementary vacancies.

Mr. Connellan explained that the Elementary World Language program was a successful pilot program at South End school; however, it is not listed as a reduction because it was a pilot. The plan was to phase-in an Elementary World Language program across all eight elementary schools. Administration decided not to include it in the budget proposal because it was not equitable and they were asking for a current level of services budget. The teacher FTEs will be shifted to the high school World Language Department.

The Board members discussed the reallocation proposals at length and had many questions. There was nothing on the list that administration and the Board of Education wanted to reduce or leave vacant but they had to try to find a way to have the least impact in the classroom. A recommendation was made for options to keep middle school sports. Mr. Goralski planned to name a Middle School ad hoc committee comprised of: Mrs. Queen and Mr. Oshana, two parents from each middle school, school administration, a member of the Parks Board to partner with youth leagues (Mr. Mike DeFeo), Mr. Dave Lepreay, Director of Parks and Recreation as an ex-officio member, and a designated administrator as an ex-officio. The Board also discussed the impact on middle school fall sports and sponsorship for middle school teams. Mr. Brown read a prepared statement offering to help in any way that he could and to do fundraising for Pay for Play. All the Board members agreed to help the parents to be creative and develop a viable plan to provide sports for the middle school students.

Mr. Oshana explained that he serves on the Self Insurance Committee as Vice Chairman and noted that at the last Self Insurance Committee meeting the Board of Education fund balance, which is based on claims, was running lower than anticipated. He explained that the Self Insurance Committee has a Reserve Fund policy that they can revisit to use to benefit the Town and/or Board of Education budget. He recommended that the Self Insurance Committee request that the Town Council forgive the \$450,000 funding instead of deferring. He pointed out that in 17 years this is only the second time that Mrs. DiNello had to make an appropriation request because of a shortfall in special education costs that the Board has no control over. The Board is required by federal law to provide services to special needs students. The full time employee positions that they are leaving vacant total \$465,696, which could be offset by the \$450,000 forgiven deficit. He planned to go back to the Self Insurance Committee to request a meeting in late July or early August to discuss this.

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

**“Move that the Board of Education adopt the 2017-2018 Operating Budget with adjustments as recommended by the administration.”**

The Board members addressed vendor pricing, electricity and solar savings, withholding paying \$25,000 to the Turf Committee and cutting \$50,000 in painting out of the budget putting \$75,000 back into the budget.

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

**“Move to cut an additional \$50,000 from painting and \$25,000 from Turf Replacement for next year which would add \$75,000 back into the budget to use for other items.”**

The Board and administration discussed the amended motion at length.

ROLL CALL VOTE ON AMENDED MOTION: YES: Mr. Derynoski, Mr. Oshana. NO: Mrs. Carmody, Mrs. Clark, Mr. Brown, Mrs. Lombardi, Mrs. Champagne, Mrs. Queen, Mr. Goralski. **Amended Motion failed.**

Mrs. DiNello explained the unknown costs are in self insurance, the state budget of \$8.3 million in ECS funds for special education and enrollment. By August, the Board should have some certainty with the state budget and if there is money available to reconsider items on the cut list.

ROLL CALL VOTE ON ORIGINAL MOTION: YES: Mr. Brown, Mrs. Carmody, Mrs. Clark, Mrs. Lombardi, Mrs. Champagne, Mrs. Queen, Mr. Goralski. NO: Mr. Derynoski and Mr. Oshana. **Motion carried with seven in favor.**

**d. Policy Series 9000, Bylaws ~ First Reading**

There was no discussion.

**e. Policy 6146.1, Grade Reporting ~ First Reading**

There was no discussion.

**f. Student Expulsion #2016-2017-25**

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

**“Move to expel student #2016-2017-25 as stipulated by the Superintendent of Schools.”**

**Motion carried unanimously by voice vote.**

**12. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 10:00 p.m.

Respectfully submitted,

*Linda Blanchard*

Recording Secretary

**LINDA BLANCHARD**

---

**From:** BRIAN S. GORALSKI  
**Sent:** Thursday, June 15, 2017 8:10 PM  
**To:** LINDA BLANCHARD  
**Subject:** Fwd: Budget issues

For the minutes...

Brian S. Goralski  
Sent from my iPhone

Begin forwarded message:

**Resent-From:** <[sboe@southingtonschools.org](mailto:sboe@southingtonschools.org)>  
**From:** Michelle Brennan <[brennanjm5@att.net](mailto:brennanjm5@att.net)>  
**Date:** June 15, 2017 at 4:18:33 PM EDT  
**To:** "[sboe@southingtonschools.org](mailto:sboe@southingtonschools.org)" <[sboe@southingtonschools.org](mailto:sboe@southingtonschools.org)>  
**Subject:** Budget issues  
**Reply-To:** Michelle Brennan <[brennanjm5@att.net](mailto:brennanjm5@att.net)>

As a Southington citizen and tax payer I am concerned about the suggested cuts to the school budget for next year. These cuts; the World Language program, middle school sports and updated textbooks all directly impact a number of students. Additionally I do not have any children currently attending Southington Schools, but I feel my tax dollars should be used more effectively for the good of the students.

While I admittedly did not attend any budget workshops, I have examined the proposed budget and watched the BOE presentation made by Mr. Connellan and staff to board members.

I feel that the board and the administration should be advocating for the students. Realizing these are tough economic times with questionable reimbursements by the state I am wondering if any board members have questioned the raises being given to administration officials or asked for a list of administration and their salaries. This information is buried in the budget. The public cannot see it and perhaps there is room in the budget to advocate for the students and examine administrative positions for example the teacher leader positions that have little to no student contact We should not consider cutting student programs until the administration is lean. The ultimate responsibility of the BOE is to the students.

I would like this information to be made public and for this letter to be read into the public record. I look forward to your reply.

Michelle Brennan  
1487 East St.  
Southington, CT

860-710-0427

This is a second request. My first request as a taxpayer was never given a response from BOE or administration.

## LINDA BLANCHARD

---

**From:** BRIAN S. GORALSKI  
**Sent:** Thursday, June 15, 2017 8:10 PM  
**To:** LINDA BLANCHARD  
**Subject:** Fwd: Save our sports

For the minutes...

Brian S. Goralski  
Sent from my iPhone

Begin forwarded message:

**Resent-From:** <[sboe@southingtonschools.org](mailto:sboe@southingtonschools.org)>  
**From:** "Pettit, John W." <[John.Pettit@quinnipiac.edu](mailto:John.Pettit@quinnipiac.edu)>  
**Date:** June 15, 2017 at 3:46:30 PM EDT  
**To:** "[sboe@southingtonschools.org](mailto:sboe@southingtonschools.org)" <[sboe@southingtonschools.org](mailto:sboe@southingtonschools.org)>  
**Subject:** Save our sports

Dear Board of Education member. I am writing to ask you to please vote against the elimination of all middle school sports except cross country and against the elimination of a pilot language arts program that is starting to generate results in our elementary schools.

Surely you can find better areas to cut, starting with the administrator salaries. We don't need bathrooms on the linear trail that will be covered in graffiti before we know it. We need sports and the arts – things that make this wonderful town great.

Use your brains and listen to your constituents.

Kindly add this to the public record.

Thanks

John Pettit  
153 Edgewood Circle  
Southington, CT 06489

Southington Public Schools  
Operational Budget  
Funding Timeline  
2017-18

**DRAFT**

January 26th	BOE requested budget	94,992,660
	Special education Excess Cost Grant-eliminated	1,461,796
	ECS-funds for special ed to BOE	<u>(8,360,766)</u>
March 29th	New BOE budget base per BOF calculation	88,093,690
	BOF Approved budget	<u>87,309,939</u>
	Initial Reductions needed	783,751
March 22nd SI	Self Insurance Original Revenue Adjustment	<u>(226,500)</u>
	Initial Reduction needed after insurance savings	557,251
June 8th	Deferral of Self Insurance fund 16-17 payment	<u>450,000</u>
	Current Reductions Needed after Insurance pmt deferral	<u><u>1,007,251</u></u>

---

2016-17 BOE Operating Budget	92,308,909
Special education Excess Cost Grant-eliminated	1,461,796
ECS-funds for special ed to BOE	<u>(8,360,766)</u>
Established New Base by BOF for 16-17 BOE Budget	85,409,939
2017-18 BOE Operating Budget per BOF recommendation	<u>87,309,909</u>
Net Increase approved for 2017-18	<u><u>1,899,970</u></u>

**DRAFT**

**SPS OPERATING BUDGET REALLOCATION PROPOSAL  
2017-18**

**DRAFT**

BOE Operational Budget Request 2017-2018	94,992,860	2.91%
BOF Approved Operational Budget	87,309,939	-5.42%
Town Council Approved Operation Budget	87,309,939	-5.42%
Reductions Needed	<u>7,682,721</u>	

**Salaries**

11300/12100 Salary Savings-Positions being left vacant-attachment	(465,896)	
11910 Middle School Athletics (various accts incl. supplies & purch serv)	<u>(121,587)</u>	
		(587,283)

**Benefits**

20410 Unemployment Insurance: Cost-layoff	16,016	
20230 Medicare Savings (vacancies)	(6,027)	
20310 Health Insurance (revenue reduction vacancies)	21,516	
20310 Health Insurance 2016-17 pmt deferral	<u>450,000</u>	
		481,505

**Purchased Services**

31200 Professional Development	(16,721)	
32325 Districtwide Computer Software	<u>(42,008)</u>	
		(58,729)

**Supplies**

42200 New Textbooks	(181,992)	
46200 Athletic Equipment SHS	<u>(9,550)</u>	
		(191,542)

**Special Projects**

70000 Air Flow Capture Hood	(4,159)	
Utility Trailer EZ Hauler	(3,895)	
Window Blinds & Tinting -SHS Nurse	(1,957)	
Auditorium Chairs- DES	<u>(5,925)</u>	
		(15,936)

**Special Education**

83113 Salary Savings-Positions being left vacant-attachment	(50,058)	
83113 Psychologist: add 1 FTE	-	IDEA GRANT
83113 Special Education Teacher-Launch Program: add 1 FTE	-	IDEA GRANT
83203 Health Insurance	(226,500)	
83319 Purchased Service-Addlebrook contract	(98,262)	
83370 Out Placed Tuition		
Increase needed per estimated costs	100,567	
Excess Cost Grant- eliminated-part of ECS	1,461,796	
New Special Ed grant (previously part of ECS)	<u>(8,360,766)</u>	
		(7,173,223)

**Major Projects & Equipment**

74000 Catch Basin Replacement	(8,800)	
Contracted Painting	(50,000)	
Garment Printer & Heat Press	(15,700)	
Garment Printer & Heat Press	(15,700)	
Districtwide Digitization and File Hosting	<u>(47,313)</u>	
		(137,513)

**Total Adjustments**

<u>(7,682,721)</u>
<u>0</u>

**DRAFT**

**DRAFT**

Positions to be left vacant:	FTE	Savings
<b>Regular Education</b>		
Teacher Leaders Move into elementary vacancies	3	\$ 150,174
Middle School Math Specialist Retirement	1	\$ 50,058
High School Literacy Specialist Move into English vacancy	1	\$ 50,058
High School Guidance Retirement	1	\$ 50,058
High School Social Studies Resignation	1	\$ 60,516
Elementary Kindergarten Paras (after bumping- there will be staff laid off)	6	\$ 104,832
Purchasing Secretary Retirement Funds to fund payroll position	1 (1)	\$ 51,753 \$ (51,753)
	<u>13</u>	<u>\$ 465,696</u>
<b>Special Education</b>		
High School Special Education Teacher Retirement	1	\$ 50,058
	<u>1</u>	<u>\$ 50,058</u>

**DRAFT**

# **Board of Education**

## **Administrative Report**

**June 22, 2017**



- 1. Middle School Report Cards – secure electronic**
- 2. District Laptops – summer maintenance**
- 3. Summer Technology Work**
  - a. Firewall**
  - b. Antivirus**
  - c. Mobile Device Management**
  - d. Server at SHS**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date June 22, 2017

Decision Requested \_\_\_\_\_ Agenda Code 7 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 22, 2017

Decision Requested x Agenda Code 8 a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Appointment of Principal Flanders Elementary School

**Summary of Issue:** The Principal position at Flanders Elementary School became vacant due to Patricia Mazzearella's retirement.

**Background:** The Board of Education interviewed candidates for the Principal of Flanders Elementary School on Tuesday, May 23, 2017.

**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 appoint the Principal of Flanders Elementary School with a start date and salary to be determined.

*Timothy J. Connellan*

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date June 22, 2017

Decision Requested                   X                  

Agenda Code           8 b          

**AGENDA REPORTING FORM**

**Agenda Topic: Out of State:** Approval of Out of State/Overnight Field Trip ~ Washington DC

**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 overnight field trip for the Southington High School Marching Band to Washington, DC.

**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 Marching Band to travel to Washington, DC as presented by the administration.

Titles of Attachments:

1. Field Trip Application

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

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

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

*Submit to Assistant Superintendent*

Date: May 2, 2017

Out of State: Yes  No

Overnight: Yes  No

Miles Round Trip: 670

Southington High School                      Marching Band                      April 19-22, 2018  
School    Class/Group    Date of Trip

Name and Address of Destination Washington, DC

Reasons for Field Trip Students will have the opportunity to perform at the Lincoln Memorial or the Jefferson Memorial, as well as tour Washington, DC.

Itinerary (attach if needed) Attached

Departure Date/Time April 19, 2018; 7:00 a.m.                      Return Date/Time April 22, 2018; 11:00 p.m.

# of Students 150 max                      # of Teacher/Chaperones 2 teachers, 10 chaperones                      # of Buses 3

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

Have met with nurse to address student health needs.  
Nurse's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

\*\*\*\*\*

**COST AND FINANCING**

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
<b>TOTAL Anticipated Cost of Trip</b>	<b><u>\$139,500</u></b>	Estimated all-inclusive costs based on full occupancy ~ details included in itinerary.
Board of Education Contribution	\$ _____	
Other	\$ _____	
Fundraising Activity	(\$ _____ )	Students will have several fundraising opportunities
<b>BALANCE</b>	<b><u>\$</u></b>	
<b>Student Contribution</b>		
Transportation	\$ _____	Students @ \$ _____
Entrance Fees, Room & Board	<u>\$930</u>	150 Students @ \$930
<b>TOTAL Cost of Trip to Each Student</b>	<b><u>\$930</u></b>	

**SIGNATURES**

Teacher Sara W. Ossias (signature on original)                      Date May 2, 2017

Dept. Head \_\_\_\_\_                      Date \_\_\_\_\_

Principal Brian Stranieri (signature on original)                      Date May 2, 2017

Comments \_\_\_\_\_

Assistant Superintendent *Steven Madamny*                      Date June 12, 2017                      Approved   
Not Approved

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



P.O. Box 281  
Plymouth, CT 06782  
(860) 283-0397

**Southington High School Music Department  
Washington, DC  
April 19-22, 2018**

**TENTATIVE ITINERARY**

**Thursday, April 19, 2018**

- 6:15 am Motor coaches arrive for boarding  
7:00 am Depart Southington High School ~ will stop at rest stop on way  
2:30 pm Visit the National Air & Space Museum  
4:30 pm Arrival at your hotel  
The Sheraton Pentagon City Hotel, 900 S. Orme St, Arlington, VA 22204, 703-521-1900  
5:30 pm Dinner at your hotel  
7:15 pm Guided Illumination Tour (WWII Memorial, Korean Memorial, Lincoln Memorial).  
*(All sites are under the jurisdiction of the National Park Service, the Capitol Police, and other government entities. Our visitation is based on their requirements and restrictions.)*  
9:30 pm Approximate return to your hotel

**Friday, April 20, 2018**

- 7:00 am Full American breakfast at your hotel  
Performance Today you will perform at the Lincoln Memorial or the Jefferson Memorial \*\*Based on acceptance of application by the National Park Service\*\*  
TBA Set-up  
TBA Concert performance  
11:00 am Guided City tour (Arlington National Cemetery, Vietnam Memorial, FDR Memorial, Martin Luther King Jr. Memorial, Jefferson Memorial, Capitol Area, and much more).  
*(All sites are under the jurisdiction of the National Park Service, the Capitol Police, and other government entities. Our visitation is based on their requirements and restrictions.)*  
TBA Lunch stop at Pentagon City Mall or the Reagan Building Food Court  
*(Lunch not included in tour cost)*  
5:00 pm Dinner at Buca di Beppo  
8:00 pm Performance of Shear Madness at the Kennedy Center

**Saturday, April 21, 2018**

- 7:00 am Full American breakfast at your hotel  
TBA Visit the US Capitol Visitor's Center and tour the Capitol (based on availability)  
TBA Visit Ford's Theatre (based on availability)  
11:15 am This afternoon you will visit the Museum of American History  
TBA Lunch (not included in tour cost) at the museum cafeteria  
6:00 pm Board the Odyssey Dinner Cruise  
9:30 pm Approximate return to your hotel

**Sunday, April 22, 2018**

- 7:30 am Full American breakfast at your hotel  
9:30 am Visit the Newseum  
1:00 pm The National Zoo (Lunch can be purchased at the Zoo)  
3:30 pm Depart ~ will stop at a rest stop on way home  
11:00 pm Approximate arrival at Southington High School

*NOTE: All times are approximate and will be dependent upon traffic, weather, road conditions and unforeseen circumstances. All touring inclusions based upon our ability to safely accomplish the itinerary.*

## INCLUDED IN THE COST

- **Transportation** ~ Roundtrip, deluxe motor coach
- **Hotel** ~ 3-night accommodations at the Sheraton Pentagon City Hotel
- **Breakfast** ~ 3 full American Breakfasts
- **Dinner** ~ one dinner cruise aboard the Odyssey, one dinner at Buca di Beppo, and one dinner at your hotel.
- **Performance** ~ Lincoln Memorial or another NPS site based upon acceptance.
- **National Park Permit** Application Fee
- **Tours** ~ Chair rental and delivery for performance; Guided Illumination Tour; Guided City tour; Performance of Shear Madness; Admission to Ford's Theatre; Admission to the Newseum
- **Gratuities** to your motor coach operators, local guides and tour directors; Destinations Unlimited Tour Directors throughout your tour.
- **Private security** each night at your hotel from 10 pm – 6 am
- **All taxes and service charges** on included features.

<b>COST PER PERSON:</b>	<b>SINGLE OCCUPANCY:</b>	<b>\$1,386.00</b>
	<b>DOUBLE OCCUPANCY:</b>	<b>\$1,082.00</b>
	<b>TRIPLE OCCUPANCY:</b>	<b>\$ 981.00</b>
	<b>QUAD OCCUPANCY:</b>	<b>\$ 930.00</b>

**Cost per person is based on a minimum of 100 paying student passengers with 10 complimentary passengers. Complimentary passengers based on double occupancy accommodations.**

The maximum capacity on this tour is 150 total passengers. If group falls below minimum number of passengers, an adjustment to above prices will be made.

<b>COST PER PERSON:</b>	<b>SINGLE OCCUPANCY:</b>	<b>\$1,330.00</b>
	<b>DOUBLE OCCUPANCY:</b>	<b>\$1,026.00</b>
	<b>TRIPLE OCCUPANCY:</b>	<b>\$ 924.00</b>
	<b>QUAD OCCUPANCY:</b>	<b>\$ 874.00</b>

**Cost per person is based on a minimum of 120 paying student passengers with 12 complimentary passengers. Complimentary passengers based on double occupancy accommodations.**

The maximum capacity on this tour is 150 total passengers. If group falls below minimum number of passengers, an adjustment to above prices will be made.

This is a proposal. All included features are based upon availability at time of booking. Per person costs are subject to change.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date June 22, 2017

Decision Requested X

Agenda Code 8 c

**AGENDA REPORTING FORM**

**Agenda Topic:** Policy Series 9000, Bylaws ~ Second Reading

---

**Summary of Issue:** Following a review of the Southington Board of Education Policy Manual by CABE, the Policy and Personnel Committee reviewed and revised the Bylaws Series in its entirety. This revision includes a recodification of the full series, currently identified as the 8000 series, now updated to the 9000 series.

**Background:** The Policy and Personnel Committee regularly reviews and updates policies to ensure that they are updated and within state statute.

---

**Alternative Strategies:** The Board may suggest further changes.

---

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

**Funding Source:** N/A

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

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


**Recommendation or Comment:** Recommend that the Board of Education approve the revised 9000 Series as presented by the Policy and Personnel Committee.

---

**Titles of Attachments:**

1. Draft 9000 Series, Bylaws of the Board

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

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



<b><u>Series 9000: BYLAWS OF THE BOARD</u></b>	<b><u>Policy</u></b>	<b><u>Regulation</u></b>
<b>Role of the Board and Members (Powers, Purposes, Duties).....</b>	<b><u>9000</u></b>	
<b>Limits of Authorities.....</b>	<b><u>9010</u></b>	
<b><u>Organization</u></b>		
<b>Officers of the Board.....</b>	<b><u>9120</u></b>	
<b>Duties of the Officers.....</b>	<b><u>9121</u></b>	
<b>Committee of the Whole.....</b>	<b><u>9131</u></b>	
<b>Committees.....</b>	<b><u>9132</u></b>	
<b>Student Representatives on Board of Education.....</b>	<b><u>9160</u></b>	
<b><u>Members</u></b>		
<b>Orientation of Board Members.....</b>	<b><u>9230</u></b>	
<b>Board Member Development.....</b>	<b><u>9240</u></b>	
<b>Remuneration.....</b>	<b><u>9250</u></b>	
<b>Conflict of Interest.....</b>	<b><u>9270</u></b>	
<b>Code of Ethics.....</b>	<b><u>9271</u></b>	
<b><u>Methods of Operation</u></b>		
<b>Formulation, Adoption, Amendment of Policies.....</b>	<b><u>9311</u></b>	
<b>Formulation, Adoption, Amendment of Bylaws.....</b>	<b><u>9312</u></b>	
<b>Formulation, Adoption, Amendment of Regulations.....</b>	<b><u>9313</u></b>	
<b>Suspension of Policies, Bylaws, and Regulations.....</b>	<b><u>9314</u></b>	
<b>Time, Place, Notification of Meetings.....</b>	<b><u>9321</u></b>	
<b>Public Meetings.....</b>	<b><u>9322</u></b>	
<b>Construction of the Agenda.....</b>	<b><u>9323</u></b>	
<b>Meeting Conduct.....</b>	<b><u>9325</u></b>	
<b>Minutes.....</b>	<b><u>9326</u></b>	
<b>Electronic Mail Communications.....</b>	<b><u>9327</u></b>	
<b>Board Self-Evaluation.....</b>	<b><u>9400</u></b>	

**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:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009
Bylaw reviewed and recoded:	June 22, 2017

**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:	June 22, 2017

**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:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009
Bylaw reviewed and recoded:	June 22, 2017

**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:	June 22, 2017

**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*

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

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:	June 22, 2017

**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:	June 22, 2017

## **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.~~ **There must be at least one pre from each class.**
2. Any junior or senior, through completion of ~~an application and~~ a 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 selected, 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: June 22, 2017

**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:	June 22, 2017

# **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 chair or designee 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: June 22, 2017

**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:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009
Bylaw updated and recoded:	June 22, 2017

**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:	June 22, 2017

**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:	June 22, 2017

**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:	June 22, 2017

**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:	June 22, 2017

**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:	June 22, 2017

**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:	June 22, 2017

**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. 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)
- 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. **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: June 22, 2017

**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;

**Series 9000: Bylaws of the Board****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 meeting 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:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009
Bylaw updated and recoded:	June 22, 2017

**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:	June 22, 2017

**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. 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.

**Series 9000: Bylaws of the Board****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:	June 22, 2017

## **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)

**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. 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:	June 22, 2017

# **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.

# **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.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date June 22, 2017

Decision Requested X

Agenda Code 8 d

**AGENDA REPORTING FORM**

**Agenda Topic:** Policy #6146.1, Grade Reporting ~ Second Reading

---

**Summary of Issue:** The Board of Education Policy and Personnel Committee revised the Policy 6146.1 to redirect families to the Southington High School Student Handbook for the current practice while the Policy is under review by the Committee.

---

**Background:** The Policy and Personnel Committee regularly reviews and updates policies to ensure that they are updated, within state statute, and reflect current district practice.

---

**Alternative Strategies:** The Board may suggest further changes.

---

**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:** Recommend that the Board of Education approve Policy #6146.1, Grade Reporting as presented by the Policy and Personnel Committee.

---

**Titles of Attachments:**

1. Draft 6146.1, Grade Reporting

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

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

# 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](#)**

Policy adopted: May 1989

Policy revised: October 1999

Policy reviewed: October 2002

**Policy revised to reflect that it's currently under review: June 22, 2017**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date June 22, 2017

Decision Requested X

Agenda Code 8 e

**AGENDA REPORTING FORM**

**Agenda Topic:** Fingerprinting Policy ~ Second Reading

*\*Note: Also included is the regulation that was shared with the Policy and Personnel Committee at their May 15, 2017 meeting.*

**Summary of Issue:** After a review of current policies, it was recommended by CABA that Southington adopt a policy pertaining to Security Checks and Fingerprinting. The Policy and Personnel Committee reviewed the recommended policy and agreed that this will ensure that the district complies with state statutes.

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

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

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

**Funding Source:** N/A

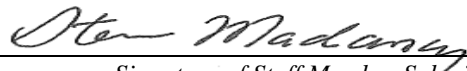
**Beginning Date of Program or Project:** N/A

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

**Recommendation or Comment:** Move that the Board of Education approve Policy 4112.5, Security Check/Fingerprinting as recommended by the Policy and Personnel Committee.

**Titles of Attachments:**

- Draft Policy

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

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

# **Policy**

## *4112.5, Security Check/Fingerprinting*

### **Policy**

The included policy is recommended by CAGE to be included with the 4000 series.

### **Regulations ~ Informational**

Included are regulations that were reviewed by the administration and shared with the Policy and Personnel Committee at their May 15, 2017 meeting.

**Series: 4000**

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

**Security Check/Fingerprinting**

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

**Note:** *Applicants for positions requiring a state certificate, authorization, or permit must submit to a check of DCFs abuse and neglect registry.*

Prior to start date, district employees and interns shall submit to state and national criminal checks. District students employed by the school system are exempted from this requirement.

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

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

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

**Legal Reference:**

**Connecticut General Statutes**

- 10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, PA 09-1, PA 11-93 and PA 16-67)
- 29-17a Criminal history checks. Procedure. Fees.
- PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records
- Criminal Justice Information Services (CJIS) Security Policy, Version 5.4,
- U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

Policy adopted: June 22, 2017

## **REGULATION**

***\*The regulation is informational for the BOE.***

*R-4112.5, Security Check/Fingerprinting*

**Series: 4000**

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting**

Each person newly hired by the school system shall be required to submit to state and national criminal record checks. In order to process such record checks, the following procedure will be followed:

1. No later than ten calendar days after the Superintendent or his/her designee has notified job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Regional Service Center. This packet shall also contain all documents and materials necessary for the Regional Service Center to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.
2. No later than ten calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/ employee to respond to the results of the criminal record check.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting (continued)**

6. Each applicant for a position involving direct student contact is required to make three disclosures to the Board for a position involving direct student contact criteria is regular, predictable, and unsupervised. The applicant must:
  - a. Provide the District with contact information for current and former employers if they were education employers or the employment otherwise involved contact with children. The contact information must include each employer's name, address, and telephone number.
  - b. Provide a written authorization that consents to and authorizes such former employers to disclose information and related records about him or her that is requested on the SDE-designed standardized form that interviewing education employers send. The authorization also must consent to and authorize SDE to disclose information and related records to requesting education employers and release such former employers and SDE from any liability that may arise from such disclosure or release.
  - c. Give a written statement about whether he or she:
    - i. was the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency, or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;
    - ii. was disciplined or asked to resign from a job or resigned from or otherwise separated from any job while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (DCF), or an allegation of sexual misconduct was pending or under investigation or because of an allegation substantiated by DCF of abuse or neglect or sexual misconduct or a conviction for abuse or neglect or sexual misconduct; or
    - iii. had a professional or occupational license or certificate suspended or revoked or ever surrendered one while an allegation of abuse or neglect was pending or under investigation by DCF, or an investigation of sexual misconduct was pending or under investigation, or because of an allegation substantiated by DCF of abuse or sexual misconduct or a conviction for abuse or sexual misconduct.

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting** (continued)

7. The District is prohibited from offering employment for any position involving direct student contact criteria is regular, predictable, and unsupervised until the following has occurred:
  - a. the applicant has complied with the above disclosure requirements;
  - b. the District has reviewed, either through written or telephone communication, the applicant's employment history on the standardized form filled out by current and past employers, which current or former employers must complete and return within five business days of receipt; and,
  - c. the District has requested information from SDE about the applicant's eligibility status for a position requiring a certificate, authorization, or permit; previous disciplinary action for a substantiated finding of abuse or neglect or sexual misconduct; and notice of a criminal conviction or pending criminal charges against the applicant.
8. A good faith effort to reach an applicant's current and previous employers shall be made. A "good faith effort" is one requiring no more than three phone calls on three separate days.
9. The District may request additional information from an applicant's current or former employers relating to any response the applicant listed on the standardized SDE form, to which the applicant must respond within five business days of receipt. Immunity is provided from criminal and civil liability to any employer who provides such information, as well as to SDE, as long as the information supplied is not knowingly false.
10. The information available to the Board from SDE about an applicant may include:
  - a. any information about the applicant's eligibility for employment with such education employer in a position that requires a certificate, authorization, or permit;
  - b. whether SDE knows if the applicant was disciplined for a finding of abuse or neglect or sexual misconduct, and any information related to the finding; and
  - c. whether SDE has been notified that the applicant has been convicted of a crime or of pending criminal charges against the applicant and any information about such charges.
11. Applicants for substitute teaching positions must also fulfill the disclosure requirements as listed above. The District will also request information from the applicant's prior employers and SDE (in the same manner required for other applicants).

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting** (continued)

12. Adult education teachers and substitute teachers, if they are continuously employed by the district, do not have to be refingerprinted after fulfilling the initial requirement.
13. The District shall maintain a list of individuals suitable to work as substitute teachers. Only those on the list may be hired as substitute teachers. An individual remains on the list as long as (1) he or she is continuously employed by the District as a substitute teacher and (2) District does not have any knowledge that would cause the person to be removed from the list.
14. School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.
15. Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall also submit to a criminal history check. The criminal history check shall be done prior to being placed in a school for clinical experiences such as field experiences, student teaching or internship. Candidates are required to be fingerprinted at one of the RESCs and not through local police stations or the school district. The District is required to notify the State Board of Education if notice is received that a student teacher has been convicted of a crime.
16. Each applicant for a certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request the required records check of DCF in accordance with the procedures established by DCF.
17. Each applicant for a non-certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request the required records check of DCF in accordance with the procedures established by DCF.
18. Contractors that apply for positions involving direct student contact criteria is regular, predictable, and unsupervised are required to perform the checks on their employees who would fill such positions. These checks are similar to the ones the District must perform on applicants.
  - a. A contractor's employee must fulfill the three disclosure requirements that a regular, direct applicant for such a position must fulfill.

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting (continued)**

- b. The contractor must contact any current or former employers that were education employers and request, by telephone or in writing, any information about whether there was a finding of abuse or neglect or sexual misconduct against the employee, and which the employer must report if there is one.
  - c. Should the contractor receive any information indicating such a finding or otherwise has knowledge of one, he or she must immediately forward, either by telephone or in writing, the information to the District.
  - d. The District must determine whether the employee may work in a position involving direct student contact at any of its schools.
  - e. It is not considered a breach of contract for the District to determine that the contractor's employee is forbidden to work under any such contract in such a position.
19. The District shall notify SDE when it receives information that applicants or employees have been disciplined for a finding of abuse or sexual misconduct.
  20. The District is required to provide upon request, to any other education employer or to the Commissioner of Education, information it may have about a finding of abuse or sexual misconduct for someone being vetted for hire as a direct employee of the Board or a contractor's employee.
  21. The Board is prohibited from entering into any collective bargaining agreement, employment contract, resignation or termination agreement, severance agreement, or any other agreement or take any action that results in any of the following outcomes:
    - a. has the effect of suppressing information about an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
    - b. affects the education employer's ability to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
    - c. requires the district to expunge information about an allegation or finding of suspected abuse or neglect or sexual misconduct from any documents it maintains, unless after investigation the allegation is dismissed or found to be false.

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting** (continued)

22. The District may employ or contract with an applicant for up to 90 days while awaiting the complete review of their application information, as long as the following has occurred:
  - a. the applicant has submitted to the District the three required disclosures,
  - b. the District has no information about the applicant that would disqualify him or her from employment, and
  - c. the applicant affirms that he or she is not disqualified from employment with the education employer.
23. Applicants who knowingly provide false information or knowingly fail to disclose information that is statutorily required to the District is subject to discipline by the District. Such discipline may include denial of employment or termination of a certified employee's contract.

**Criminal Justice Information\***

Policies #4112.5/4212.5 and #4112.51/4212.51 and applicable law require applicants for employment in the District to submit to state and national criminal record checks. All results for such background checks and accompanying information is considered "Criminal Justice Information (CJI)." Such information is to be maintained, used and disclosed in compliance with this administrative regulation. These regulations apply to all CJI that the District possesses or controls in any form or format, including CJI contained in correspondence, documentation or reports of the District.

**Definitions**

**Criminal Justice Information (CJI)** means the results of any state or federal criminal record checks of an applicant for employment in the district, volunteer, employee, or contractor and all copies thereof.

**Criminal Justice Information Officer (CJI Officer)** means the individual appointed by the Superintendent to be responsible for the use, disclosure, and safeguarding of CJI in the District. This individual serves as the District's primary point of contact for CJI matters and these regulations.

**Permitted Individual** means an individual designated by the Superintendent, or his/her designee, who may access CJI. Such individuals may include, but are not limited to, human resources personnel, and certain administrative staff.

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting** (continued)

**Request and Use of Criminal Justice Information**

An employee, contractor, applicant, volunteer, will be asked by the District for CJI as permitted or required by applicable policy and/or law.

The Superintendent or his/her designee shall designate those individuals who will be considered “Permitted Individuals” for purposes of these regulations. CJI may not be accessed by any other member of the District staff or be used for any reason without obtaining prior written approval from the CJI Officer. CJI used by the “Permitted Individual” is limited to that permitted or required by law or District policy.

“Permitted Individuals” must satisfy applicable legal screening requirements prior to access to CJI, including the following:

1. Permitted Individuals who are Connecticut residents shall be screened by the District through a Connecticut and national fingerprint-based record check after designations as a Permitted Individual.
2. Permitted Individuals who are not Connecticut residents shall be subject to a District state and national fingerprint-based record check and follow FBI guidance pertaining to additional screening requirements.

The Connecticut Department of Emergency Services and Public Protection may be consulted by the CJI Officer pertaining to the execution of the above cited screening requirements.

A Permitted Individual’s access to CJI may be terminated with or without cause at the discretion of the Superintendent, CJI Officer, or their respective designees. Upon termination of the Permitted Individual’s employment in or contract with the District, such individual’s access to CJI is to be immediately terminated. Reassignment or modification of a Permitted Individual’s professional responsibilities is considered cause to reconsider CJI access.

**Maintenance and Safeguarding of Criminal Justice Information (CJI)**

The District will designate the locations, files and information systems where CJI is to be maintained. These controlled areas, locked when unattended, are limited to Permitted Individuals and other authorized personnel. If not possible to reasonably restrict access, all CJI is to be maintained in encrypted format in a manner consistent with legal requirements and industry standards.

The written approval of the CJI Officer is required in order to remove CJI from a controlled area. The CJI Officer must develop a protocol to ensure the protection of CJI while being transported and while out of the controlled area.

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting** (continued)

**Maintenance and Safeguarding of Criminal Justice Information (CJI)** (continued)

CJI that is maintained in paper format must be kept in a physically secure location, with a posted notice of restricted access to such records. An access log or sign-in sheet is to be used to record access to paper records.

The Criminal Justice Information Services (CJIS) Security Policy contains safeguards for CJI records maintained in electronic format which the District shall comply. These safeguards include, but are not limited to, maintaining CJI on secure electronic systems and media; positioning information systems in a manner to prevent unauthorized individuals access and viewing CJI; storing electronic media containing CJI in a secure location; instituting access controls to limit access to Permitted Individuals; validating and authenticating information system users accessing CJI; developing protocols for configuration management and providing necessary access for system modifications and maintenance; providing the capability to detect and protect against threats to the integrity of CJI; developing parameters for auditing electronic systems containing CJI; and instituting media protection policies and procedures.

**Disclosure of CJI by Permitted Individuals**

CJI may be disclosed by Permitted Individuals to (1) District staff upon written approval of the Superintendent, CJI Officer or their respective designees when such disclosure is viewed as reasonably necessary for the performance of District function or policy or consistent with applicable law; (2) third-party individuals/entities when such disclosure has been approved by the Superintendent or CJI Officer or their respective designees, when consistent with applicable law; or as otherwise required or permitted by law. All such disclosures shall be logged.

**Security Incident Response**

“Security Incident” is the actual or suspected acquisition, access, use, or disclosure of CJI in a manner not permitted by these regulations or applicable law. A Security Incident must be reported immediately to the CJI Officer, who will investigate, collect relevant evidence and respond to all such incidents.

The CJI Officer is to document each security incident including the District’s response, steps taken to mitigate harm to the affected individuals and changes, as necessary to District policies and procedures to avoid a reoccurrence of such incidents.

Security incidents are to be reported in writing to the District, regarding an individual’s CJI that may have been accessed, acquired or disclosed during the Security Incident. Affected individuals and/or appropriate government agencies will be notified by the District as required by law or as the District determines appropriate.

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting** (continued)

**Record Retention, Disposal and Destruction of CJI**

CJI shall be maintained by the District in conformity with applicable record retention laws. Records containing CJI shall be stored for extended periods only if they are key elements for the integrity and/or utility of case files and/or criminal record files. Any audit records and transaction logs are to be maintained for one year. All records containing CJI are to be destroyed when the District is no longer required to keep CJI on file.

CJI containing paper records shall be disposed of as to make them unreadable and unable to be reconstructed, by shredding or incineration of such records. Electronic media containing CJI shall be destroyed utilizing a method that renders the CJI unreadable, indecipherable or unable to be reconstructed. Media destruction is to be done only by authorized personnel and witnessed and the method used documented.

**Training**

District staff with access to CJI shall initially be trained in the use, disclosure and safeguarding of such information and no less than biennially after the initial training.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

**Legal Reference: Connecticut General Statutes**

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181, June 19 Special Session, PA 09-1, PA 11-93 and PA 16-67)

17a-101k Registry of findings of abuse or neglect of children maintained by Commissioner of Children and Families. Notice of finding of abuse or neglect of child. Appeal of finding. Hearing procedure. Appeal after hearing. Confidentiality. Regulations.

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records.

PA 16-83 An Act Concerning Fair Chance Employment

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting** (continued)

**Legal Reference: Connecticut General Statutes (continued)**

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4,  
U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice  
Information Services Division, October 6, 2015. |

\*This section of the administrative regulation pertaining to Criminal Justice Information (CJI) is based upon information originally developed by the law firm of Shipman and Goodwin.

Regulation adopted: June 22, 2017