

## Southington Board of Education Meeting

Thursday, May 24, 2018 6:30 PM

John Weichsel Municipal Center Public Assembly Room 200 North Main Street Southington, CT 06489 COMMITTEE OF THE WHOLE ~

OPERATIONS

200 North Main Street

Southington, CT 06489



### SOUTHINGTON BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session ~ 6:30 p.m.
  - a. Student Matter
  - b. Personnel
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Celebration of Excellence: Southington High School FIRST Robotics Team 195  
\*Robotics Global Championship ~ Curie Division Champions ~ New England District Champions
6. Approval of Minutes ~ May 10, 2018
7. Communications
  - a. Communications from Audience
  - b. Communications from Board Members
  - c. Communications from Administration
  - d. Communications from Student Representatives
8. Old Business
  - a. Town Government Communications
  - b. Budget 2017-2018
9. New Business
  - a. Emotional Intelligence Presentation
  - b. Appointment of SEA Negotiating Committee
  - c. Policy and Regulation #3541 - Transportation ~ Second Reading
  - d. Policy #3324 - Preferential Bidding Procedures ~ Second Reading
  - e. 2018-2019 Operating Budget Reallocation / Adoption
  - f. Student Expulsion
10. 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**

**MAY 10, 2018**

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The regular meeting of the Southington Board of Education was held on Thursday, May 10, 2018 at 7:00 p.m. in the John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut and an Executive Session scheduled for 6:30 p.m.

#### **1. CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:38 p.m.

Board members present: Mrs. Terri Carmody, Ms. Lisa Cammuso, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Brian Goralski, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent were Mr. Joseph Baczewski and Mr. Robert Brown.

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

#### **2. EXECUTIVE SESSION ~ CONTRACT NEGOTIATIONS ~ CUSTODIANS AND PERSONNEL MATTERS**

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

**"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing Contract Negotiations (Custodians) and Personnel Matters, and upon conclusion reconvene to public session."**

**Motion carried unanimously by voice vote.**

*Mr. Goralski declared Executive Session ended at 7:07 p.m.*

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

*Mr. Goralski reconvened the Board of Education Regular Session at 7:10 p.m.*

Board members present: Mrs. Terri Carmody, Ms. Lisa Cammuso, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Brian Goralski, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent were Mr. Joseph Baczewski and Mr. Robert Brown.

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

Student Representatives present were Joseph Martin and Sean Young.

#### 4. PLEDGE OF ALLEGIANCE

The student representatives led in reciting the Pledge of Allegiance.

Mr. Goralski called for a moment of silence in memory of Gilbert LaPoint who recently passed away. He was a custodian at DePaolo Middle School and retired as Head Custodian at Southington High School after 23 years of service.

#### 5. CELEBRATION OF EXCELLENCE

In Celebration of Excellence, Mr. Connellan invited Mr. John Duffy, Science Coordinator to the podium who introduced the 2018 Connecticut Invention Convention elementary school award winners and briefed the Board on their invention:

- Victoria Cascio, Grade 4 at South End School, The Eye-Band
- Evan Lebo, Grade 4 at South End School, The Garden Grip
- Isabella Rees, Grade 4 at Kelley School, Helping Hands Pot Pourer

Mr. Duffy recognized the following Kennedy Middle School students who were awarded First Place, sixth grade, statewide, for their 2018 e-Cybermission project "The Garbage Pushing Platform." The students, who won a \$1,000 US Savings Bond each, are Bella Sena, Avery McQuatters, Margaret Wernicki and Chelsey Arduini. Due to a delayed announcement, a team from DePaolo Middle School, who also won for their project, will be recognized at a future Board of Education meeting. On behalf of the Board, Mr. Goralski presented all the students with a Certificate of Excellence.

*Mr. Goralski called for a recess at 7:26 p.m.*

*Mr. Goralski reconvened regular session at 7:43 p.m.*

#### 6. APPROVAL OF MINUTES ~ APRIL 26, 2018

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

**"Move to approve the regular Board of Education minutes of April 26, 2018, as submitted."**

**Motion carried unanimously by voice vote.**

#### 7. COMMUNICATIONS

##### a. Communications from Audience

Mr. Leon Peschel, 2011-2012 Board of Education Student Representative, was in attendance and was invited to the podium to update the Board on his continued education. He

graduated from UConn and just finished his second year of law school at Harvard and told the Board that he was visiting home for a couple of days before moving to NYC to apprentice in a law firm for the summer. He explained to the Board how the Southington Public Schools prepared him for college and law school.

**b. Communication from Board Members**

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

**“Move Agenda Item 10.c ‘Approval of Overnight Field Trip’ to Agenda Item 7.e.”**

**Motion carried unanimously by voice vote.**

Mrs. Carmody stated that this week was Teacher / Staff Appreciation Week and on behalf of the Board publicly thanked Teachers and staff for all that they do for the Southington School system to make it great and that the Board was very proud of all their accomplishments. Mr. Goralski will send an email to all the teachers and staff in Southington to thank them.

Mr. Goralski received a letter from the state that the Board will be starting negotiations with the Southington Education Association (SEA) teachers union. This will be an agenda item at the next Board of Education meeting where he will announce the Board members who will serve on the Negotiating Committee. The teacher negotiation meetings will be held in the evenings after 5:00 p.m. primarily in September and October of 2018.

Mr. Goralski announced that the 50<sup>th</sup> Anniversary Celebration of J. A. DePaolo Middle School was held today after school and thanked Mr. Christopher Palmieri, who was in the audience, for a wonderful event.

Mr. Goralski stated that a bi-partisan budget was passed last night by the state with good news for Southington regarding ECS funding of \$20,348,425, which is over \$2 million from what was planned for in the town budget. The legislators also approved that the Governor cannot reduce municipal aid during a fiscal year without legislative support and approval. Mr. Goralski reported that last night the Southington Board of Finance approved all of the Board of Education transfers and appropriation requests. He hoped that Mr. Palmieri, Town Council Chair, and his colleagues would consider some restoration to the Board of Education budget with this good news.

**c. Communication from Administration**

Administration reported on the following:

1. Tennis Courts - SHS: Mr. Connellan explained that Mr. Romano, Director of Operations, has been working with maintenance staff for a solution for a short-term repair of the high school tennis courts that will cost approximately \$7,000 for materials. To do a complete repair of those courts would cost in excess of \$500,000, which is a capital item budget.
2. Student Awards Night: Mr. Connellan explained that this was held on Wednesday, May 9, 2018. He congratulated Mr. Joseph Martin, Student Representative, for receiving the Outstanding Marching Band Award.
3. Top Ten Students Luncheon: Mr. Connellan reported there was a conflict with the date due to a field trip that was cancelled because of inclement weather in February. Students who would be participating in the Top Ten Luncheon will be on the rescheduled field trip. The new tentative date for the Top Ten Students Luncheon will be June 13, 2018.

4. Principal Search – Thalberg Elementary School: Mr. Connellan announced that the posting for this position will be May 11, 2018 with the closing date of June 1, 2018. The first and second level of interviews will be the week of June 4, 2018 and the Board level interview will be on June 12. The Board of Education will appoint the new principal at their meeting on June 14, 2018.

5. School Safety Committee - Collaboration: Mr. Connellan reported that the school systems collaboration with the Southington Police Department started in the fall of 2017. Last month, they had an update from Sgt. Brian Leppard regarding the work that he and his colleagues have been doing in our schools. The School Safety Committee is comprised of Mr. Madancy, Mr. Romano, Mr. Connellan representing the school district; Deputy Chief Palmieri, Lt. Egan, Sgt. Leppard and Sgt. Elliott from the police department; Shane Lockwood, Emergency Management Service Director, and there will soon be participation from the Southington Fire Department. This committee will meet on a regular basis. They will be looking at ways to improve safety and security in schools and bringing their assessment and proposals to the Committee of the Chairs. The hope is to have some short-term and long-term plans adopted. This is a continuance of the school administrations collaboration with the police department.

**d. Communications from Student Representatives:**

Mr. Young reported on the following:

- He has been up late studying for all his AP Exams.
- The National Honor Society Induction was held Wednesday, May 2 with 60 juniors inducted.
- Junior Prom was held on Saturday, May 5, 2018 at La Bella Vista. The breathalyzer test was used for the sixth consecutive year with zero occurrences of substance abuse at the proms.
- On Sunday, May 6, a ceremony was held to honor the Connecticut Scholar-Athlete Awardees and Evan Bender and Julie McPherson were the high school recipients.
- There was a surprise lockdown drill at the high school on May 8 with the Southington Police Department who were pleased with the security of the school.
- The Next Generation Science Standard tests for the juniors have been completed, which was postponed from grade 10 to grade 11.
- Opening night for the Art Show is May 14, 2018.
- He thanked the Board for approving the Ireland Study Abroad international field trip that he participated in and in appreciation, he gave the Board some Irish chocolates from Ms. Cavanaugh and other leaders of the trip.

Mr. Martin reported on the following:

- He received the John Philips Sousa Award at the Academic Awards Ceremony Wednesday night.
- Scholarship Night is May 17, 2018.
- May 18 is the Skills 21 Project Lead-the-Way field trip to the Oakdale Theatre.
- May 22 is Senior Night at the Oakdale Theatre.
- Senior Prom is May 19 at the Aqua Turf.
- The Military Luncheon will be held on May 22 to honor the 12 seniors who will be entering the armed forces and 4 seniors entering into ROTC programs.
- May 23 and 24, Sean Young, Bianca Spataro and Joseph Martin will be hosting Board of Education Student Representative Interviews to select the next two student Board of Education representatives.

- The Robotics Team was in Detroit over the past couple of weeks competing for the World Championship. They placed fourth overall but were third in the world for individual teams, which was voted by the First Robotics Advisors.

Mr. Goralski stated that it was a four-way tie for first place in the world with Southington placing third. He announced that the Robotics team would be at the next Board of Education meeting for recognition on May 24 with their robot. The seniors will be celebrating four straight years of being the Regional and National competitors.

- Freshmen Activities Orientation will be held on May 23 at 6:00 p.m. in the Southington High School cafeteria.
- SHS entered the FOX61 Student News with a video clip on the life at SHS. The students were invited to an awards ceremony at Goodwin College on May 2 to see where they placed.
- The ALTA Banquet will be held at Bread for Life on May 24.
- Class Night is May 31 at Southington High School
- Class Day is June 1 in Granby.
- Relay for Life starts June 1 at the high school track complex.
- Youth Honor Day Luncheon is June 6 at the high school
- The UNICO Top 25 Dinner is June 6 with Mr. Martin and Mr. Young attending.
- The AP Expo is June 12 in the high school cafeteria.
- Final Exams start June 15 with graduation on June 21.
- He thanked Mr. Connellan and Mr. Stranieri for making the students attending the Top 10 Student Luncheon feasible due to the rescheduled field trip.
- Mr. Martin will soon be an Eagle Scout and will have more information at the next Board meeting.

**e. Approval of Overnight Field Trip** *(formerly Agenda Item 10.c)*

Ms. Karen Cavanaugh gave a brief description that is rich in history of the international field trip planned for April 2019 to Berlin, Prague, Krakow and Budapest.

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

**“Move that the Board of Education approve the International Field Trip request for Southington High School students to travel to Berlin, Prague, Krakow and Budapest, as presented by the administration.”**

The tour company that Ms. Cavanaugh uses combines two schools to comprise the field trip group. For the Ireland trip, students from Southington High School and a high school from Washington State comprised a group.

**Motion carried unanimously by voice vote.**

**8. SUPERINTENDENT’S REPORT**

**a. Personnel Report**

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

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

**Motion carried unanimously by voice vote.**

**9. OLD BUSINESS**

**a. Town Government Communications**

Mr. Goralski stated that on Monday, May 13, 2018, the Town Council would adopt the 2018-2019 budget. He was appreciative that the state legislators did their work on time this year so the town can set their budget on a timely basis. He encouraged the Board of Education members to reach out to Town councilors on behalf of the Board of Education for additional funds. The Board of Finance will set the mill rate for the town on Wednesday, May 16, 2018.

Mr. Goralski reported that the Committee of the Chairs meets regularly. He was appreciative to Mr. Chris Palmieri, Town Council Chairman, for continuing the committee that Mr. Pocock had started when he was Chairman of the Town Council. He noted that Mr. Connellan and Mr. Sciota work very well together.

**b. Budget 2017-2018**

Mrs. DiNello distributed a handout “Actions to Mitigate Year 2018 State Grant Reductions - Revised” (*Attachment #1*) and gave an update on the Mitigation Plan. The main purpose of this update is to inform the Board of Education that administration reviewed with the Committee of the Chairs where they were with the plan. At that meeting, Mr. Sciota and Mr. Palmieri had explained the appropriation request that they planned to bring before the Board of Finance on May 9, which the Board of Finance approved. With this approved appropriation, the total ending deficit for the Board of Education is (\$74,510.) In June, administration will be in a better place to see where the numbers end to request another appropriation. Mr. Derynoski questioned if there were any Special Education surprises. Mr. Goralski noted that 2017-2018 was a difficult year and appreciated all of Mrs. DiNello’s work.

**c. YMCA Afterschool Care Program Location Change**

Mrs. DiNello explained that at the last meeting the Board approved the rates for the YMCA Afterschool Care programs at the schools; however, after that meeting, Mr. Mark Pooler from the YMCA requested a school program change from South End Elementary School to Plantsville Elementary School based on a survey that they took. Plantsville is the only school where the YMCA does not run a program. The South End students would go back to the YMCA for afterschool care because there is three times the number of students at Plantsville than South End looking for aftercare. There is a five-year lease agreement in place with South End that would be suspended and a new lease agreement would be entered into for the Plantsville site. Mrs. DiNello requested Board approval for the rate that they set for South End Elementary School to be approved for the rate at Plantsville Elementary School. She worked with the principal who stated that he would have the custodial coverage that is needed.

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

**“Move that the Board of Education approves the YMCA location change from South End Elementary School to Plantsville Elementary School and enter into a new agreement with the Southington YMCA for the 2018-2021 school years with the reimbursement rate of \$1,260 per month.”**

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

**10. NEW BUSINESS**

**a. Policy and Regulation #3541 – Transportation ~ First Reading**

Mrs. Queen reported that this comes before the Board as a first reading and that she reported on it at the last Board of Education meeting. Mr. Goralski was impressed with Mrs. Teresa Colegrove, Executive Assistant to Mr. Madancy, for the documentation that she provided the Board on the Policies and Regulations.

**b. Policy #3324 – Preferential Bidding Procedures ~ First Reading**

Mrs. Queen reported that this comes before the Board as a first reading and that she reported on it at the last Board of Education meeting.

**c. Approval of Overnight International Field Trip *(Moved to Agenda Item 7.e)***

**d. Approval of Job Description ~ Instructional Technology Coordinator**

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

**“Move that the Board of Education approve the revised job description for Instructional Technology Coordinator as recommended by the Policy and Personnel Committee.”**

**Motion carried unanimously by voice vote.**

**11. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 8:29 p.m.

Respectfully submitted,  
*Linda Blanchard*  
Recording Secretary

## ACTIONS TO MITIGATE FISCAL YEAR 2018 STATE GRANT REDUCTIONS (REV)

### PART 1: DISTRIBUTE \$3 M. CONTINGENCY

	TOWN	BOARD OF EDUCATION	TOTAL
REVENUE SHORTFALL DUE TO STATE BUDGET	(761,360)	(4,318,681)	(5,080,041)
DISTRIBUTE CONTINGENCY OF \$3,000,000 15%/85%	450,000	2,550,000	3,000,000
TOWN & BOE EXPOSURE	(311,360)	(1,768,681)	(2,080,041)

### PART 2: DEFICIT MITIGATION PLAN

DEFICIT MITIGATION PLAN - TOWN (25%)	525,000		525,000
TRANSFER FROM TOWN TO BOE (5/16/18 BOF MTG)	(213,640)	213,640	-
TOWN & BOE EXPOSURE	-	(1,555,041)	(1,555,041)
DEFICIT MITIGATION PLAN - BOE (75%):			
ORIGINAL BOE SAVINGS ESTIMATE		678,806	678,806
ADDITIONAL BOE SAVINGS/(DEFICIT) ESTIMATE		(22,475)	(22,475)
SELF INSURANCE FUND CONTRIBUTION REDUCTION (NET)		637,200	637,200
TOWN & BOE EXPOSURE	-	(261,510)	(261,510)

### PART 3: COMPLETING MITIGATION - TOWN

DISTRIBUTE FROM \$450,000 CONTINGENCY (5/16/18 BOF MTG)		187,000	187,000
TOWN & BOE EXPOSURE	-	(74,510)	(74,510)

### PART 4: TOWN MITIGATION OF STATE ROAD PROJECTS

APPROPRIATE BALANCE OF \$450,000 CONTINGENCY	263,000		
TRANSFER FROM SELF INSURANCE CONTRIBUTION (NET)	207,300		
TO CAPITAL PROJECTS FUND-ROAD PROJECTS (5/16/18 BOF MTG)	470,300		

Southington Public Schools  
Financial update for the Committee of the Chairs 5-2-18 meeting

Mitigation Plan: 75% of \$2,100,000 = \$1,575,000	Structural	Structural	BOE no control	Total	Update
Items:					
Salary savings-all unaffiliated staff pay freeze until 12/1/17			*	-	
Salary savings-vacancies security, secretary position and PE Health	38,000			38,000	\$ (38,000)
Supplies- freeze		490,000		490,000	\$ (490,000)
Learning Academy-Reduce staff & # of days, eliminate 2018-19	7,650			7,650	\$ (7,650)
Major Projects & Equipment		108,848		108,848	\$ (108,848)
Maintenance Special Projects		13,552		13,552	\$ (13,552)
School Based Equipment		9,756		9,756	\$ (9,756)
Music Equipment		11,000		11,000	\$ (11,000)
Furlough day			302,000	302,000	\$ -
Transportation Furlough day			19,338	19,338	\$ -
Health Insurance Reduce contribution (75.5% of \$1.m)			755,000	755,000	\$ (755,000)
Cost of Premium holiday			(117,800)	(117,800)	\$ 117,800
	45,650	633,156	1,076,338	1,637,344	\$ (1,316,006)

Original Grant funding Budget Adoption	\$ 8,360,766
Net Excess Cost	\$ (1,461,796)
	\$ 6,898,970
Appropriations -add'l excess cost grant	\$ (2,580,289)
Appropriations-Installments 1 of 3	\$ (850,000)
Appropriations-Installments 2 of 3	\$ (850,000)
	\$ 2,618,681
Appropriations-Installments 3 of 3 due in May	\$ (850,000)
Balance- Shortfall	\$ 1,768,681 *
Mitigation Plan Savings	\$ (1,316,006)
Deficit Subtotal	\$ 452,675
Planned Appropriation Transfer from the town mitigation plan 15-25%	\$ (213,640)
Deficit Subtotal	\$ 239,035
Projected Changes since January	
Additional Supply savings from freeze	\$ (150,000)
Additional Professional Development savings from freeze	\$ (17,000)
Defer purchase of Math Workbooks to 2018-19	\$ (67,000)
Gas Account-Projection change	\$ (58,000)
Electricity Account-Projection change (*issue with JAD meter waiting for credits)	\$ 65,000
Increase Tuition costs-Special Ed-Projection change	\$ 269,475
ABA Program-Special Ed-Projection changes	\$ (20,000)
Shortfall Projection 5-2-18	\$ 261,510
Town Mgr proposing transfer from the town's \$450,000 of contingency	\$ (187,000)
Shortfall Projection	\$ 74,510

- June

✓ Appr. B57 5/9/18

✓ Appr. B57 5/9/18

# **Board of Education**

## **Administrative Report**

**May 24, 2018**



- 1. Technology – audit of hardware, fiber installation, relocation of computer terminals in Library Media**
- 2. Scholarship Night at SHS**
- 3. Military Luncheon**
- 4. Vision of a Graduate – Community Engagement**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date May 24, 2018

Decision Requested \_\_\_\_\_ Agenda Code 8 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 \_\_\_\_\_ X \_\_\_\_\_  
Decision Requested \_\_\_\_\_

Board Meeting Date May 24, 2018  
Agenda Code 8.b

**AGENDA REPORTING FORM**

**Agenda Topic** \_\_\_\_\_ **BUDGET 2017-2018** \_\_\_\_\_

**Summary of Issue:** The 2017-2018 Board of Education Operational Budget was funded with an expectation that special education revenues in the Educational Cost Sharing (ECS) Grant were being directed to the Board of Education and not the Town as in previous years.

**Background:** The 2017-2018 budget was reduced by the Board of Finance and Town Council with revenues of \$6,898,970 because of the change in how state revenues were going to be directed based on the Governor's original budget.

The Board of Education originally budgeted to receive \$1,461,796 in the Special Education Excess Cost Grant; consequently, netting that amount from the outplaced tuition account. The Educational Cost Grant revenues were directed to the Town in the past, but the change made in the original Governor's budget had \$8,360,766 being sent to the BOE. The Southington Board of Finance and Town Council netted those two figures together and adjusted the Board of Education's operational budget by the \$6,898,970.

Appropriations in the amounts of \$2,580,289, \$850,000 and \$850,000 were approved leaving a shortfall of \$2,618,681. The Town Council, at their April 16, 2018 meeting, approved reducing the obligation to the Self Insurance Fund by \$1,000,000, which should result in an additional savings of \$637,200 after netting the employee premium holiday. The Town Council also approved appropriations on May 14, 2018 in the amounts of \$213,640 and \$187,000. An additional \$850,000 appropriation is anticipated in May.

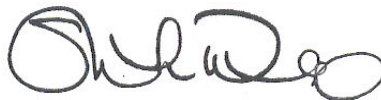
**Alternative Strategies:** \_\_\_\_\_

**Cost (if applicable):** \_\_\_\_\_ **Funding Source:** \_\_\_\_\_

**Beginning Date of Program or Project:** \_\_\_\_\_

**Ending Date of Program or Project:** \_\_\_\_\_

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



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

*Timothy J. Connellan*

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ **X** \_\_\_\_\_

Board Meeting Date May 24, 2018

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

Agenda Code 9 a

**AGENDA REPORTING FORM**

**Agenda Topic:** Emotional Intelligence Presentation

**Summary of Issue:** A presentation will be shared with the Board of Education summarizing the Emotional Intelligence Action Plan.

**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:** Board members may wish to ask questions.

**Titles of Attachments:**

1. Emotional Intelligence Action Plan (3 years)
2. Presentation under separate cover

  
Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools

**Emotional Intelligence Action Plan**  
**(3 years)**

**Phase 1: (Year 1: 2016-2017)**

<b>District EI Team will introduce EI program to teachers in three different pilot schools.</b>	Person(s) Responsible:	Timeline:	Budget:	Evaluation Measures:
<p><b>Tactic 1:</b> Each building (PES, JFK, SES) will create school climate team (6-8 members per team) and</p> <p><b>Tactic 2:</b> District-wide EI committee provides school climate teams with an overview of plan, training, responsibilities of being on team, time and commitment involved.</p> <p><b>Tactic 3:</b> Provide 3 hour training to school teams (Foundations of Emotional Intelligence online course)</p> <p><b>Tactic 4:</b> School Climate Teams planning – create action plan and implementation goals</p> <p><b>Tactic 5:</b> Roll out EI to full staff at each school.</p>	<p>Meg Walsh, Sue Vitcavage, Steve Bergin, Melissa Barbuto, Kara Sievel</p> <p>(Same as above, PES, SES, JFK school climate committee teams)</p> <p>All teachers at PES, SES, JFK.</p>	<p>October 7, 2016</p> <p>November 1, 2016 November 17th, 2016</p> <p>December 2, 2016 &amp; January 12, 2017</p> <p>January 24th, 2017</p>		

**Phase 2: (Year 2: 2017-2018)**

<b>School: EI components will be rolled out to staff.</b>	Person(s) Responsible:	Timeline:	Budget:	Evaluation Measures:
<p><b>JFK:</b> <b>Tactic 1:</b> Optional EI Anchor tool lessons will be created and embedded into student Advisory lessons.</p> <p><b>Tactic 2:</b> Optional EI Anchor tool lessons will be modeled at</p>	<p>Kara S. and JFK EI Climate team</p> <p>Kara S., Sue V.</p>	<p>July 2017 through 18-19 school year</p> <p>August 31, 2017, October 3, 2017, November 14, 2017, April 3, 2018 - through 18-19 school year</p>		

1 hr. meetings		End of 18-19 school year		
<b>Tactic 3:</b> EI Anchor tools will be taught to students	JFK Advisors			
<b>Tactic 4:</b> Meet with JAD EI team to ensure collaboration and consistency	Sue, Kara, Chris, Krista	Spring 17-18, more as needed		
<b>JAD:</b> <b>Tactic 1:</b> Development of Staff Charter	EI Committee	December 2017		
<b>Tactic 2:</b> Introduction of Mood Meter and Meta Moments	EI Committee	4/18		
<b>PES and SES:</b> <b>Tactic 1:</b> Development of Staff Charter	School Climate Team, Staff	August-September 2017	Per diem subs for lead team planning	
<b>Tactic 2:</b> Revisit and follow up from initial Mood Meter training	School Climate Team, Staff	October 2017		
<b>Tactic 3:</b> Provide Meta Moment training to staff	School Climate Team, Staff	End of 2017- 2018 school year		
<b>Tactic 4:</b> Create Blueprint training to staff	School Climate Team, Staff	End of 2017- 2018 school year		
<b>Tactic 5:</b> School Climate Team develop and organize plan to roll out EI to students	School Climate Team	June 2018		

District:	Person(s) Responsible:	Timeline:	Budget:	Evaluation Measures:
Tactic 1: Design presentation to be used with community stakeholders	District EI Leadership Team	December 2018		

Tactic 2: Present Road Map to District Cabinet Leadership Team	District EI Leadership Team	March, 2018		
Tactic 3: Provide overview training of Admin. Council	District EI Leadership Team	May 5, 2018		
Tactic 4: Present to the Southington Board of Education	District EI Leadership Team	May 24, 2018		
Tactic 5: Present to Town Council	District EI Leadership Team	Fall 2018		

**Phase 3: (Year 3: 2018-2019)**

<b>District EI Team will introduce EI program to teachers in three different pilot schools.</b>	<b>Person(s) Responsible:</b>	<b>Timeline:</b>	<b>Budget:</b>	<b>Evaluation Measures:</b>
<b>Tactic 1:</b> Train School Climate Team at Elementary Schools (Foundations of Emotional Intelligence online course)	Steve Bergin, Melissa Barbuto and PES/SES SCT.	Summer 2018		
<b>Tactic 2:</b> Elementary School Climate teams will present the <i>Introduction to EI</i> PowerPoint to their staff.	School Climate Teams	August PD 2018		
<b>Tactic 3:</b> Introduce EI to parents in PES, SES, JFK and JAD	School Climate Teams	September 2018 (Open House)		
<b>Tactic 4:</b> Pilot schools (PES, SES, JFK, JAD) will roll out EI to students.	School Climate Teams	2018-2019 School Year		
<b>Tactic 5:</b> Begin to involve community stakeholders and state committees in discussions around EI practices (YMCA, Youth Services, Family Resource Center, ECC, etc.) Invite to meeting (breakfast) at Municipal Center	EI District Team	Fall 2018-Spring 2019		



# Emotional Intelligence

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Presented by:  
Steve Bergin, Melissa Barbuto, Chris Palmieri,  
Kara Sievel and Sue Vitcavage



# Emotions influence everyday life.

- Attention, memory and learning
  - Decision making and judgment
  - Relationship quality
  - Physical and mental health
  - Everyday effectiveness
-

# What is Emotional Intelligence?

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“The ability to monitor one’s own and others’ feelings and emotions, to discriminate among them and to use this information to guide one’s thinking and actions.” -Salovey and Mayer (1990)

“Emotions drive learning, decision making, creativity, relationships and health.”-Yale Center for Emotional Intelligence

# The RULER Approach to Social Emotional Learning

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The attitudes, knowledge and skills associated with:

**R**ecognizing emotions in self and others

**U**nderstanding the causes and consequences of emotions

**L**abeling emotions accurately

**E**xpressing emotions appropriately

**R**egulating emotions effectively

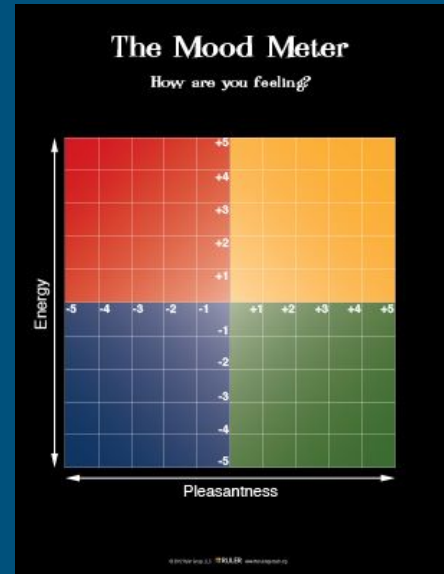
# Name It to Tame It: Using the Mood Meter

**RED**=anxious, enraged, worried, passionate

**BLUE**=bored, disappointed, depressed

**YELLOW**=proud, inspired, happy, motivated

**GREEN**=calm, peaceful, thoughtful, carefree



# Leaders with Higher Emotional Intelligence...

---

- Have greater sensitivity and empathy
- Are rated as more effective
- Receive higher performance ratings
- Create healthier school climates
- Think systematically
- Foster actionable self-reflection
- Build generative relationships
- Enable and facilitate meaningful conversations

# Teachers with Higher Emotional Intelligence

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- Are more positive about teaching and learning
- Receive more support from their principals
- Report greater job satisfaction, less stress and have less burnout



# Students with Higher Emotional Intelligence

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- Have less anxiety and depression
- Are less likely to abuse drugs, alcohol, and cigarettes
- Are less aggressive and less likely to bully others
- Have greater leadership skills
- Are more attentive and less hyperactive in school
- Are more engaged in learning
- Have better quality relationships with teachers
- Demonstrate increased prosocial behavior
- Perform better academically

# SPS Vision of the 21st Century Graduate

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## Emotional Intelligence strengthens:

- Leadership skills
- Positive approach to learning
- Engagement in learning
- Quality of interpersonal relationships
- Prosocial behaviors
- Academic performance
- Critical thinking skills
- Collaboration
- Problem Solvers
- Better Listening Skills
- Heightened awareness of one's own emotional status and its impact on others.
- Increases one's ability to deal with unpleasant emotions

# Emotional Intelligence in SPS...

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- Prepares students for today's workforce
- Supports “non-cognitive” skills such as motivation, perseverance and self-control
- Develops skills such as initiative, persistence, adaptability, leadership and global citizenship
- RULER would address the social emotional learning of our students in a systematic way

[video](#)

# Emotional Intelligence in SPS...

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- Three year implementation plan





**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date May 24, 2018

Decision Requested X Agenda Code 9.b

**AGENDA REPORTING FORM**

**Agenda Topic:** Appointment of SEA Negotiating Committee

**Summary of Issue:** The Board of Education will enter into negotiations with the Southington Education Association (SEA) bargaining unit in August 2018.

**Background:** The calendar is based on statutory binding arbitration.

**Alternative Strategies:** N/A

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

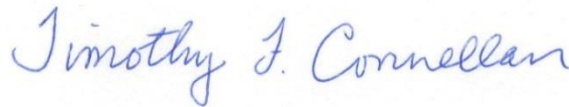
**Beginning Date of Program or Project:** July 1, 2019

**Ending Date of Program or Project:** June 30, 2022

**Recommendation or Comment:** Recommend the appointment of board members to the Southington Education Association (SEA) Negotiating Committee.



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



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

Titles of Attachments:

1. \_\_\_\_\_
2. \_\_\_\_\_

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date May 24, 2018

Decision Requested X

Agenda Code 9 c

**AGENDA REPORTING FORM**

Agenda Topic: Policy and Regulation #3541 – Transportation – Second Reading

Summary of Issue: The Board of Education Policy and Personnel Committee reviewed a draft policy for Transportation

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: \_\_\_\_\_

Cost (if applicable): N/A

Funding Source: N/A

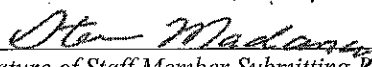
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

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

**Titles of Attachments:**

1. Draft Policy 3541

  
Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools

**DRAFT Policy #3541**  
**Transportation**

**Series 3000: Business and Non-Instructional Operations****Non-Instructional Operations****Transportation**

The Board of Education will provide transportation for students under provisions of state law and regulations. The Superintendent of Schools shall administer the operation so as to:

1. Provide for the safety of students
2. Supplement and reinforce desirable student behavior patterns
3. Assist handicapped students appropriately
4. Enrich the instructional program through carefully planned field trips as recommended by the staff

Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

**Legal Reference:****Connecticut General Statutes**

- |         |   |
|---------|---|
| 10-220  | Duties of boards of education   |
| 10-186  | Duties of local and regional boards of education  |
| 14-275a | Use of standard school bus required   |
| 14-275b | Transportation of handicapped students  |
| 14-275c | Regulations re school buses and motor vehicles used to transport special education students |

Policy adopted: October 1988

Policy reviewed: April 2003

**DRAFT Regulation #3541**  
**Transportation**

**Series 3000: Business and Non-Instructional Operations****Transportation****Procedures for School Transportation**

School transportation routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and bus loads and to provide for the full use of buses. Arrangements shall provide each student transportation to school within the prescribed time limits. As a guideline, bus routes shall begin no earlier than 45 minutes before school opens and students shall not be in transit from school more than 45 minutes.

Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.

The Board of Education will, in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes, furnish by transportation or otherwise, school accommodations so that each child over five (5) and under twenty-one (21) years of age who resides within the jurisdiction of the Board and is not a graduate of high school or vocational school (or who is not otherwise legally excluded from school) may attend the public schools maintained by the Board pursuant to Section 10-220 of the Connecticut General Statutes.

**A. Definitions**

1. "School transportation" means the procedures, program or fully effective and implemented plan by which a student is conveyed, at public expense, whether by use of publicly owned equipment or by contract to or from his residence to or from the school in which he is enrolled by the board.

**Series 3000: Business and Non-Instructional Operations****Transportation****Procedures for School Transportation (continued)**

2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus (or vehicle) embarkation point (bus stop) established by the Board.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning student under age six (6).
5. "Raised walk area" means (1) a sidewalk or (2) a portion of the right of way at least three (3) feet wide, usually parallel to the traffic lanes, which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, fencing, apart from and independent of any white line safety markings along the street pavement.
6. "Walking route" means the most direct route which the child would normally be expected to travel between his residence and the school to which he is assigned by the Board.
7. "Hazard" means (1) exposure to molestation considered morally degrading or physically harmful, or (2) an unsafe thing or condition or a possible source of peril, danger, duress, or difficulty presenting a problem the solution of which is beyond the ordinary capability of a child of a given age or attainment or including specifically the following:
  - a. A walking route along a street or road having an adjacent or paralleled raised walk area is a hazard where any of the following conditions exist along said walking route:

**Series 3000: Business and Non-Instructional Operations****Transportation****Procedures for School Transportation (continued)**

1. Speed limits for motor vehicles are in excess of forty (40) miles per hour and there are no pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross said street or road in going to and from school;
  2. The usual or frequent presence of any nuisance, such as open manholes or construction; snow plowed or piled on the raised walk area making such areas unusable; loading zones where delivery trucks are permitted to park in alleys; commercial entrances and exits where cars are crossing raised walk areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is dangerous or attractive to students;
  3. For students enrolled in grades K through 5, absence of pedestrian crossing light, or crossing guard where three (3) or more streets intersect, and at a street crossing where there are no stop signs or crossing guards; and,
  4. For students or enrolled in grades 6 through 12, absence of a traffic light, or stop sign, or crossing guard at street crossings where three (3) or more streets intersect, and have an average traffic count which exceeds 120 vehicles per hour during the time that children are walking to and from school.
- b. Any street, road or highway which has no sidewalks or raised walk areas shall be deemed unduly hazardous for students enrolled in grades K through 8, unless all of the following conditions are met:
1. There exists no line-of-sight obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snow bank, or other obscuring object or structure which may be

**Series 3000: Business and Non-Instructional Operations****Transportation****Procedures for School Transportation (continued)**

safely negotiated by vehicles only at speeds under fifteen (15) miles per hour.

2. The line-of-sight visibility together with posted speed limits permit vehicular braking/stopping distances in accordance with the Connecticut Driver's Manual.
  3. Man-made hazards including attractive nuisances are absent.
  4. The roadway available to vehicles, when plowed free of snow accumulation, has a minimum width of twenty (20) feet.
- c. Any walkway or path in an area adjacent to, and parallel to railroad tracks shall be considered a hazard unless suitable physical barriers along the walking routes are present, and fixed between the tracks and the walking route (such as guard railings). Tracks that carry moving trains during hours that students are walking to or from school will be deemed hazardous unless the following conditions exist:
- A crossing guard is present; or,
  - An automatic control bar is present at crossings used by children under age ten (10), or a bar, or red flashing signal light is operational when the crossing is used for students over ten (10) years of age.
- d. A lake, stream, culvert, or waterway will be deemed a hazard in the absence of a fence or other suitable barrier fixed between the walking route and the water.
- e. Any street, road, walkway or path designed as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for School Transportation (continued)**

**Routes and Services (continued)**

threatened physical harm, or moral degradation, during the hours when students ordinarily walk to and from school.

- f. A situation shall be considered hazardous wherein students or enrolled in a grade kindergarten through five, are required to walk to or from school or to or from a bus stop at any time prior to one-half hour before sunrise or one-half hour after sunset.

**B. Duties of the Superintendent**

It shall be the responsibility of the Superintendent of Schools or designee to manage and supervise the school transportation service and, in connection therewith, to do the following:

1. Determine eligibility for school transportation in accordance with these guidelines and Section 10-186 of the General Statutes;
2. Establish school transportation routes and designate locations for pickup points (bus stops);
3. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation;
4. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations;
5. Give due consideration to requests for extension of school transportation service;
6. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

**Series 3000: Business and Non-Instructional Operations****Transportation****Procedures for School Transportation (continued)****C. Eligibility for School Transportation**

Students will be eligible for school transportation if one or more of the following criteria is present:

1. The walking distance for the student is in excess of the guidelines established by the Board which shall exceed the following maximum distances:
  - a. For students enrolled in grades K through 5, up to one (1) mile.
  - b. For students enrolled in grades 6 through 8, at middle schools, up to one and one-half (1 ½) miles; and,
  - c. For students enrolled in grades 9 through 12, up to two (2) miles.
2. The walking route does not exceed the limits set forth in paragraph (1), but presents a hazard; and the hazard is not eliminated by and abated by the Board.
3. The student is physically handicapped, or mentally disabled,.

Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one (1) hour each way from home to school or returning.

**D. Eligibility of Out-of-Town Transportation**

1. Any resident of the school district under twenty-one (21) years of age who is not a high school or vocational school graduate and who is attending a state vocational school shall be eligible for transportation.

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for School Transportation (continued)**

2. A student who is placed by a Planning and Placement Team for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.

**E. Appeals**

Any parent, guardian, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner:

1. Discuss the matter with the principal of the school to which the student is assigned.
2. If no resolution is reached under (1) above, discuss the matter with the coordinator of transportation or designee,
3. If no resolution is reached under (2) above, discuss the matter with the Superintendent of Schools.

Any parent, guardian, student at majority, or officer whose duty it is to compel the observance of the laws concerning attendance at school, who believes that the Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or these regulations may, in writing, request a hearing before the Board to show the Board the manner in which the Superintendent has failed to furnish such accommodations.

The Board shall hold a hearing within ten (10) school days following receipt of such request.

The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for School Transportation**

**Routes and Services (continued)**

F. Routes and Services

Regard for the safety of students is a basic element of these regulations.

Students shall walk to the nearest bus stop up to the following maximum distances:

1. Kindergarten through grade 5 - 1 mile;
2. Grades 6 through 8 - 1.5 miles;
3. Grades 9 through 12 - 2 miles.

Bus stops may be located at more frequent intervals to reduce student congestion at the stops or for other reasons of safety as determined by the Board.

School transportation services are provided exclusively for the benefit and safety of the student population and are to be used only in support of programs authorized by and under the auspices of the school Board.

Students shall not be allowed off the bus until they reach their approved destination.

Students may ride buses other than their assigned buses only at the convenience of the school district in accordance with bus safety regulations and with the following provisions:

1. A written request must be submitted by the parent/guardian to the principal of the school for his/her official approval to take a bus other than his/her regular one.
2. Requests will only be considered for long-term arrangements such as those involving babysitters or day care providers.
3. The request must be 5-days consistent for both morning and afternoon.

4. Requests for bus changes for one-time events or short-term activities will not be considered.

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for School Transportation**

- Legal Reference: Connecticut General Statutes
- 10-76d Transportation for special education program services.
  - 10-97 Transportation to vocational schools
  - 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board
  - 10-220 Duties of board of education
  - 10-220c Transportation of children over private roads. Immunity from liability
  - 10-273c Reimbursement for transportation to and from elementary and secondary schools
  - 10-280a Transportation for pupils in non-profit private schools outside school district
  - 10-281 Transportation for pupils in non-profit schools within school district
  - 14-275a Use of standard school bus required, when
  - 14-275b Transportation of handicapped students
  - 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Regulation approved: January 1989  
Regulation revised: April 1998  
Regulation revised: April 2003

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for Responding to Bus Accidents**

1. The systemwide transportation administrator will inspect all accident sites, advise the school principal, and request that they report to the accident site.
2. Should the bus accident occur during an elementary, middle or high school inbound run, the school principal will have the nurse check each child upon arrival at school for any possible injuries. (The police will also check for any possible injuries at the scene of the accident).
3. Should the bus accident occur during the return trip home for elementary or middle school students, the transportation administrator and the school principal will inspect the accident site. The principal (or transportation administrator in the absence of the principal) will accompany all remaining children home on the bus (elementary level).
4. In all instances parent/guardian of elementary and middle school students will be notified by phone of the accident.
5. In the event of a serious bus accident involving high school students, the students will be checked for injuries at the scene and parents/guardians notified by phone.

Regulation approved: January 1989  
Regulation revised: April 2003

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for Transportation to Day Care/Babysitters**

**Procedures for Special Needs Transportation**

**Transportation to Day Care/Babysitters**

In the event that a parent/guardian requests transportation privileges to a day care center or a babysitter's home, the following guidelines must be met:

1. The parent/guardian must submit a completed Request For Transportation Change Form to the school administrator.
2. In order for the request to be approved, the following criteria must be met:
  - a. The babysitter's address must be located in the school district.
  - b. There must be available seating on the school bus.
  - c. The bus stop must be consistent (the same every day, either a.m. or p.m. or both).
  - d. There cannot be any re-routing of the school bus.

**Special Needs Transportation**

In the event that a student's physician identifies a special transportation need, the following guidelines must be met:

1. Parent/guardian must submit a completed Request for Special Needs Transportation Form to the school administrator for processing.
2. The Request for Special Needs Transportation Form will be forwarded to the transportation office for implementation.

Regulation approved: January 1989  
Regulation revised: April 2003

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for Developing Bus Routes**

**General**

The following information is due on or before July 15<sup>th</sup> of each school year and is to be submitted to the office of Operations Administrator:

1. Updated bus routes for the following school year
2. Student lists
3. Written kindergarten routes and student names and addresses
4. Names and addresses of special education students attending each school

**Transitional Students**

Prior to June 30<sup>th</sup> of each school year, the names and addresses of transitional students are to be sent to the office of the Operations Administrator.

**Bus Route Design**

**AM Route**

1. Include time the bus run will begin
2. List the exact starting place
3. List the bus stops
4. Include specific details if appropriate in the route
5. List the time of arrival at the school:  
(i.e. arrive at \_\_\_\_\_ am, Plantsville School, No earlier than 8:30am)

**PM Route**

Indicate if the bus route is the same or a *reverse A.M. route*

Regulation approved: January 1989  
Regulation revised: April 2003

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Non-Public School Transportation Guidelines**

All transportation guidelines and state regulations apply for transporting students to non-public schools.

**Specific Guidelines:**

1. Prior to June 30<sup>th</sup> of each year, the administrators of the non-public schools must submit the names, grades and addresses of each student attending their respective schools to the Operations Administrator's office.
2. Prior to August 1<sup>st</sup>, the bus contractor, in consultation with the Southington Public Schools designee, will have developed bus routes based on:
  - a. Information provided by the non-public school administration
  - b. Guidelines used by the Southington Board of Education
3. All routes will be comparable to the Southington Public Schools' routes.
4. The administrators of the non-public schools will inform all parents of the guidelines and policies of the Southington Public Schools. Parental concerns will be processed by the non-public school administrators as a first step to the resolution of the problems.
5. The Operations Administrator's office will be contacted as a second step to the resolution of the problem.
6. All established transportation forms will be used by the non-public schools.

Regulation approved: January 1989  
Regulation revised: April 2003

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for Reporting Complaints Concerning Transportation Safety**

All clerical staff in the pupil personnel services office, as well as administrative staff involved in the provision of transportation to students in the Southington Public Schools, shall be provided with forms designed to record any complaint concerning transportation safety.

The form is structured to record the date, time, caller, complaint and action taken to resolve the complaint. As soon as clerical staff receive a complaint, they will record the required information and immediately forward the completed form to the administrator in charge of transportation. If the administrator receives a complaint directly, he/she will also record the required information on the form.

All records of complaints concerning transportation safety will be housed in the office of the administrator in charge of transportation. They will be filed in order of the date received. A summary record of all complaints shall be filed by the Superintendent of Schools with the Commissioner of Motor Vehicles within thirty (30) days of the end of the school year.

Legal Reference:  
Connecticut General Statutes

PA 89-320 Ensuring the safe transportation of school children

Regulation revised: December 1989  
Regulation revised: April 2003

**CURRENT Policy and Regulation #3541**  
**Transportation (with edits)**

**Series 3000: Business and Non-Instructional Operations****Non-Instructional Operations****Transportation**

The Board of Education will provide transportation for students under provisions of state law and regulations. The Superintendent of Schools shall administer the operation so as to:

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3. Assist handicapped students appropriately
4. Enrich the instructional program through carefully planned field trips as recommended by the staff

Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

**Legal Reference:****Connecticut General Statutes**

- |         |   |
|---------|---|
| 10-220  | Duties of boards of education   |
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| 14-275b | Transportation of handicapped students  |
| 14-275c | Regulations re school buses and motor vehicles used to transport special education students |

Policy adopted:           October 1988  
 Policy reviewed:         April 2003

Commented [SM] on 10/25/2013 10:00:00 AM  
 Edited [SM] on 10/25/2013 10:00:00 AM  
 Deleted [SM] on 10/25/2013 10:00:00 AM  
 Inserted [SM] on 10/25/2013 10:00:00 AM

**Series 3000: Business and Non-Instructional Operations****Non-Instructional Operations****Transportation**

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Policy adopted:           October 1988  
 Policy reviewed:         April 2003

Continued (SM) in the next column of this page  
 Web: Provide the following information at the agency  
 handbook

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for School Transportation**

**Routes and Services**

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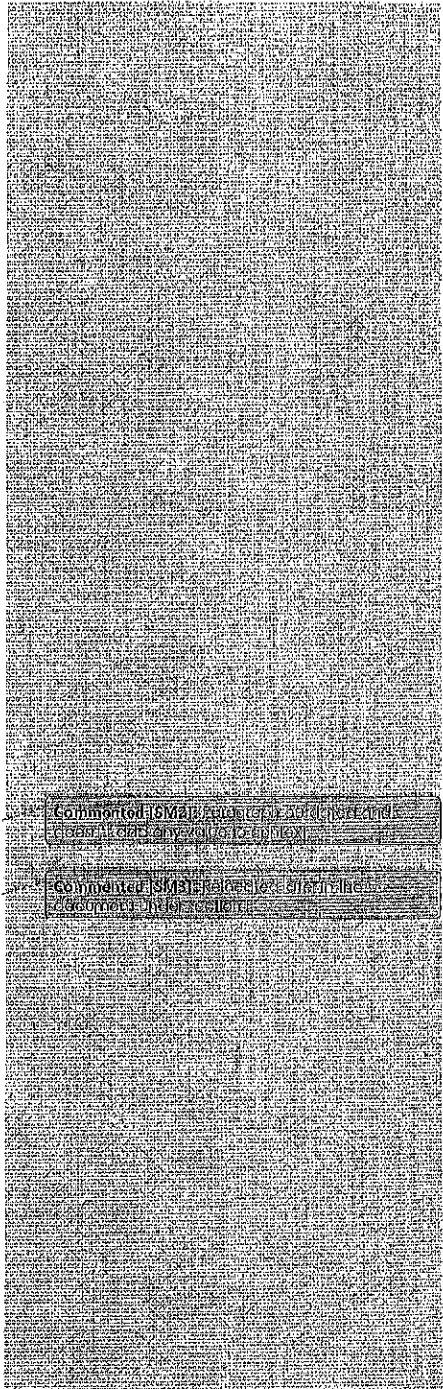
~~Two (2) copies of each official route shall be made available to the school district prior to the opening of school. One copy shall be sent to the building administrator of the school. The second copy shall be kept on file in the transportation office. The official bus route shall not be extended or changed until such proposed change has been checked to determine whether it meets all rules and regulations pertaining to safety, efficiency and economy.~~

~~Students shall not be allowed off the bus until they reach their approved destination.~~

The Board of Education will, in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes, furnish by transportation or otherwise, school accommodations so that each child over five (5) and under twenty-one (21) years of age who resides within the jurisdiction of the Board and is not a graduate of high school or vocational school (or who is not otherwise legally excluded from school) may attend the public schools maintained by the Board pursuant to Section 10-220 of the Connecticut General Statutes.

**A. Definitions**

1. "School transportation" means the procedures, program or fully effective and implemented plan by which a student is conveyed, at public expense, whether by use of publicly owned equipment or by contract to or from his residence to or from the school in which he is enrolled by the board.



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## Series 3000: Business and Non-Instructional Operations

TransportationProcedures for School Transportation (continued)Routes and Services (continued)

2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus (or vehicle) embarkation point (bus stop) established by the Board.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning student under age six (6).
5. "Raised walk area" means (1) a sidewalk or (2) a portion of the right of way at least three (3) feet wide, usually parallel to the traffic lanes, which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, fencing, apart from and independent of any white line safety markings along the street pavement.
6. "Walking route" means the most direct route which the child would normally be expected to travel between his residence and the school to which he is assigned by the Board.
7. "Hazard" means (1) exposure to molestation considered morally degrading or physically harmful, or (2) an unsafe thing or condition or a possible source of peril, danger, duress, or difficulty presenting a problem the solution of which is beyond the ordinary capability of a child of a given age or attainment or including specifically the following:
  - a. A walking route along a street or road having an adjacent or paralleled raised walk area is a hazard where any of the following conditions exist along said walking route:

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

1. Speed limits for motor vehicles are in excess of forty (40) miles per hour and there are no pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross said street or road in going to and from school;
  2. The usual or frequent presence of any nuisance, such as open manholes or construction; snow plowed or piled on the raised walk area making such areas unusable; loading zones where delivery trucks are permitted to park in alleys; commercial entrances and exits where cars are crossing raised walk areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is dangerous or attractive to ~~normal children~~ students;
  3. For students ~~under age ten (10), or enrolled in grades K through 3~~ 5, absence of pedestrian crossing light, or crossing guard where three (3) or more streets intersect, and at a street crossing where there are no stop signs or crossing guards; and,
  4. For students ~~over age ten (10), or enrolled in grades 4 6~~ 7-12, absence of a traffic light, or stop sign, or crossing guard at street crossings where three (3) or more streets intersect, and have an average traffic count which exceeds 120 vehicles per hour during the time that children are walking to and from school.
- b. Any street, road or highway which has no sidewalks or raised walk areas shall be deemed unduly hazardous for students enrolled in grades K through 8, unless all of the following conditions are met:
1. There exists no line-of-sight obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snow bank, or other obscuring object or structure which may be

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Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

safely negotiated by vehicles only at speeds under fifteen (15) miles per hour.

2. The line-of-sight visibility together with posted speed limits permit vehicular braking/stopping distances in accordance with the Connecticut Driver's Manual.
  3. Man-made hazards including attractive nuisances are absent.
  4. The roadway available to vehicles, when plowed free of snow accumulation, has a minimum width of twenty (20) feet.
- c. Any walkway or path in an area adjacent to, and parallel to railroad tracks shall be considered a hazard unless suitable physical barriers along the walking routes are present, and fixed between the tracks and the walking route (such as guard railings). Tracks that carry moving trains during hours that students are walking to or from school will be deemed hazardous unless the following conditions exist:
- A crossing guard is present; or,
  - An automatic control bar is present at crossings used by children under age ten (10), or a bar, or red flashing signal light is operational when the crossing is used for students over ten (10) years of age.
- d. A lake, stream, culvert, or waterway will be deemed a hazard in the absence of a fence or other suitable barrier fixed between the walking route and the water.
- e. Any street, road, walkway or path designed as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

threatened physical harm, or moral degradation, during the hours when students ordinarily walk to and from school.

- f. A situation shall be considered hazardous wherein students under the age of twelve (12) or enrolled in a grade kindergarten through six (6), are required to walk to or from school or to or from a bus stop at any time prior to one-half hour before sunrise or one-half hour after sunset.

B. Duties of the Superintendent

It shall be the responsibility of the Superintendent of Schools or designee to manage and supervise the school transportation service and, in connection therewith, to do the following:

1. Determine eligibility for school transportation in accordance with these guidelines and Section 10-186 of the General Statutes;
2. Establish school transportation routes and designate locations for pickup points (bus stops);
3. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation;
4. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations;
5. Give due consideration to requests for extension of school transportation service;
6. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

Comment: (MO) Changes to Attachment 3000

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

C. Eligibility for School Transportation

Students will be eligible for school transportation if one or more of the following criteria is present:

1. The walking distance for the student is in excess of the guidelines established by the Board which shall exceed the following maximum distances:
  - a. For students enrolled in grades K through ~~3~~ 5, up to one (1) mile with the exception that ~~all kindergartners will be provided transportation to or from school at mid-day.~~
  - b. For students enrolled in the equivalent of grades ~~4~~ through 8, at middle schools, up to one and one-half (1 ½) miles; and,
  - c. For students enrolled in grades 9 through 12, up to two (2) miles.
2. The walking route does not exceed the limits set forth in paragraph (1), but presents a hazard; and the hazard is not eliminated by and abated by the Board.
3. The student is physically handicapped, or mentally disabled, ~~or a preschool student.~~

Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one (1) hour each way from home to school or returning.

D. Eligibility of Out-of-Town Transportation

1. Any resident of the school district under twenty-one (21) years of age who is not a high school or vocational school graduate and who is attending a state vocational school shall be eligible for transportation.

Commentary (SM7) - After the effective date of the new policy, the Board shall determine the appropriate transportation program for all students.

Commentary (SM8) - The Board shall determine the appropriate transportation program for all students.

Commentary (SM9) - The Board shall determine the appropriate transportation program for all students.

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

Routes and Services (continued)

2. A student who is placed by a Planning and Placement Team for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.

E. Appeals

Any parent, guardian, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner:

1. Discuss the matter with the principal of the school to which the student is assigned.
2. If no resolution is reached under (1) above, discuss the matter with the coordinator of transportation or designee,
3. If no resolution is reached under (2) above, discuss the matter with the Superintendent of Schools.

Any parent, guardian, student at majority, or officer whose duty it is to compel the observance of the laws concerning attendance at school, who believes that the Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or these regulations may, in writing, request a hearing before the Board to show the Board the manner in which the Superintendent has failed to furnish such accommodations.

The Board shall hold a hearing within ten (10) school days following receipt of such request.

The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for School Transportation**

**Routes and Services (continued)**

**F. Routes and Services**

Regard for the safety of students is a basic element of these regulations.

Students shall walk to the nearest bus stop up to the following maximum distances:

1. Kindergarten through grade 3 - 1 mile;
2. Grades 4 through 8 - 1.5 miles;
3. Grades 9 through 12 - 2 miles.

Bus stops may be located at more frequent intervals to reduce student congestion at the stops or for other reasons of safety as determined by the Board.

School transportation services are provided exclusively for the benefit and safety of the student population and are to be used only in support of programs authorized by and under the auspices of the school Board.

Students shall not be allowed off the bus until they reach their approved destination.

Students Children may ride buses other than their assigned buses only at the convenience of the school district in accordance with bus safety regulations and with the following provisions:

1. A written request must be submitted by the parent/guardian to the principal of the school for his/her official approval each time a child is to take a bus other than his/her regular one.
2. Such requests will only be considered for long-term arrangements such as those involving babysitters or day care providers.
3. The request must be 5-days consistent for both morning and afternoon.

Comment: RSM101 placed on page 1  
to be checked

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| 4. Requests for bus changes for one-time events or short-term activities will not be considered.



R-3541(1)

**Series 3000: Business and Non-Instructional Operations**

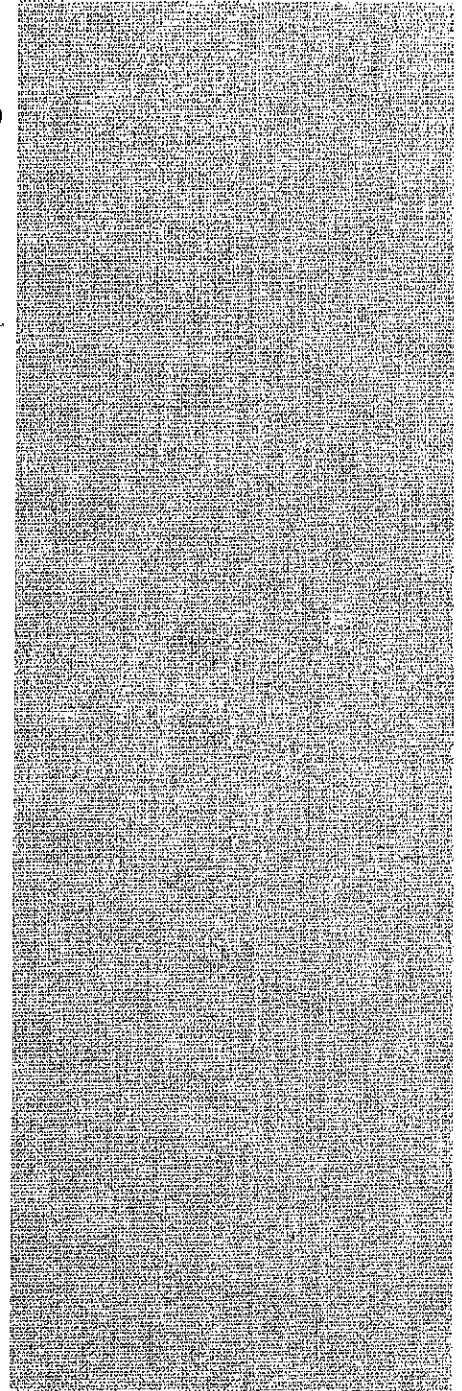
**Transportation**

**Procedures for School Transportation**

Legal Reference: Connecticut General Statutes

- 10-76d Transportation for special education program services
- 10-97 Transportation to vocational schools
- 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board
- 10-220 Duties of board of education
- 10-220c Transportation of children over private roads. Immunity from liability
- 10-273c Reimbursement for transportation to and from elementary and secondary schools
- 10-280a Transportation for pupils in non-profit private schools outside school district
- 10-281 Transportation for pupils in non-profit schools within school district
- 14-275a Use of standard school bus required, when
- 14-275b Transportation of handicapped students
- 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Regulation approved: January 1989  
Regulation revised: April 1998  
Regulation revised: April 2003



R-3541(2)

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Responding to Bus Accidents

1. The systemwide transportation administrator will inspect all accident sites, advise the school principal, and request that they report to the accident site.
2. Should the bus accident occur during an elementary, middle or high school inbound run, the school principal will have the nurse check each child upon arrival at school for any possible injuries. (The police will also check for any possible injuries at the scene of the accident).
3. Should the bus accident occur during the return trip home for elementary or middle school students, the transportation administrator and the school principal will inspect the accident site. The principal (or transportation administrator in the absence of the principal) will accompany all remaining children home on the bus (elementary level).
4. In all instances parent/guardian of elementary and middle school students will be notified by phone of the accident.
5. In the event of a serious bus accident involving high school students, the students will be checked for injuries at the scene and parents/guardians notified by phone.

Regulation approved: January 1989  
Regulation revised: April 2003

R-3541(3)

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Transportation to Day Care/Babysitters

Procedures for Special Needs Transportation

**Transportation to Day Care/Babysitters**

In the event that a parent/guardian requests transportation privileges to a day care center or a babysitter's home, the following guidelines must be met:

1. The parent/guardian must submit a completed Request For Transportation Change Form to the school administrator.
2. In order for the request to be approved, the following criteria must be met:
  - a. The babysitter's address must be located in the school district.
  - b. There must be available seating on the school bus.
  - c. The bus stop must be consistent (the same every day, either a.m. or p.m. or both).
  - d. There cannot be any re-routing of the school bus.

**Special Needs Transportation**

In the event that a student's physician identifies a special transportation need, the following guidelines must be met:

1. Parent/guardian must submit a completed Request for Special Needs Transportation Form to the school administrator for processing.
2. The Request for Special Needs Transportation Form will be forwarded to the transportation office for implementation.

Regulation approved: January 1989  
Regulation revised: April 2003

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Procedures for Developing Bus Routes**

**General**

The following information is due on or before July 15<sup>th</sup> of each school year and is to be submitted to the office of Operations Administrator:

1. Updated bus routes for the following school year
2. Student lists
3. Written kindergarten routes and student names and addresses
4. Names and addresses of special education students attending each school

**Transitional Students**

Prior to June 30<sup>th</sup> of each school year, the names and addresses of transitional students are to be sent to the office of the Operations Administrator.

**Bus Route Design**

**AM Route**

1. Include time the bus run will begin
2. List the exact starting place
3. List the bus stops
4. Include specific details if appropriate in the route
5. List the time of arrival at the school:  
(i.e. arrive at \_\_\_\_\_ am, Plantsville School, No earlier than 8:30am)

**PM Route**

Indicate if the bus route is the same or a *reverse A.M. route*

Regulation approved: January 1989  
Regulation revised: April 2003

R-3541(5)

**Series 3000: Business and Non-Instructional Operations**

**Transportation**

**Non-Public School Transportation Guidelines**

All transportation guidelines and state regulations apply for transporting students to non-public schools.

**Specific Guidelines:**

1. Prior to June 30<sup>th</sup> of each year, the administrators of the non-public schools must submit the names, grades and addresses of each student attending their respective schools to the Operations Administrator's office.
2. Prior to August 1<sup>st</sup>, the bus contractor, in consultation with the Southington Public Schools designee, will have developed bus routes based on:
  - a. Information provided by the non-public school administration
  - b. Guidelines used by the Southington Board of Education
3. All routes will be comparable to the Southington Public Schools' routes.
4. The administrators of the non-public schools will inform all parents of the guidelines and policies of the Southington Public Schools. Parental concerns will be processed by the non-public school administrators as a first step to the resolution of the problems.
5. The Operations Administrator's office will be contacted as a second step to the resolution of the problem.
6. All established transportation forms will be used by the non-public schools.

Regulation approved: January 1989  
Regulation revised: April 2003

R-3541(6)

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Reporting Complaints Concerning Transportation Safety

All clerical staff in the pupil personnel services office, as well as administrative staff involved in the provision of transportation to students in the Southington Public Schools, shall be provided with forms designed to record any complaint concerning transportation safety.

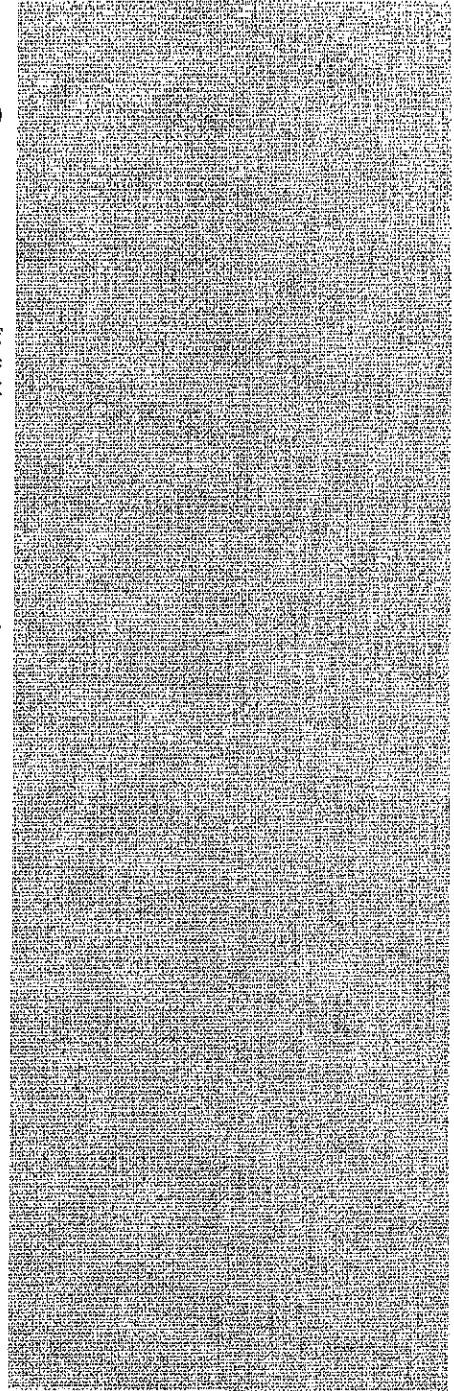
The form is structured to record the date, time, caller, complaint and action taken to resolve the complaint. As soon as clerical staff receive a complaint, they will record the required information and immediately forward the completed form to the administrator in charge of transportation. If the administrator receives a complaint directly, he/she will also record the required information on the form.

All records of complaints concerning transportation safety will be housed in the office of the administrator in charge of transportation. They will be filed in order of the date received. A summary record of all complaints shall be filed by the Superintendent of Schools with the Commissioner of Motor Vehicles within thirty (30) days of the end of the school year.

Legal Reference:  
Connecticut General Statutes

PA 89-320 Ensuring the safe transportation of school children

Regulation revised: December 1989  
Regulation revised: April 2003





**DRAFT Policy #3324**  
**Preferential Bidding Procedures**

**Series 3000: Business and Non-Instructional Operations****Preferential Bidding Procedures**

- A. For the purpose of this section, "town-based business" means a business with a principle place of business located within the town. A business shall not be considered a town-based business unless satisfactory evidence has been produced to the Board of Education Business Office whereby the business establishes that it owns property which has its principle place of business and pays taxes on real and personal property to the Town of Southington.

Such evidence may include proof of ownership of real estate by copy of deed and copies of paid tax bills for real and personal property. The personal property shall be used for the business in the performance of the bid.

- B. On any project, which shall be defined as all contracts to be made or let for work to be done or for supplies to be purchased for the Town which is \$10,000 or more, the lowest bidder shall be determined in the following manner:
1. Any town-based bidder which has submitted a bid of no more than 10 percent higher than the low bid, when such bid is between \$10,000 and \$500,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.
  2. Any town-based bidder which has submitted a bid of no more than 3.5 percent higher than the low bid, when such bid is between \$500,001 and \$1,000,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 3.5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.

**Series 3000: Business and Non-Instructional Operations****Preferential Bidding Procedures**

3. Any town-based bidder which has submitted a bid of no more than 2 percent higher than the low bid, when such bid is over \$1,000,001, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 2 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which as submitted the lowest bid.
  4. The low bidder.
- C. The provisions of this section shall not apply to any projects which prohibit preferential bidding procedures which may include but may not be limited to state and federally funded projects.

**CURRENT Policy #3324**  
**Preferential Bidding Procedures (with edits)**

**Series 3000: Business and Non-Instructional Operations****Preferential Bidding Procedures**

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**Series 3000: Business and Non-Instructional Operations****Preferential Bidding Procedures**

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- C. The provisions of this section shall not apply to any projects which prohibit preferential bidding procedures which may include but may not be limited to state and federally funded projects.

Policy Adopted: March 2010

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date May 24, 2018

Decision Requested X Agenda Code 9.e

**AGENDA REPORTING FORM**

**Agenda Topic:** 2018-2019 Operating Budget Reallocation / Adoption

**Summary of Issue:** The Town Council adopted the Board of Education budget on Monday, May 14, 2018 for the 2018-2019 school year in the amount of \$95,827,529.

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


**Alternative Strategies:** N/A

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

**Beginning Date of Program or Project:** July 1, 2018

**Ending Date of Program or Project:** June 30, 2019

**Recommendation or Comment:** Recommend that the Board of Education adopt the 2018-2019 Operating Budget with adjustments.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. 2018-19 Budget Recommended Adjustments

2. \_\_\_\_\_

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