

Southington Board of Education Meeting

Thursday, June 25, 2020 6:30 PM

This meeting will convene as a combined video and teleconference.

Instructions to access the BOE Meeting in real time via teleconference are noted below: 1. Call 1-240-745-6525 2. Follow the prompts. 3. The PIN is 438 247 952# 4. Mute your phone. 5. Refrain from using the "speaker

phone". 6. Public comments on agenda items may be submitted via email and will be read into the record. Email comments to: tconnellan@southingtonschools.org Committee of the Whole-Operations

200 North Main Street
Southington, CT 06489



SOUTHINGTON BOARD OF EDUCATION

1. CALL TO ORDER
2. Executive Session
 - a. Contract Negotiations NIPSEU
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Celebrations of Excellence
 - a. Community Collaborations
 1. SAVVAS Learning Company, LLC - Jason Macfarland
 2. Lewis Educational Agricultural Farm (LEAF) - Mark Ramsay
 3. Miceli Productions, LLC - Michael Miceli & Justin Millett
 4. YMCA Sloper Staff - Justin Hubeny, Tom Sangeloty & Nick Charnysh
 - b. 2020 CT Invention Convention Winners
 - c. 2020 CT Science & Engineering Fair Winners
6. Approval of Minutes ~ June 11, 2020
7. Public Communications
 - a. Communications from Public on Agenda Items
 - b. Communications from Board of Education
 - c. Communications from Administration
 - d. Communications from Student Representatives
8. Committee Reports
 - a. Curriculum & Instruction Committee Meeting ~ June 10, 2020
 - b. Policy & Personnel Committee Meeting ~ June 17, 2020
 - c. Finance Committee Meeting ~ June 22, 2020
 1. 2019-2020 Operating Budget Expenses - Devices
 2. 2019-2020 Operating Budget Expenses - Tutor Salaries
9. Old Business
 - a. Town Government Communications
10. New Business

- a. SHS Citizenship Curriculum ~ First Reading
 - b. Science Curriculum Units for Grades 4, 7, 8 and HS Forensics I ~ First Reading
 - c. Illustrative Math Units for Grades 6, 7, 8 ~ First Reading
 - d. Policy 3323 - Soliciting Prices (Bids and Quotations) ~ First Reading
 - e. Policy 5131.2 - Use of Private Technology Devices by Students ~ First Reading
 - f. Approval of Job Descriptions ~ Math Specialist and Secondary Transition Specialist
11. Adjournment

The minutes presented within this document provide a summary of the discussion that took place at the Board of Education meeting. For the complete discussion of the agenda items on the video recording of the Board meeting, please contact the Superintendent of Schools. These minutes are considered a draft until approved at the following regular Board of Education meeting.

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING ~ Via Combined Video and Teleconference

JUNE 11, 2020 (Rev. 06-23-20)

The regular meeting of the Southington Board of Education (Committee of the Whole – Operations) was held via combined video and teleconference on Thursday, June 11, 2020, at 7:00 p.m. with an Executive Session held prior at 6:30 p.m.

1. CALL TO ORDER

Mrs. Terri Carmody, Chairperson, called the meeting to order at 6:37 p.m.

Board members present were Mr. Joseph Baczewski, Mr. Robert Brown, Mrs. Terri Carmody, Mr. James Chrzanowski, Mrs. Missy Cipriano, Mrs. Colleen Clark, Mr. David Derynoski, Mr. David Falvo, and Mr. Zaya Oshana

Administration present were Mr. Timothy Connellan, Superintendent of Schools, and Mr. Steven Madancy, Assistant Superintendent

2. EXECUTIVE SESSION ~ SEA CONTRACT NEGOTIATIONS

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 Southington Education Association (SEA) Contract Negotiations, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

Mrs. Carmody ended Executive Session at 6:40 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

Mrs. Carmody reconvened the Board of Education Regular Session at 7:02 p.m.

Roll Call of Board members present Mr. Joseph Baczewski, Mr. Robert Brown, Mrs. Terri Carmody, Mr. James Chrzanowski, Mrs. Missy Cipriano, Mrs. Colleen Clark, Mr. David Derynoski, Mr. David Falvo, and Mr. Zaya Oshana.

Administrators present were Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; Ms. Margaret Walsh, Director of Pupil Services (via

phone); Ms. Dianne Holst-Grubbe, SHS Assistant Principal; Ms. Leah Clark, SHS Assistant Principal; Ms. Jennifer Discenza, SHS Guidance Director; Mr. Steven Risser, Athletic Director.

Student representatives present were Miss Amrit Kaur, Mr. Trevor Messina, and Mr. Brett Sheldrick.

4. PLEDGE OF ALLEGIANCE

Mr. Trevor Messina led in reciting of the Pledge of Allegiance.

5. CELEBRATION OF EXCELLENCE

- a. CIAC Scholar Athletes**
- b. SHS Girls’ Gymnastics Team 2019-2020 CIAC State Open & Class Champions**
- c. Southington eCybermission Winners (JAD & JFK Schools)**
- d. 2020 Valedictorian, Salutatorian and Essayist**
- e. Trevor Messina, Student Board Representative**

For the Celebration of Excellence, the Board of Education recognized students for their excellence in the groups listed above (*Attachment #1*). The honorees were virtually present and had already received their Certificates of Excellence in advance of the meeting.

The meeting was recessed at 7:47 p.m. and reconvened at 7:51 p.m.

6. APPROVAL OF MINUTES

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

“Move to approve the regular Board of Education minutes of May 28, 2020, as submitted.”

Motion carried unanimously by voice vote.

7. PUBLIC COMMUNICATION

a. Communications from Public

There was no communication from the public.

b. Communications from Board Members

The Board members reported the following:

- On Friday, June 5, 2020, Mr. Brown participated in a CDC (Center for Disease Control) webinar and on Monday, June 8, 2020 he participated in a webinar with the State Board of Education Commissioner. His takeaway from the webinars was that the Board members had to make many challenging decisions between now and the reopening of school in the fall.
- Mr. Brown encouraged the public to read the letter recently released by the Social Justice Committee which has a link at the bottom of the letter that connects to some of the work that has already been done to date. He explained the difficult work that the

Social Justice Committee had worked on for the last 18 months such as analyzing curriculum, examining minority hiring practices, asking teachers and staff to self-evaluate their levels of bias, training teachers on how to teach about racism and how to handle student biased behaviors, review challenging articles and books, and partnering with **SERC (State Education Resource Center)** to address these issues. The Board will continue the difficult work on social justice.

- Mrs. Cipriano reported that DePaolo student, Maddie Landry, dropped off a check to Bread for Life recently from the proceeds of her Science Project that raised money. Madison Mathews, a Grade 8 DePaolo student, made masks and sold them. She bought groceries with the proceeds and delivered them to Bread for Life for students in need.
- Mrs. Cipriano noted that it was the 76th anniversary of D-Day and that her father-in-law honorably served his country. She thanked the veterans and their families who have sacrificed. She addressed the current racial tensions occurring in the United States and spoke from her heart as a dedicated, black woman serving the community along with the other Board members to ensure that students are heard and inequities addressed to make long lasting change for future generations. She addressed a quote from Nelson Mandela, *“No one is born hating another person because of the color of their skin, his background or his religious belief; it is a learned hate.”* Mrs. Cipriano thought if people can learn to hate, they can also learn to love.
- Mr. Oshana and Mr. Falvo both attended the virtual award ceremony for DePaolo Middle School students on Tuesday, June 9, 2020 and thanked Mr. Christopher Palmieri, Principal, for making it a special event.
- Mr. Derynoski thanked Trevor Messina, student representative, for his participation on the Board, his leadership and humor.
- Mr. Falvo stated that he graduated from Southington High School five years ago. He addressed his experiences as a minority Columbian/Latino student that included racism, bullying, name calling, and homophobia by some misguided individuals. He thanked Mr. Connellan and Mr. Madancy for the diversity and equity training of the staff and the Social Justice Coalition. He noted that it was PRIDE month and addressed the LBGTQ students to never be ashamed of their sexuality and gender and to embrace it. He stated that the Board members were their allies and through the power of education they could achieve a more equitable future for all.
- Mr. Baczewski stated that he was proud to be serving with all the Board members. He addressed the current racial climate since the death of Mr. George Floyd in Minnesota and that it only takes one person to intervene to change outcomes. He thought that parents should teach and empower their children to speak up to stop bullying behavior, to take an active role as an upstander, not a bystander.

c. Communication from Administration

Mr. Connellan announced that the final payment applications for the DePaolo and Kennedy Middle School construction projects had been accepted by the state.

Administration reported on the following:

1. Coalition for Social Justice Statement: Mr. Connellan thanked the Board members for their comments regarding the issues currently confronting society. He read a prepared statement (*Attachment #2*) and spoke about the Civil Rights Movement era of the 1960s that he experienced when he was a youth. He thought society would have come farther by now and was discouraged that it has not since it has been 52 years since Dr. Martin Luther King was

assassinated. He addressed what the school district has accomplished, and the steps taken to date. Mr. Connellan stated that to effect change, people should vote. He acknowledged that the Board needed to put together a systematic approach to dealing with the issues that they are faced with. He received eight emails within the last three weeks that were form letters and noted that form letters are not as effective as responding personally and emotionally. Mr. Connellan spoke at length regarding Social Justice. He noted that Mr. Madancy had done a tremendous amount of work and was an incredible force around the work that has been put forth by the Social Justice Coalition. Mr. Madancy stated that emotion creates energy but when emotion subsides, so does energy and he hoped that the energy would continue around this issue so lasting impact and change occurs.

2. Final Day for Students: Mr. Connellan stated that the last day of school was scheduled for Monday, June 15, 2020, the 180th day of school.

3. Class of 2020 Motorcade: Mr. Connellan announced that on Tuesday, June 16, 2020 starting at 6:30 p.m. there would be a motorcade for the graduating class. Mr. Frank Pepe, SHS Principal addressed parents and students via a PSA (Public Service Announcement) on the SHS webpage to regarding details of the senior motorcade. Mr. Connellan thanked Town Manager, Mark Sciota, Police Chief Jack Daly, and Regional Health Director Shane Lockwood for their partnership on the motorcade. On June 16, 2020, families will arrive in their vehicles at their assigned times at the high school. No senior would be allowed to drive for safety purposes.

d. Communication from Student Representatives

Amrit Kaur reported that she talked to Mr. Pepe, SHS Principal, who recently had surgery and he stated that he would do his best to take part in the motorcade. The student representatives were still interviewing for a replacement for Trevor Messina and that by the next Board meeting they should have someone to introduce to the Board. She thanked Trevor for his leadership and support.

Brett Sheldrick also thanked Trevor for guiding the student body through the Coronavirus pandemic and wished him the best at UConn. He stated that no final exams were taken this year and that the students were looking forward to graduation in August.

Trevor Messina hoped that his generation would be a generation of change regarding the current social climate and that their future would be determined by what they do today. He noted that actions speak louder than words. He thought that they were not fighting for the rights of people, but for the respect of people. On behalf of the senior class, he thanked everybody involved in putting together the motorcade for the graduates.

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. Connellan reported that he participated in the Board of Finance meeting on Wednesday, June 10, 2020. The Board of Education had requested to establish a Non-lapsing Account not to exceed 2% of the BOE operating budget for 2019-2020, which was the statutory limit. The Board of Finance agreed to that request. He thanked the Board of Finance for their support and for all the compliments and positive comments regarding the efforts of staff and administration and the dedication of the Board of Education for all the work that has been required during the public health emergency. Mr. Connellan expressed his concern about a cost they do not know about yet regarding the reopening of school and what they would be required to do. Mr. Connellan announced that they finally bought the stage curtain for the high school auditorium stage to replace the original 1989 curtain using Non-lapsing Account funds.

b. Distance Learning Final Update

Mr. Madancy thanked all school employees for a heroic effort the final three months of school in doing everything that they could to benefit the students. He thanked Mr. Connellan for being calm and steady, which is needed in a leader during a time of crisis.

Mr. Madancy stated that the following curriculum units were a second reading that were left off the last Board of Education meeting agenda and required motions. They were previously discussed two meetings ago as a first read.

c. Science Curriculum Units for Grades 3, 4, 8 Earth Science and Biology – Second Reading

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

“Move to approve the Science Curriculum Units for Grades 3, 4, 8 Earth Science, and Biology, as recommended by the Curriculum and Instruction Committee.”

Motion carried unanimously by voice vote.

d. ELA K-2 Phonics Units of Study – Second Reading

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

“Move to approve the ELA K-2 Phonics Units of Study, as recommended by the Curriculum and Instruction Committee.”

Motion carried unanimously by voice vote.

e. SHS MUSH Curriculum – Second Reading

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

“Move to approve the SHS Modern U.S. History (MUSH) Curriculum, as recommended by the Curriculum and Instruction Committee.”

Motion carried unanimously by voice vote.

f. Introduction to Piano, Ukulele and Guitar – Second Reading

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

“Move to approve the SHS Introduction to Piano, Ukulele and Guitar Curriculum, as recommended by the Curriculum and Instruction Committee.”

Motion carried unanimously by voice vote.

10. NEW BUSINESS**a. Athletic Feasibility Study**

Mr. Derynoski stated that he read all the proposals, which covered a wide variety of items such as soil sampling and questioned why they would do soil sampling when it had nothing to do with Title IX Equal Opportunities. Mr. Connellan stated that they were trying to address the concerns that were raised and to do that they needed to take a holistic view of the facilities because of a ripple effect. There would be different phases. The soil samplings would be something that they would have to do later. A major influence is the softball field. The money is in the Capital Improvement Plan to work on the softball field. The Feasibility Study takes everything into account. Mr. Derynoski noted that there were three proposals and he was not in favor of spending money just for the sake of spending it. He would like to spend money to satisfy the needs that they currently had and did not think it was necessary to do soil sampling. Mr. Connellan thought that it had to be done within the scope of a comprehensive plan for improvements. The bottom line that they would be spending was not more than \$30,000. Mr. Connellan explained in detail the funding and study. Mr. Derynoski thought the focus should be on the Title IX issue. Mr. Brown questioned that once the study was finished if they could pick parts of it to do over time. Mr. Connellan spoke at length about the various fields and the disparities that needed to be addressed from the report from the State Department of Education after a Civil Rights Facility Review regarding the softball field.

Mr. Baczewski questioned if there were changes being made to the softball field that would affect spacing to the whole athletic complex. Mr. Risser, Athletic Director, acknowledged that a lot of this was long-term Capital Planning. When the Turf Field was installed in 2012, no other improvements had been made in the surrounding facilities since then. Softball was the first field that needed to be addressed because of Title IX. The first phase would encompass softball and then look at everything else on the campus. Mr. Risser spoke in detail about the proposals which 1) evaluate where they are; 2) assess what needs to be done; and 3) help build a capital plan on how to lay things out over the years because they were not going to do it all at once. They want to have a plan instead of just patching things. He noted that they did not need to do soil samplings because the town could do that; however, that was included as part of a comprehensive proposal. They would not get a full schematic until Phase II.

Mrs. Clark explained that when the Turf Field was done and the facilities renovated, there was no plan. Things were done without consulting the people involved. She thought that it was in the best interest of the taxpayers to have a plan in place. She noted that the track should have been eight lanes when it was renovated. Mr. Derynoski explained why they could not add more lanes on the track at that time.

Mr. Derynoski thought that this Feasibility Study should have gone before the BOE Finance Committee to review and then brought before the full Board. Mr. Connellan acknowledged that because of timing, administration brought it directly to the Board and that was why he provided the full proposals to all Board members.

MOTION: by Mr. Baczewski, seconded by Mrs. Clark:

“Move that the Board of Education waive the bid process and authorize the Superintendent of Schools in collaboration with the Director of Operations, the Athletic Director and the High School Principal to select a provider for the Athletic Feasibility Study and enter into a contract to perform the professional services identified in that contract in an amount not to exceed \$30,000.”

ROLL CALL VOTE: YES – Mr. Baczewski, Mr. Brown, Mr. Chrzanowski, Mrs. Cipriano, Mrs. Clark, Mr. Falvo, Mr. Oshana, Mrs. Carmody. NO – Mr. Derynoski.

Motion passed with eight in favor and one opposed.

b. School Counselor Agriculture Science

Mr. Connellan explained that the Agriculture Science and Technology Program is grant-funded and self-sustaining. The student tuitions are paid by surrounding towns, which goes to the town of Southington and is used on the revenue side. The School Counselor position would serve the varied and complex needs of Ag-Sci students in grades 9-12 in special education that require special accommodations. This would be a grant-funded position housed in the school counselor’s suite in the main office.

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

“Move that the Board of Education create a 1.0 Full-Time Equivalent School Counselor position funded by the Agricultural Sciences and Technology Education (ASTE) Grant.”

Motion carried unanimously by voice vote.

c. CREC Teacher Residency Program

Mr. Madancy explained that one of the goals was to diversify the teaching staff. It is challenging to recruit and hire school professionals of color in Connecticut where only approximately 8% of certified staff represent that segment of the workforce. This CREC (Capital Regional Education Council) Residency Program is unique and would be funded by the Open Choice Grant. There are two minority Paraeducators in-district who have bachelor’s degrees and would be called “Teachers in Residence”. They would start their course work during the summer and work side-by-side with a Master teacher all next school year and do their coursework in the evening into next summer and finish that experience as Certified Educators. They would be eligible for a teaching job in district upon completion. If Southington does not have a job available to them at the end of the program, CREC assured him that they would be glad to hire these candidates. Southington is one of four towns in Connecticut taking advantage of this program although all towns were offered this opportunity. There would be no cost to the school district. Mrs. Cipriano thought this was a great opportunity to start opening doors for

minorities that have degrees and questioned what Southington was going to do to continue that progression. Mr. Madancy explained in detail that Mrs. Michelle Passamano, Human Resources Manager, was involved in minority hiring, teacher recruitment and retention practices. This program was just another effort in addition to what was already started 18 months ago. Coalition members, including minorities, serve on hiring interview committees.

Mr. Derynoski questioned if the two Teachers in Residence would be classed as a teacher or a paraeducator. Mr. Madancy explained that they would be unaffiliated staff and resigning from their paraeducator positions. They would make the same rate of pay as they if were paraeducators, but for 12-months instead of the school year, which was approved by the paraeducator bargaining unit.

Mr. Falvo stated that he participated in a virtual minority teacher recruitment event, which involved various school districts throughout Connecticut. He noticed that Southington was not represented and questioned what Southington was doing regarding recruitment. He thought it would be good idea for Southington to host a job fair to recruit minority teachers and do something for the minority students to encourage and entice them to become teachers. Mr. Madancy explained that administration did attend several minority teacher recruitment events to which they are made aware. They had solicited names of minority teachers that they met at the Job Fairs and invited them to apply to vacancies in district personally. Many times, minority candidates have been advised not to put their ethnicity on resumes. Southington is putting statements on job postings that they are encouraging minority candidates to apply. Mr. Madancy explained that in the past there was a Chamber of Commerce program called, "Train for Tomorrow". This year, administration was starting to meet with the new Chamber of Commerce leadership to explore continuing the partnership in order to provide students job shadowing experiences for professions that students were interested in.

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

"Move that the Board of Education approve two (2) 1.0 Full-Time Equivalent, 12-month Teacher Resident positions as described in the attached documentation funded by the Open Choice Grant at the rate of pay proposed by the Administration."

Motion carried unanimously by voice vote.

11. ADJOURNMENT

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

"Move to adjourn."

Motion carried unanimously by voice vote.

The meeting adjourned at 9:52 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

ATTACHMENT #1
SOUTHINGTON PUBLIC SCHOOLS 2019-2020 AWARDS
STUDENT NAME & AWARD

Sarah Meade - VALEDICTORIAN – Class of 2020 – Attending UConn

Zachary Kohli - SALUTATORIAN - Class of 2020 and Class of 2020 Historian - Attending George Washington University

Emily Swanson - ESSAYIST - Class of 2020 - Attending University of New Haven

Trevor Messina Outgoing SPS BOE Student Representative from 2018-2020 (Class of 2020) - Attending UConn-Music Education.

JFK Grade 6: Ananya Rajeev JFK Grade 6: Isabella Rees JFK Grade 6: Victoria Cascio

eCybermission Winners - 2nd Place in CT- The Green Girls - Designed recycling bin that could clean the plastic for the restaurants. Each student awarded \$500 Savings Bond by eCybermission a web-based STEM Competition. Teacher: Katie Soltys

JAD Grade 6: Ethan Hoffman JAD Grade 6: Sean O'Sullivan JAD Grade 6: Nelson Dong

eCybermission Winners - 1st Place in CT and Regional Finalists - Echo Savors. Investigated sinkholes and designed solution running a pipe from areas of heavy runoff and pooling that would allow the weather to flow underground and away from areas that the water would pool underground with a PVC pipe cut in half lengthwise with holes in the bottom and cheesecloth over the top to assist with filtration. Each student awarded \$2,000 Savings Bond by eCybermission a web-based STEM Competition. Teacher: Toni-Ann Rock

Sarah Meade, SHS CIAC Female Scholar-Athlete of the Year - Girls' Swimming and Diving - Attending UConn

Jacob DelMonte, SHS CIAC Male Scholar-Athlete of the Year - Football and Baseball - Attending WPI and playing baseball

SHS Girls' Gymnastics Team -19-20 CIAC State Open Champion (1st time in SHS history) and Class L Champions

Katherine Drechsler - Grade 12

Elizabeth Beaulieu - Grade 11

Haley Derwin, Team Manager - Grade 11

Kaylin Leifert - Grade 11

Kelly Perrotti - Grade 11

Natalie Reeves - Grade 11

Kacie Fusco - Grade 10

Rylee LeClair - Grade 10

Katherine Beaulieu - Grade 9

Madison Beidler - Grade 9

Samantha Freyler - Grade 9

Tori Harrington - Grade 9

Taylor Kelly - Grade 9

Kelsey Lamson - Grade 9

Kelsey Salerno - Grade 9

Vanessa Stein - Grade 9

Cassidy Chamberland, SHS Gymnastics Coach and Marilyn Sporbert, Assistant Coach - The team also qualified for the New England Championship, which was cancelled due to the pandemic.

Attachment #2**Superintendent's Statement – BOE Meeting 6-11-20**

Since the incident that resulted in the death of George Floyd, we have all witnessed an upwelling of emotion that highlighted the frustration and fears and sense of injustice that many in our communities feel. Mr. Sciota and I issued a joint statement on behalf of our community condemning racism and violence in all forms. The Southington Public Schools Coalition for Social Justice issued a statement this past week and provided resources and context for our work. We have received communications from community members acknowledging some of the actions in which the schools have engaged to address these issues and urging additional actions. The actions mentioned in the emails are just a small fraction of many learning activities focused on diversity and cultural sensitivity that have been provided to Southington Public School students over the past three years. I am sure that many in our community are not aware of this work with students, but it is ongoing.

On a larger scale, the District initiated actions to create the systems within the schools that will lead to fundamental changes. If you have not had the opportunity, please take a few minutes to read the statement from the Southington Public Schools Coalition for Social Justice that was sent out to all families, staff members and Board of Education members this past week. Within the document are links to a variety of resources that the Coalition has shared. At the end of the document is a link to an action plan produced by the Coalition. Many of the goals and actions are in the initial implementation stages. Professional learning opportunities for staff are key ingredients of this plan. This fall approximately eighty educators volunteered to become members of School-Based Equity Leadership Teams. The intent was and is to develop a system within the District that will be sustainable over time. The elementary cohort engaged in a series of professional learning activities and was on the verge of implementing training in their own schools with their colleagues when the pandemic interfered with those plans. The secondary cohort was scheduled for the same professional learning activities, but of course those plans were put on hold as well. These initiatives will begin again as soon as schools return to a somewhat normal schedule.

Throughout, we have worked collaboratively with our partners at the State Education Resource Center and the Capital Region Education Council. The collective members that comprise the Coalition have engaged in professional and personal learning opportunities together for the past year and one half. The intent all along has been to build systemically to insure sustainable actions and change. One shot workshops or presentations or assemblies might sound great on the surface, but to produce real change the infrastructure must be in place that supports that change. That does not happen instantaneously, but rather with diligence and actions that are intentional, it grows over time. The members of the Coalition believe that the result of our collective actions will be systemic in nature and will promote real and long-lasting change. Our actions will speak louder than our words.

Please feel free to reach out to any member of the Coalition for additional information or dialogue. Thank you.

Board of Education

Administrative Report

June 25, 2020



1. State Guidelines for Re-opening School

a. Administrative Leadership Team Planning

2. Pupil Personnel Services – Ms. Walsh



SOUTHINGTON PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

Board of Education Curriculum Committee Meeting Minutes
Wednesday, June 10, 2020 – 9:30 a.m. Via Google Meet

STEVEN G. MADANCY
ASSISTANT
SUPERINTENDENT FOR
CURRICULUM AND
INSTRUCTION

JOHN E. DUFFY
SCIENCE COORDINATOR,
PREK-12
SOUTH END ELEMENTARY
SCHOOL
(860) 628-3320, EXT 325

STEPHANIE R. LAWLOR
ENGLISH LANGUAGE ARTS
COORDINATOR, PREK-12
OSHANA ELEMENTARY
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AMY ZAPPONE
MATH COORDINATOR,
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Members Present: Bob Brown, Committee Chair, Terri Carmody, Missy Cipriano
Administration Present: Steven Madancy, Assistant Superintendent for Curriculum and Instruction

Meeting was called to order at 9:31 a.m.

SHS Citizenship – Richard Aroian, Nicholas Vargas, Kevin Curtiss gave an overview of each unit. This is a new version of our Civics class and will be moved into the Junior year. A student driven community project is the end goal which could be based on local, state, or global issues to build citizenship. Engaging students in controversial topics across political lines and including elections will be included concepts within this curriculum. Mr. Brown felt this fits well into what is happening in our country/world now. Mrs. Carmody felt it was important to explain and discuss the three branches of government. Ms. Cipriano felt this was a great benefit to our curriculum. Mr. Madancy and Board members thanked those who worked so hard on these units and acknowledged that this works well into our Vision of a Graduate.

Unanimous recommendation to move the SHS Citizenship units for a first read at the June 25, 2020 meeting, and then a second read at the August 13, 2020 meeting.

Science John Duffy presented the units below:

- **Grade 4 – Land and Water**

Different way of approaching the same content for teachers. At the conclusion of the unit, a local landmark is used to review landslides. Students are excited with this unit.

- **Grade 7 – Disruptions in Ecosystems**

This is a lengthy unit which has been shorted with a revised teacher guide. Deals with real-world connections, and students are very receptive.

- **Grade 8 – Unit 2 – Travelling Through Space**

Discusses meteors and the news lately of meteor activity. Size and proximity are discussed. This culminates with a scale model of our solar system. Renewed interest in space travel with spark interest.

- **HS Forensics I**

Forensics I will be this coming year, and then next year we will be introducing Forensics II. We've added a third year of science, so this is a nice option. Ms. Cipriano suggested involving forensics experts from the SPD, which Mr. Duffy said was being addressed.



SOUTHINGTON PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

Mr. Duffy was thanked, and everyone agreed the units were well-done.

Unanimous recommendation to move the Science Units for Grades 4, 7, 8 and HS Forensics I for a first read at the June 25, 2020 meeting, and then a second read at the August 13, 2020 meeting.

STEVEN G. MADANCY
ASSISTANT
SUPERINTENDENT FOR
CURRICULUM AND
INSTRUCTION

Math Amy Zappone presented the Illustrative Math Units for Grades 6,7,8.

In addition to the unit overviews, Mrs. Zappone presented a PowerPoint. Descriptions of each of the grades for Illustrative Math was given and has been receptive – these new units address a different approach to teaching Math, not a difference in the Common Core. These units tie into our Vision of a Graduate, and relate to the world around them, and will be provided with training and support for teachers. These units were piloted last year, and the middle school teachers are excited about this. Mrs. Zappone was commended for these units and preparing students for Math in high school. This also comes with support for families in understanding the new approach.

JOHN E. DUFFY
SCIENCE COORDINATOR,
PREK-12
SOUTH END ELEMENTARY
SCHOOL
(860) 628-3320, EXT 325

- **Grade 6 – Illustrative Math**
- **Grade 7 – Illustrative Math**
- **Grade 8 – Illustrative Math**

STEPHANIE R. LAWLOR
ENGLISH LANGUAGE ARTS
COORDINATOR, PREK-12
OSHANA ELEMENTARY
SCHOOL
(860) 628-3450, EXT 454

AMY ZAPPONE
MATH COORDINATOR,
PREK-12
OSHANA ELEMENTARY
SCHOOL
(860) 628-3450 EXT 454

Unanimous recommendation to move the Illustrative Math units for a first read at the June 25, 2020 meeting, and then a second read at the August 13, 2020 meeting.

Meeting adjourned at 11:00 a.m.

200 NORTH MAIN STREET
SOUTHINGTON, CT
06489

Sincerely,

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3204

Steven Madancy
Assistant Superintendent for Curriculum and Instruction

FAX
(860) 628-3205



SOUTHINGTON PUBLIC SCHOOLS

Board of Education Policy and Personnel Committee Meeting Minutes

Wednesday, June 17, 2020 6:00 p.m. via Google Meet

Members Present: Colleen Clark, Committee Chair, David Derynoski,
David Falvo, Zaya Oshana

Administration Present: Steven Madancy, Assistant Superintendent
for Curriculum and Instruction

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

BOARD OF EDUCATION

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BOARD CHAIRPERSON

JOSEPH BACZEWSKI
VICE CHAIRPERSON

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SECRETARY

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ZAYA G. OSHANA

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1. Call to Order at 6:00 p.m.

2. Policy 3323 Request by Office of Business and Finance to the finance Committee to change from 5,000 to 10,000 the limit to require bids to bring our policy in line with the town's policy. The Finance Committee recommended this to be brought to the Policy Committee. Policy of requiring three quotes for any expenditure \$3,000 and above would remain, but would not go through the formality of the bid process if less than 10,000. If we are collaborating with the town, this would make sense. Committee does not see a need to change the threshold from \$25,000 to \$50,000 to align with the Town for bidding for professional services.

Consensus to change from \$5,000 to \$10,000 on bid policy, but to keep the threshold at \$25,000 for purchased professional services. This will be brought as a first read at the June Board meeting, and a second read at the August meeting.

3. Policy 5131.2 District is going to 1:1 for student devices. This policy addresses students using personal devices that could compromise the district network or accessing information that is not allowed by the district. It also clarifies proper behavior and use of personal devices used at school.

Consensus to bring this policy to the Board for a first read at the June meeting and a second read at the August meeting.



SOUTHINGTON PUBLIC SCHOOLS

4. Job Description Review

Math Specialist

Since the position's inception in the early 2000's the district has added several more math specialists, covering almost all buildings. The role of this position has evolved over time and the revised description better aligns with the current responsibilities and expectations of math specialists. Math specialists still assists with curriculum, however coaching and intervention has taken on a larger role over the years with the development of SRBI. The description and certifications reflect what is needed and this revision reflects what the current specialists are performing according to this updated description.

Secondary Transition Specialist

Law requires that districts work to develop transition plans and support vocational opportunities for students as part of the transition. This position would work with 18-21 year old students and their families. This is a new position that was previously approved in the budget.

Consensus to bring both positions for a first read at the June Board meeting, and a second read at the August meeting.

Meeting adjourned at 5:44 p.m.

Sincerely,

Steven Madancy
Assistant Superintendent for Curriculum and Instruction

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

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SOUTHINGTON BOARD OF EDUCATION
Southington, Connecticut

FINANCE COMMITTEE MEETING

Monday, June 22, 2020, 8:00 a.m.

Video Conference

Board Members Present: Zaya Oshana, Chair; Colleen Clark; Joseph Baczewski
Present from Administration: Sherri DiNello, Director of Business & Finance; Jennifer Mellitt,
Accounting Manager

The Finance Committee meeting was called to order at 8:09 a.m.

1. 2019/20 OPERATING BUDGET EXPENSES:

Mrs. DiNello shared with the committee that based on the anticipated surplus of the 2019/20 Operating Budget, the administration recommends utilizing an additional \$200,000 to fund the 1-1 devices from the current budget and leaving the Apple Lease funds intact. The BOE previously approved using \$200,000 of Apple Lease Funding when the 1-1 device plan was proposed.

In addition, she shared that grant extensions were provided due to school closures and this would afford more flexibility to carry grant funds into the 2020/21 school year. Mrs. DiNello asked that BOE operating funds be utilized to cover Literacy & Math Tutor salaries for 2019/20 to maximize grant carryforward fund.

The committee had some discussion and agreed with both recommendations.

The meeting adjourned at 8:25 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "S. DiNello", is written over a horizontal line.

Sheri DiNello
Director of Business & Finance

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date June 25, 2020

Decision Requested _____ Agenda Code 9 a.

AGENDA REPORTING FORM

Agenda Topic: Town Government Communications

Summary of Issue: Communications (when applicable) will be discussed.

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A

Timothy J. Connellan

Signature of Superintendent of Schools

Policy 3323
Soliciting Prices (Bids and Quotations)
Draft



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

SOLICITING PRICES (BIDS AND QUOTATIONS)

Purchases of supplies, materials, equipment and contractual services shall be based whenever possible on competitive bids.

All expenditures in excess of twenty-five thousand (\$25,000) dollars, except where emergency conditions prevail, shall be brought before the Board and if approved, offered for bid. The Purchasing Department shall obtain firm quotes from all suppliers of record, for all items to be purchased of less than ~~\$5,000~~ **\$10,000** value.

The Board shall award the purchase order to the lowest responsible qualified bidder, taking into consideration the quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirement of the educational system and the delivery terms.

The Board at its discretion may vote to waive the requirement to bid if, in its judgment, the best interest of the school district will be served. A move to waive will pass if a two-thirds vote in favor is recorded in a roll call vote of the full membership of the Board.

The Superintendent of Schools shall award bids for the purchase of budgeted goods or services in the amount of \$25,000 or less after receiving bids for such goods or services. A summary of all bids received for purchase of goods or services exceeding \$25,000 will be forwarded to the Board of Education for action with a recommendation from the Superintendent for approval or disapproval.

Cross Reference: Policy 3313

Policy adopted: October 1988
Policy revised: August 2020



SOUTHTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

SOLICITING PRICES (BIDS AND QUOTATIONS)

Procedures Related to Bidding

1. The purchasing agent shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.
2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. The purchasing agent shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
4. The bids shall be opened in public at the prescribed time and place and tabulated for review. Whether or not the bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.
5. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. They shall not, however, be removed from the purchasing office.
6. Purchase orders or contracts for bid items shall be issued within thirty (30) days of the bid award unless an unusual circumstance exists which warrants a delay. Such delays are to be approved by the business manager.

Regulation approved: January 1989
Regulation reviewed: August 2020

Policy 5131.2
Use of Private Technology Devices by Students
Draft



SOUTHINGTON PUBLIC SCHOOLS

Series 5000 Students

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

Students may possess privately-owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, “Board Technology Resources” refers to the Board’s computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, “Privately Owned Technological Devices” refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, , radios, personal audio players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices.

Use of Privately-Owned Technological Devices

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyberbullying;



SOUTHINGTON PUBLIC SCHOOLS

Series 5000 Students

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

Search of Privately-Owned Technological Devices

A student's privately-owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately-owned technological devices. If a privately owned technology device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately-owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

Access to Board Technology Resources

It is the policy of the Southington Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these



SOUTHINGTON PUBLIC SCHOOLS

Series 5000 Students

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

resources while using privately-owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures for using school accounts. No user may deviate from these log-on/access procedures. **Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately-owned technological devices while they are logged on to the network.** Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so *despite* the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and any privately-owned technological devices that access the same.

Harm to Board Technology Resources

Any act by a student using a privately-owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.



SOUTHINGTON PUBLIC SCHOOLS

Series 5000 Students

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

Legal References:

Conn. Gen. Stat. § 10-233j

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250, *et seq.*

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 28 U.S.C. §§ 2510 through 2520

ADOPTED:
7/11/16

DRAFT

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date June 25, 2020

Decision Requested X

Agenda Code 10 f

AGENDA REPORTING FORM

Agenda Topic: Approval of Job Descriptions – Math Specialist and Secondary
Transition Specialist

Summary of Issue: The Policy & Personnel Committee has reviewed and discussed the job
descriptions above.

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

Alternative Strategies: N/A

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

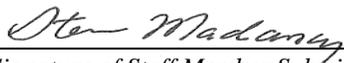
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

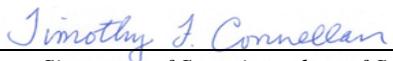
Recommendation or Comment: The Board of Education Policy & Personnel Committee
is bringing the draft job descriptions to the full Board for approval.

Titles of Attachments:

1. DRAFT Job Descriptions



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

JOB DESCRIPTIONS

Draft

Math Specialist
Secondary Transition Specialist



SOUTHTON PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: MATH SPECIALIST

QUALIFICATIONS:

1. Certification in Mathematics
 - a. For an Elementary Math Specialist position, must hold one of the following endorsements: 013, 305, 002, 005
 - b. For a Middle School Math Specialist position, must hold one of the following endorsements: 029 or 229
2. Minimum five years teaching experience in the area of mathematics.
3. Experience in mathematics curriculum development and implementation.
4. Demonstrated leadership in improving all aspects of mathematics instruction and assessment K-12.
5. Excellent oral and written communication skills.
6. Demonstrated ability to identify effective instructional and technological resources to support curriculum requirements.
7. Experience in working effectively with teachers, administrators, parents, students, and community groups.

REPORTS TO: Math Coordinator.

JOB GOAL:

To support staff with implementing effective mathematics instruction aligned with the Southington Public Schools K-12 Mathematics Curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Resource to classroom teachers
 - a. Discuss and share instructional ideas with teachers. Suggest materials that enhance mathematics instruction and assessment.
 - b. Hold collaborative planning sessions to develop lessons and strategies for working with students. These are held on a regular basis.
 - c. Serve as a mentor to teachers by modeling, providing feedback, and coaching.
 - d. Demonstrate strategies (especially those that are new) for teachers, observe, and provide feedback.
 - e. Provide professional development for teachers.
 - f. Serve as a resource to teachers to discuss issues, problems, or ideas that they have about mathematics instruction.
2. Facilitate mathematics improvement
 - a. Work closely with the Math Coordinator and building principals in setting school wide mathematics goals.
 - b. Assist in the writing of curriculum.
 - c. Look for and assist in the selection of new materials (including development of criteria for determining quality of those materials): assist in the piloting of new materials.
 - d. Serve on curriculum committees.

- e. Serve as a resource for parents (communicate with parents, providing and accessing information) conduct workshops on how they can work with their children.
 - f. Performs other duties as requested by the Assistant Superintendent or designee.
3. Contributor of assessment
- a. Assist in the development of assessment instruments and selection of assessment instruments.
 - b. Conduct assessments for individuals or groups of students.
 - c. Assist in interpretation of test results with teachers and parents to guide instruction.
 - d. Coordinate mathematics assessment schedules.
4. Instructor-Scientificallly Researched Based Interventions (*SRBI*)
- a. Provide Tier 2 and Tier 3 math interventions with regards to the district SRBI processes and procedures.
 - b. Deliver high quality math intervention through researched based curriculum and resources.
 - c. Work collaboratively with building staff to schedule, plan for, and monitor students in tiered supports.
 - d. Train and support math tutors to ensure all aspects of the SRBI process are being maintained.
 - e. Communicate student intervention progress/performance to relevant staff, administration and families.
 - f. Attend and actively participate in school and district SRBI meetings.
 - g. Perform other such duties and responsibilities assigned by the principal, as consistent with the responsibilities of the position of the Math Specialist.

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

EVALUATION: Performance to be evaluated annually by the District Math Coordinator.



SOUTHINGTON PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: High School Special Education Teacher/
Secondary Transition Specialist

QUALIFICATIONS:

1. Special Education Teacher Certification
2. Special Education Transition experience/knowledge/expertise

REPORTS TO: Special Education Coordinator
Principal, Southington High School
Director of Pupil Personnel Services

JOB GOAL: To ensure district compliance with transition requirements of the IEP; to develop internship and job opportunities for students with disabilities; to provide case management and specialized instruction to a small caseload of high school students and ensure compliance with IEPs.

PERFORMANCE RESPONSIBILITIES:

1. Provide coaching, training and supervision of the secondary transition process in assisting secondary special education case managers in ensuring compliant IEPs relative to transition planning and goal development.
2. Conduct vocational assessments and formal evaluations when appropriate and as directed by the Special Education Coordinator.
3. Develop schedule of student internship/job shadowing experiences based on:
 - Student needs/interests
 - Job coaching availability
 - Classroom teacher schedule
 - Transportation availability
 - Time limitations for internship experiences
 - (ADA Laws)
4. Initiate contact with and secure new internship sites as necessitated by student needs and interests. Maintain contact with current internship sites and communicate directly with supervisors.

5. Maintain vocational schedule, make necessary adjustments, and contact students, teacher and site-supervisors in response to change due to weather, absences, student need and site-changes.
6. Organize vocational folders for participating students to include job site assessment rubrics, student evaluations, supervisor evaluations and anecdotal records.
7. Complete and present reports of vocational progress at annual PPT of participating students.
8. Complete and present vocational evaluation reports at annual PPT of graduating students and assist in the development of the Summary of Performance relative to transition goals.
9. Be a liaison to the school counseling department and special education teachers to ensure that all identified students with disabilities have appropriately developed IEPs relative to SDE Indicator 13 and SDE transition requirements.
10. Participate and facilitate future planning sessions for recommended students when appropriate.
11. Assist high school students in preparing their annual transition reports (SOPs) at their senior Planning and Placement Team meeting.
12. Case manager and special education teacher responsibilities for a small assigned caseload of students.
13. Other duties and responsibilities as assigned by the Special Education Coordinator, Principal or Director of Pupil Services.

TERMS OF EMPLOYMENT: Ten-month school year determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and in accordance with the provisions of P.A. 74-278.