

Southington Board of Education Meeting

Thursday, August 17, 2023 6:30 PM
John Weichsel Municipal Center Public Assembly Room
200 North Main Street
Southington, CT 06489



SPECIAL MEETING

1. CALL TO ORDER
2. Executive Session
 - a. Superintendent of Schools Evaluation
 - b. Unaffiliated Compensation
3. Reconvene Meeting - Regular Session 7:00 p.m.
4. Pledge of Allegiance - Moment of Silence
5. Administrative Introductions
 - a. Mrs. Rita Stearns, Principal, South End Elementary School
 - b. Mrs. Simone Crouch, Assistant Principal, Southington High School
 - c. Mrs. Alicia Naleway, K-8 Math/K-5 Science Coordinator
6. Public Communications
 - a. Communications from Board of Education
 - b. Communications from Administration
 - c. Communications from Public - Agenda Items Only
7. Committee Reports
 - a. Districtwide Facilities Committee Meeting - June 7, 2023
8. Superintendent's Report
 - a. Personnel Report
9. Old Business
 - a. Town Government Communications
 - b. ConEd Battery Storage Project
 - c. Policy 3541 - Transportation - Second Reading
 - d. Policy 6161 - Equipment, Books and Materials - Second Reading
10. New Business
 - a. Approval of Out of State/Overnight Field Trips
 1. SHS - Varsity Cheerleading Team - Honesdale, PA
 2. SHS - Agriculture Science & Technology/ FFA National Convention, Indianapolis, IN
 3. SHS - Marching Band - Orlando, FL
 - b. Class Size Report
 - c. Obsolete Textbooks
11. Public Communications
 - a. Public
12. Adjournment

Board of Education
Administrative Report
August 17, 2023



1. CT Lightning Softball Association and United States Specialty Sports Association Donation to Hatton Elementary School sensory room.
2. Spirit of Beth Telfer Fund of the Community Foundation of Greater New Britain Grant – Donation of \$720 to the Southington Family Resource Center
3. Town pursuing STEEP grant for Track and Field at SHS
4. Safety funds approved Monday evening by Town Council
5. Legal Update



SOUTHINGTON PUBLIC SCHOOLS

DISTRICTWIDE FACILITIES COMMITTEE MEETING MINUTES

Wednesday, June 7, 2023 – 4:00 p.m. via Zoom

STEVEN G. MADANCY

SUPERINTENDENT OF SCHOOLS

FRANK M. PEPE

*ASSISTANT SUPERINTENDENT
OF SCHOOLS*

BOARD OF EDUCATION

COLLEEN W. CLARK
BOARD CHAIRPERSON

JOSEPH BACZEWSKI
VICE CHAIRPERSON

DAWN L. ANASTASIO
SECRETARY

TERRI C. CARMODY

SEAN M. CARSON

JAMES J. CHRZANOWSKI

DAVID J. DERYNOSKI

ZAYA G. OSHANA

JASPER P. WILLIAMS

Members present: Superintendent Steven Madancy, Director of Operations Peter Romano, Board of Education Chair Colleen Clark, Board of Education member Zaya Oshana, Board of Education member Sean Carson, Town Manager Mark Sciota

1. Call to Order at 4:00pm
2. Discussion of potential Nov 23 referendum items limited to high priority athletic facility items and bonding /cash funding versus current capital plan timelines.

Recommendation of committee was to bring revised timeline below to the next Committee of the Chairs for further discussion across elected Boards.

Proposal for discussion includes:

- Cash funding lights for softball field with current funds from re-allocation to complete work in summer/fall 2023
 - \$350,000
- Tennis courts 2024 with bonding. Total project cost, but with engineering costs removed
 - \$950,000
- Track 2025 with bonding.
 - \$706,000
- Bleachers/Press box 2026 with bonding.
 - \$822,300

Consideration for cash funding in bleachers 2025. Timing makes most sense given planned turf replacement for 2025.

The bonding process above allows project completion without interfering with current projected referendums of road paving in 2024 and elementary schools in 2025.

3. Meeting Adjourned 4:45pm

200 NORTH MAIN ST.
SOUTHINGTON, CT 06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 17, 2023

Decision Requested X Agenda Code 8 a

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for the 2022-23 & 2023-24 school year. This report includes activity for the month of June/July 2023.

Background: The human resource department provides the Board of Education with a monthly update of personnel additions/reductions/changes.

Alternative Strategies: _____

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

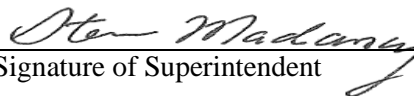
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Recommend that the Board of Education approve the Personnel Report as submitted by the human resource department.



Signature of Staff Member Submitting Report



Signature of Superintendent

Included:

Personnel Report

Agenda – June/July 2023

**Personnel Report
June/July 2023**

APPOINTMENTS

	NAME	POSITION	SCHOOL	FTE	EFFECTIVE	DEGREE	SALARY
CLASS	Bellanca, Katelyn	School Nurse (RN)	FES	1.0	8-29-2023	BA	\$48,870
CERT	Brockett, Taylor	English Teacher	SHS	1.0	8-28-2023	MA	\$56,000
CERT	Bruzik, Sara	Special Ed. Teacher	JAD	1.0	8-28-2023	MA	\$54,000
CERT	Caputo, Nicole	Special Ed. Teacher	TES	1.0	8-28-2023	6 th	\$81,000
CLASS	Cordova, RaeAnne	Paraeducator, FT	JAD	1.0	8-29-2023	N/A	\$18.36
CERT	Crean, Caroline	English Teacher	SHS	1.0	8-28-2023	MA	\$54,000
CERT	DeCarlo, Rachel	1-Yr Special Ed. Teacher	SHS	1.0	8-28-2023	MA	\$62,600
CERT	DiNello, James	Mathematics Teacher	SHS	1.0	8-28-2023	MA	\$62,600
CERT	Fehrs, Benjamin	Special Ed. Teacher	SHS	1.0	8-28-2023	MA+30	\$60,000
CLASS	Hebert, Audra	Secretary, Class II	DES	1.0	8-14-2023	N/A	\$24.64
CERT	Kavanaugh, Megan	Mathematics Teacher	SHS	1.0	8-28-2023	6 th	\$95,000
CERT	Keller, Colleen	Social Studies Teacher	SHS	1.0	8-28-2023	MA	\$54,000
CERT	Linnell, Kelsey	1-Yr Social Studies Teacher	SHS	1.0	8-28-2023	MA	\$56,000
CERT	Loomis, Anthony	Dept. Lead. Health Phys. Ed	SHS	1.0	8-28-2023	6 th	\$100,986
CERT	Mullen, Christopher	Grade 2 Teacher	FES	1.0	8-28-2023	MA	\$56,000
CERT	Naleway, Alicia	Coor. K-8 Math K-5 Scnc.	District	1.0	8-14-2023	6 th	\$127,629
CLASS	Olsen, Dean	Custodian, Evening, FT	FES	1.0	7-17-2023	N/A	\$24.69
CERT	Retano, Michael	Project Lead Way/Tech.	SHS	1.0	8-28-2023	MA	\$89,000
CLASS	Ruzzo, Rebecca	School Nurse (RN)	DES	1.0	8-29-2023	AS	\$51,318
CERT	Schivera, Sarah	1-yr. Special Ed. Teacher	SES	1.0	8-28-2023	BA	\$52,000
CERT	Schuch, Denise	Business Teacher	SHS	1.0	8-28-2023	BA	\$75,200
CERT	Stachowicz, Jennifer	Pre-K Special Ed. Teacher	HES	1.0	8-28-2023	6 th	\$84,500
CERT	Teti, Nicole	English Teacher	SHS	1.0	8-28-2023	BA	\$52,000
CERT	Woodworth, Rebekah	Agricultural Science	SHS	1.0	7-1-2023	MA	\$59,300
CERT	Zabel, Patricia	Grade 1 Teacher	OES	1.0	8-28-2023	BA	\$52,000

RESIGNATIONS/RETIREMENTS

	NAME	POSITION	SCHOOL	EFFECTIVE	YRS	RET/RES
CLASS	Anastos, Sally	Paraeducator, FT	FES	8-2-2023	2	RESIGN
CLASS	Billingsley, Amy	Paraeducator, FT	FES	6-15-2023	7	RESIGN
CERT	Bonini, Jennifer	Grade 2 Teacher	TES	6-15-2023	10	RESIGN
CERT	Bostrom, Brian	Agriculture Science Teacher	SHS	7-15-2023	5	RESIGN
CERT	Bowman, Beth	Kindergarten Teacher	FES	8-2-2023	5	RESIGN
CERT	Brulotte, Reginald	World Language French .6 FTE	SHS	9-30-2023	8	RETIRE
CLASS	Carrier, Shannon	ABA Therapist, SPACE, FT	HES	7-21-2023	2	RESIGN
CLASS	Cassan, Kristine	ABA Therapist, LAUNCH, FT	HES	8-1-2023	9	RESIGN
CERT	Castro, Joy	World Language Spanish 1.0 FTE	JAD	8-24-2023	1	RESIGN
CLASS	Colucci, Jillian	Paraeducator, FT	FES	6-15-2023	1	RESIGN
CERT	Corbin, Elizabeth	Mathematics Specialist	JAD	7-22-2023	15	RESIGN
CERT	Florez, Luisa	World Language Spanish .6 FTE	SHS	7-14-2023	5	RESIGN
CERT	Marin, Christine	Social Worker	SHS	7-7-2023	1	RESIGN
CERT	Manguilli, Kendall	School Psychologist	SEES	7-8-2023	2	RESIGN
CLASS	Moran, Mark	Custodian, Evening, FT	FES	6-17-2023	25	RETIRE
CLASS	Mulhall, Tricia	Paraeducator, PT	DES	7-13-2023	1	RESIGN
CLASS	Neagle, Molly	ABA Therapist, LIDS, FT	KES	8-1-2023	12	RESIGN
CERT	Pflomm, Maureen	Math teacher	SHS	8-24-2020	3	RESIGN
CLASS	Powers, Kayla	Paraeducator, PT	SEES	7-11-2023	1	RESIGN
CERT	Savage, Kelly	Speech Language Pathologist .5 FTE	DES	7-19-2023	10	RESIGN
CLASS	Searles, David	Paraeducator, FT	SHS	8-2-2023	3	RESIGN
CLASS	Smith, Nicole	Food Service Technician, PT	SHS	7-17-2023	5	RESIGN

Personnel Report

June/July 2023

CLASS	Spatafore, Jr, Daniel	Paraeducator, FT	FES	6-22-2023	2	RESIGN
CLASS	Theriault, Leah	ABA Therapist, SPACE, FT	HES	6-15-2023	3	RESIGN
CERT	Viviano, Kayla	Grade 3 Teacher	TES	6-30-2023	3	RESIGN

ASSIGNMENT CHANGE

NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE
Abrantes, Alicia	Computer Teacher, JFK/JAD	1.0	.5 Comp., JFK/JAD, .5 Tech, SHS	1.0	8-28-2023
Anthony, Jessica	School Counselor, SHS	1.0	School Counselor, JFK	1.0	8-28-2023
Brzozowski, Cassie	Grade 7/8 Math Specialist, JFK	1.0	Grade 7/8 Math Specialist, JAD	1.0	8-28-2023
Capobianco, Amy	Grade 5 Teacher, DES	1.0	Grade 6 Science Teacher, JFK	1.0	8-28-2023
Crouch, Simone	Interim Asst. Principal, SHS	1.0	Asst. Principal, SHS	1.0	7-1-2023
Derek, Lisa	Paraeducator, LAUNCH, HES	1.0	ABA, SPACE, HES	1.0	8-29-2023
Duprey, Cristi	Grade 2 Teacher, DES	1.0	Grade 7/8 Math Specialist, JFK	1.0	8-28-2023
Horwitz, Lauren	English teacher, SHS	1.0	Language Arts, 7/8, JFK	1.0	8-28-2023
Hughes, Michael	Asst. Head Custodian, SHS	1.0	Head Custodian, FES	1.0	7-3-2023
Picone, Joseph	Head Custodian, FES	1.0	Head Custodian, TES	1.0	6-27-2023
Peel, Kathryn	Grade 2 Teacher, FES	1.0	Kindergarten Teacher, FES	1.0	8-28-2023
Perzan, Lindsay	School Counselor, SES	1.0	School Counselor, SHS	1.0	8-28-2023
Pettit, Patricia	English teacher, SHS	1.0	TESOL Teacher, SHS	1.0	8-28-2023
Stearns, Rita	Interim Principal, SEES	1.0	Principal, SEES	1.0	7-1-2023
Storm, Daniele	Paraeducator, SEES	1.0	ABA, Pre-K, HES/SES	1.0	8-29-2023
Tarfano, Stacy	Family Consumer Science Teacher, JFK	1.0	Family Consumer Science Teacher, SHS	1.0	8-28-2023
Tombari, Ryan	Custodian, PT, OES	.49	Custodian, FT, Evening, TES	1.0	7-10-2023
Zimmerman, Katherine	Music Teacher, OES	.2 FTE	Music Teacher, OES/FES	.8 FTE	8-28-2023

TRANSFERS

CERT NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE

None to report

**Personnel Report
June/July 2023**

STIPENDS

COACHING

Resignations/Non-Renewals

Dachelet, Daniel	Girls' Track and Field Coach	SHS	RESIGN
Davis, Haley	Volleyball Coach	JAD	RESIGN

Appointments

Kudla, Marisa	Asst. Dept. Leader Math	SHS	STIPEND
---------------	-------------------------	-----	---------

OTHER

Resignations/Non-Renewals

None to report

Appointments

Bartlett, Destiny	Mid. School Curr. Spec Soc. Stud.	STIPEND
Chordas, Shelley	Open Choice Liaison, JFK	STIPEND
Fox, Rose	Student Council Co-Advisor, JFK	STIPEND
O'Neill, John	Team Leader 7B, JFK	STIPEND
Radziwon, Keagan	Asst. Dept. Leader Science, SHS	STIPEND
Schena, Lillian	FBLA Co-Advisor, SHS	STIPEND

Town of Southington

Highway/Parks Department

ANNETTE S. TURNQUIST, P.E., M.P.A.
DIRECTOR OF PUBLIC WORKS
TOWN ENGINEER



DELLA BITTA DRIVE
PLANTSVILLE 06479

GABE CALANDRA
ASSISTANT SUPERINTENDENT

TEL (860) 276.9430
FAX (860) 276.9101

MEMORANDUM

TO: Mark Sciota, Town Manager

FROM: Annette S. Turnquist, P.E., M.P.A., Director of Public Works / Town Engineer **AST**

RE: Battery Storage

DATE: July 5, 2023

On May 8, 2023, Titan Energy and RWE Clean Energy (RWE) presented to the Town Council regarding a battery storage project proposed at the Wastewater Treatment Plant. While the project was recognized as a beneficial savings opportunity, there were safety concerns. As a result, Titan Energy and RWE met with the Fire Chief, Building Official, and Acting Director of Planning and Community Development on June 20, 2023.

At the June 20th meeting, the Tesla MegaPack safety overview, the fire life safety features, and RWE's emergency response plan to potential battery energy storage system emergencies were reviewed. The batteries will be monitored twenty-four hours per day, seven days per week. RWE will have a team responsible for managing the operations and maintenance of the equipment. The Senior Director of Health, Safety, Security, and Environmental Operations at RWE will be directly involved in working with Chief Heath in implementing a training program for Southington firefighters prior to operation of the battery system.

I have spoken with Chief Heath, Jeff Pooler, and David Lavallee. Chief Heath was satisfied with the information discussed during the June 20th meeting. Jeff Pooler is comfortable given that the Tesla MegaPack has been around for a long time and is standard technology. David Lavallee's only concern was that the storage facility adheres to zoning setbacks. Based on this feedback, with the Town Council's concurrence, I would recommend moving forward with the battery storage project at the Wastewater Treatment Plant.

c: Chief Heath, Jeff Pooler, David Lavallee, Kiari Williams, Adam Teff



Southington Fire Department

ERIC T. HEATH
Fire Chief
Fire Marshal

310 North Main Street
Southington, Connecticut 06489
Telephone (860) 621-3202
Fax (860) 628-4049

SCOTT M. LEE
Assistant Chief
Deputy Fire Marshal

July 10, 2023

Adam Teff
General Manager
TitanGen
750 Main Street, Suite 1000
Hartford, CT 06103

RE: BESS Southington Installations

Mr. Teff,

This memo is in regards to our meeting on June 20, 2023 with yourself and representatives of RWE discussing the proposed Tesla MegaPack battery energy storage systems (BESS) on selected town properties.

Overall, I felt satisfied with regard to the issues directly pertinent to our department; civilian safety, fire personnel safety, training and education for fire personnel, as well as implementation of emergency action plans.

As discussed; the necessary PZC, building, and fire code will need to be met if installation on the proposed sites moves forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric T. Heath", is written over a large, stylized flourish.

Eric T. Heath



Southington Middle School Projects Overview (JFK, DePaolo)

August 17, 2023

Overview of RWE

RWE Clean Energy, a subsidiary of RWE Group, is a top tier renewable energy company in the United States. With more than 15 years in the U.S. renewables business, the company has an outstanding track record in developing, constructing and operating renewable energy facilities.

In 2023, RWE was recognized by the Connecticut Green Bank for its pioneering work in Energy Storage Solutions, advancing the green energy movement and helping bring resilience, health, and equity to Connecticut.

The 1500-person RWE team in the U.S. is fully committed to forging ahead with the clean energy transition in North America. RWE Clean Energy operates a renewable energy portfolio of about 8 gigawatts (GW) installed capacity of onshore wind, solar, and battery storage, making it the number four renewable energy company in the U.S. and the country's second largest solar owner and operator, present in the majority of U.S. states.

Location: Valhalla, NY; Milwaukee, WI; Chicago, IL; Austin, TX

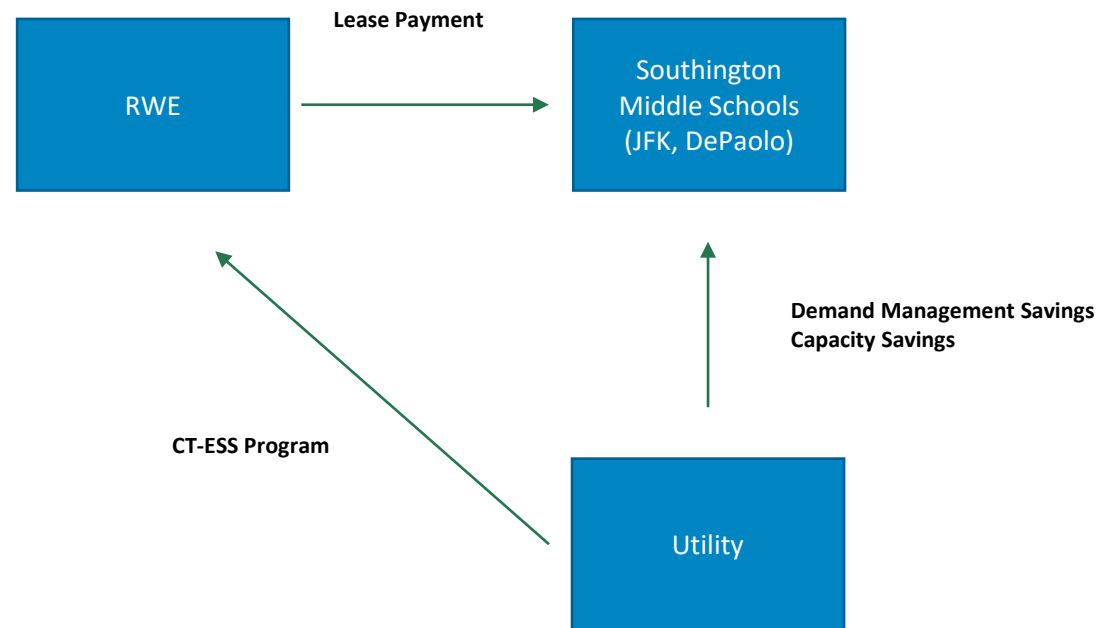
Functional Expertise: Project development, engineering, battery management software, technology qualification, battery supply chain mgmt., construction and operations.



*More than 2 GWh contracted or operational,
more than 50 battery storage project sites across US and Canada*

RWE Ownership Model

RWE proposes owning and operating a battery on site. In exchange for leasing the property, RWE will offer a low risk and high potential long-term revenue stream by paying an annual lease payment and dispatching the battery to reduce your utility bill.



Value Streams

Customer

- Annual Lease Payment
- New tax revenue
- Utility Bill Savings
 - Demand Management Savings
 - Capacity Savings (monthly capacity charge based on demand during peak hour of previous year)
 - Savings depend on capacity reduction due to battery
 - estimated savings for both sites combined: \$5,000 - \$20,000 annually
- Emergency backup power source

RWE

- CT Energy Storage Solutions (daily dispatch, 30-60 summer events + 5 events in Winter)
- Additional market opportunities over the term

Preliminary BESS Size and Layout – JFK Middle School

- Estimated System Size: 0.767 MW / 3.070 MWh
- Estimated land leased by RWE: 850 square feet
 - To be finalized after discussions with AHJ and site visit
- Layout is preliminary and needs to be finalized, including proposed lease area and access requirements.



Preliminary BESS Size and Layout – DePaolo Middle School

- Estimated System Size: 0.767 MW / 3.070 MWh
- Estimated land leased by RWE: 850 square feet
 - To be finalized after discussions with AHJ and site visit
- Layout is preliminary and needs to be finalized, including proposed lease area and access requirements.



Southington DePaolo and JFK School Opportunities

RWE is proposing the following based on our analysis:

- Estimated System Size: 0.767 MW / 3.070 MWh
- RWE will own and operate the BESS
- Battery provides power source during grid outage.
- Proposed lease payment of \$25,000/year for each school, subject to terms of a tax agreement with the Town.

Illustration of Megapack 2 XL



Ardsley Middle School, Ardsley, NY



Project Development Process

The following is a high-level project overview.

- Model the project for customer benefit and discuss project – *initial analysis complete*
- Letter of intent - completed
- Detailed site visit – initial site visit completed
- Apply for interconnection [RWE] - completed
- Apply for utility programs [RWE] - completed
- Execute lease and Battery Operating Agreement [RWE+ customer] → this is the point in the project where all parties would be committing
- Obtain required permits and approvals
- Eversource interconnection approval
- Construction
- Commissioning and operation

Summary of Benefits to the Town of Southington

- No cost of installing and operating the battery storage project
- Generates new annual revenues to the Town
- Supports the Town's efforts to reduce its carbon footprint and the effects of climate change
- Emergency back-up power source in the event of a power outage at schools
- Supports CT's commitment for a zero-carbon electric grid by 2040

Fire Life Safety Design Features

- System Designed to NPFA 855 2022 Version
- System Testing to UL9540 and UL9540A
- Tesla BESS Controller is monitoring multiple points resulting in System shutdown well before thermal runaway event occurs
- Exterior Battery Access (NOT a walk-in Container)
- Container Ventilation to Eliminate any gas build-up
- Knox-Box Document Box at Gate
- Training with ongoing (Annual Refreshers)
- Site Specific EAP

Emergency Response to BESS Emergencies

- Response is no different than energized Substation or Utility enclosure
“Stand Fast” Defensive Approach and Manage Exposures
- Maintain 100 foot set-back
- SCBA in the event of a system failure
- Address Brush Fires or Impinging Fires under current Department SOG/SOP
- RWE Operations with 40 cal suit will manage opening any units secondary to an alarm or condition
- FD – TIC, Portable ABC Extinguisher
- Medical will require an escort into BESS enclosure

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 10, 2023

Decision Requested X Agenda Code 9 c.

AGENDA REPORTING FORM

Agenda Topic: Policy 3541 – Relations Between Public and School Personnel - Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 3541 – Relations Between Public and School Personnel.

Background: The Policy and Personnel Committee reviews policies 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

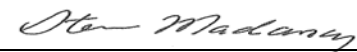
Recommendation or Comment: Move that the Board of Education approve Policy 3541 as recommended by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 3541



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policy 3541
Transportation
Draft

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

Policy revised: May 2018

Policy reviewed: June 2023

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.
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.

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

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:
 - (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;

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

- (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 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 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

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

conditions exist:

- (1) A crossing guard is present; or,
 - (2) 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 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 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;

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

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.

C. Eligibility for School Transportation

Students will be eligible for school transportation if one or more of the following criteria are 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.
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.

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

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.

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.

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation (continued)

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. Bus stops must be located on public access roads. Specifically, bus stops should not be located on private thoroughfares, privately maintained properties, condominium complexes or private HOAs in which the roadways are maintained by said HOA.

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.

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).

R-3541(1)

Series 3000: Business and Non-Instructional Operations

Procedures for Responding to Bus Accidents (continued)

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.

Procedures for 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.

Procedures for 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.

Series 3000: Business and Non-Instructional Operations

Procedures for Developing Bus Routes

General

The following information is due on or before July 15th 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 30th 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

A.M. 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 A.M. Plantsville School - No earlier than 8:30 A. M.)

P.M. Route

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

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 30th 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 1st, the bus contractor, in consultation with the Southington Public Schools designee, will have developed bus routes based on: a.

Series 3000: Business and Non-Instructional Operations

Procedures for Developing Bus Routes (continued)

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.

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

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

R-3541(1)

Series 3000: Business and Non-Instructional Operations

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.

Connecticut General Statutes

PA 89-320, Ensuring the safe transportation of school children

Regulation approved: January 1989

Regulation revised: April 1998

Regulation revised: April 2003

Regulation revised: May 2018

Regulation Revised: June 2023

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 10, 2023

Decision Requested X Agenda Code 9 d.

AGENDA REPORTING FORM

Agenda Topic: Policy 6161 – Equipment Books & Materials - Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 6161 – Equipment Books & Materials - First Reading.

Background: The Policy and Personnel Committee reviews policies 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

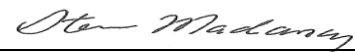
Recommendation or Comment: Move that the Board of Education approve Policy 6161 as recommended by the Policy & Personnel Committee

Titles of Attachments:

1. DRAFT Policy 6161



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policy 6161
Equipment, Books & Materials
Draft

Series 6000: Instruction**Instructional Arrangements****Equipment, Books and Materials: Provision/Selection**

The Board of Education recognizes that appropriate texts, technological equipment, library references facilities, maps and globes, laboratory equipment, audiovisual equipment, art supplies, athletic equipment, current periodicals, tests and questionnaires, and similar materials are the tools of the teaching profession. The teaching staff shall serve on curriculum committees and consult with the administration for the purpose of recommending improvements in curriculum and materials. Textbook purchases shall be approved by the Board of Education in keeping with the requirements of state law. The Board of Education believes that at all times the schools should be as well equipped and maintained as may be possible within existing financial limitations.

The disposition of old and obsolete textbooks shall be accomplished under the direction of the Superintendent of Schools in accordance with state and district regulations (cf. 3260 – Sales & Disposal of Equipment, Books & Supplies).

Legal Reference: Connecticut General Statutes

10-228: Free textbooks, supplies, materials and equipment

10-229: Change of textbooks

Policy adopted: May 1989

Policy reviewed: October 2002

Policy reviewed: June 2023

Series 6000: Instruction

Equipment, Books and Materials: Provision/Selection

Selection and Provision of Textbooks and Other Instructional Materials and Equipment

It is the policy of the Board of Education to provide educational materials and equipment that support and enrich the curriculum and further the achievement of the district's instructional goals.

The review and selection of basic textbooks (the book or set of instructional materials that serve as the foundation for more than fifty percent of the course content shall be considered the basic textbook, referred to simply as "textbooks") will be carried on continuously in order to keep up with the great expansion of knowledge and the rapid changes going on in our world today.

Where applicable, all textbooks shall present balanced views concerning the international, national, and local issues and problems of the past, present, and future. Textbooks shall:

1. Support and be consistent with the goals and objectives of the established curriculum for a specific subject area
2. Provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic, and ethical values
3. Provide materials that will help students develop abilities in critical reading and thinking.
4. Provide materials that will develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. Provide for all students an effective basic education that does not discriminate on the basis of race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
6. Allow sufficient flexibility for meeting the special needs of individual students and groups of students.

Series 6000: Instruction

Equipment, Books and Materials: Provision/Selection

Selection and Provision of Textbooks and Other Instructional Materials and Equipment (continued)

The Board of Education shall make the final textbook selection decision. The Board of Education shall not change any textbooks used in the public schools except by a two thirds vote of all the members of the Board. Notice of such intended change shall be given at a meeting of the Board held at least one week prior to the vote on the change.

(cf. 1220 – Citizens’ Advisory Committees)
(cf. 1312 – Public Complaints)
(cf. 5145.2 – Freedom of Speech/Expression)
(cf. 6144 – Controversial Issues)

Legal Reference: Connecticut General Statutes

10-221: Board of Education to prescribe rules

10-228: Free textbooks, supplies, materials and

10-229: Change of textbooks

President’s Council, District 25 v Community School Board, No. 25.457 F.2d. 289 (1972), cert. Denied 1972

Minarcini v Strongsville City School District, 541 F. 2d. 577 (6th cir. 1976) Island Trees Union Free School District Board of Education v Pico, 457 US 853 (1982)

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9.9.81)

Regulation approved: December 1989

Regulation reviewed: October 2002

Regulation revised: March 10, 2016

Series 6000: Instruction

Equipment, Books and Materials: Provision/Selection

Provision for Textbooks Selection

Curriculum development determines textbook selections; textbooks should not determine curriculum. This statement forms the foundation for the selection of textbooks and other classroom materials utilized in the Southington public schools.

Recommendations for new textbooks are to be submitted to the building principal by March 1 and to the Assistant Superintendent by March 15. Once endorsed, the Assistant Superintendent will recommend textbooks to the Superintendent for adoption by the Board of Education by the end of June.

Each department and/or committee wishing to select a new textbook must have previously budgeted for the cost.

TIMELINE

- | | |
|----------|--|
| March 1 | Deadline for submitting recommendation for new textbooks to building principals (Attached Textbook Adoption Form). |
| March 15 | Deadline for recommendations to Assistant Superintendent for review. |
| April | Assistant Superintendent presents approved proposals to Board of Education Curriculum subcommittee for approval and forward to the Board for approval. |

Regulation approved: December 1989

Regulation revised: May 2005

Series 6000: Instruction

Equipment, Books and Materials: Provision/Selection

Procedures for Library/Media Materials Selection

For the purpose of this regulation, materials will be defined as print and/or non-print educational materials other than textbooks and workbooks.

The Southington School System recognizes the rights inherent in the First Amendment to the Constitution and supports the principles of intellectual freedom.

Within the framework of constitutional protection, it is the responsibility of the professional staff to select and use materials to implement the educational program. All formats of information are considered and are evaluated on the basis of their utility in meeting instructional, informational, and other user needs in the school community.

The primary objective of the library/media center is to implement, enrich and support the educational program of the school. The library/media center is intended to provide the school with a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

To this end, the Southington Board of Education subscribes in principle to the statement on library philosophy as expressed by the American Library Association's of School Librarians in the "School Library Bill of Rights":

1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection procedures, and to provide maximum accessibility through a systematically organized collection.
2. To provide materials that will support the curriculum taking into consideration individual needs, diverse learning styles, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
3. To provide materials for teachers and students that will encourage lifelong learning, literary, cultural and aesthetic appreciation, and ethical standards.
4. To provide resources and activities for learning that represent diversity of experiences, opinions, and social and cultural perspectives and to support the concept that intellectual freedom and access to information are prerequisite to effective and responsible citizenship in a democracy.
5. To provide a written statement which is approved by the Board of Education of the procedures for meeting the challenge of censorship of materials in school library/media centers.
6. To provide qualified professional personnel to serve teachers and students.
7. To provide a program that functions as the information center of the school.

Series 6000: Instruction

Equipment, Books and Materials: Provision/Selection

Procedures for Library/Media Materials Selection (continued)

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Series 6000: Instruction**Equipment, Books and Materials: Provision/Selection****Criteria for Library/Media Materials Selection**

The library/media collection shall contain materials that are consistent with the criteria listed below. ~~With regard to~~ **Regarding** what might be considered as controversial issues, a balanced presentation of such matters shall be contained within individual works or within a specified group of books or media that meet other relevant criteria for selection.

1. Materials shall support and be consistent with the general educational goals of the Southington Public Schools and its curriculum.
2. Materials shall meet high standards of quality in factual content and presentation.
3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
4. Materials shall support the development of reading skills and all areas of the curriculum.
5. Materials shall have aesthetic, literary, artistic and/or social/historical value of recognized significance.
6. Materials chosen shall be by competent and qualified authors and producers.
7. Materials shall be chosen to foster respect and understanding of minority groups, women, ethnic groups and religions and shall realistically and factually represent our pluralistic contemporary society along with the roles and lifestyles open to both men and women.
8. Materials shall be chosen that examine economic, political and ideological systems and the historical impact of such systems.
9. Materials shall provide students with opportunities and experiences, which foster critical thinking, decision-making and problem solving.
10. Materials shall present the varied aspects of our society.
11. Physical format and appearance of materials shall be of high quality and be appropriate for their intended use.
12. Materials shall be chosen to foster leisure and recreational reading in order to encourage and develop lifelong reading habits.
13. Materials are to be considered ~~on the basis of~~ **based on**:
 - Overall purpose
 - Timeliness or permanence
 - Importance of the subject matter
 - Quality of the writing/production
 - Readability and popular appeal
 - Authoritativeness
 - Curriculum based Reputation of the publisher/producer
 - Reputation and significance of the author/artist/composer/ producer, etc.
 - Format and price
 - Request from faculty and students

Series 6000: Instruction

Equipment, Books and Materials: Provision/Selection

Criteria for Library/Media Materials Selection (continued)

- ~~14. The Board of Education is legally responsible for all matters relating to the operation of the Southington Public Schools.~~
15. The responsibility for the selection of library/media materials shall reside primarily with professionally trained and certified personnel subject to criteria approved by the Board of Education and subject to Board review. For the purposes of this provision, the terms “library/media materials” include print and/or non-print educational materials other than textbooks and workbooks ~~include printed and audiovisual materials (eg. books, magazines, video tapes, DVD’s, CD’s, audio tapes, etc.)~~ housed in the school library/media center or any system wide library/media center.
16. The selection of materials involves many people: principals, supervisors, teachers, and library/media specialists. The responsibility for coordinating and selection of purchases rests with the professionally trained and certified library/media personnel.
17. In selecting materials for purchase, the library/media specialist evaluates the existing collection and:
 - a. Consults reputable, unbiased, professionally prepared selection aids.
 - b. Consults staff from departments and/or all grade levels to support school’s curriculum and meet diverse learning needs of students.
 - c. Submits recommended selections for review by the school principal.

Regulation approved: December 1989

Regulation reviewed: October 2002

Regulation revised: June 2023

Series 6000: Instruction

Equipment, Books and Materials: Provision/Selection

Textbook Inventory

Each school is to maintain a textbook inventory. Inventory cards are to be completed in duplicate with one set kept on file in the school office and the other set forwarded to the Assistant Superintendent. Textbook inventories are to be updated annually.

Regulation approved: December 1989
Regulation reviewed: October 2002

Series 6000: Instruction

Instructional Services

Equipment, Books, and Materials: Provision/Selection

Use of Videos in the Classroom

Since classroom time for teaching and learning is limited, and since active rather than passive modes of instruction are more beneficial to students, videos (including feature length movies and filmstrips) are to be used both appropriately and sparingly. Therefore, the following guidelines have been established to govern the use of videos in all Southington Schools:

1. Video viewing time, on the average, is not to exceed the following limits:
 - a. Elementary – no more than two (2) hours per month
 - b. Secondary – no more than two (2) periods per month per subject
2. A video is not to replace direct skills development with students as called for in the various subject areas.
3. Video content must always be of recognized merit and relate to the curriculum.
4. In the case of a written work, students generally must read the printed version of the material before viewing the video.
5. Students must respond critically to the presentation after viewing.
6. Only full-length feature movie videos which directly support the school curriculum may be used in the classroom in keeping with the following requirements:
 - a. Only G and PG rated movie videos may be used with pre-kindergarten through grade seven classes.
 - b. Only G, PG or PG-13 rated movie videos may be used at the eighth grade.
 - c. G, PG and PG-13 rated movie videos may be used at the high school. R rated movie videos, only if they are of exceptional merit and will enhance the curriculum, may be used at the High School level with the approval of the appropriate department head. If an R-rated movie video is being used, parents must be notified of its nature and possible offensive content and must give permission for their child, if under age 18, to view it. A student can choose not to view the video even if parental approval is given.
7. Teachers must preview all videos before showing them to their students.

Regulation approved: May 1991

Regulation revised: December 1995

Regulation revised: October 2002

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date August 17, 2023

Decision Requested X

Agenda Code 10 a1.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Approval of Out of State/Overnight Field Trip

Summary of Issue: The Board of Education must give approval for field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented here is the following trip:

- SHS – Varsity Cheerleading Team – Honesdale, PA
 - 8/21-23 - 8/24/23

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

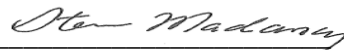
Recommendation or Comment: Move that the Board of Education approve the field trip request as presented by the administration.

Titles of Attachments:

1. Field Trip Application



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**Southington High School
Varsity Cheerleading Team**

Honesdale, PA

(8/21/23 – 8/24/23)

Southington Public Schools

Southington, Connecticut

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

Submit to Assistant Superintendent

Date: 7/18/2023

Out of State: Yes No
Overnight: Yes No

Miles Round Trip: 320

Southington High School

Varsity Cheerleading Team

August 21-24th, 2023

School	Class/Group	Date of Trip
Name and Address of Destination Lake Bryn Mawr, 593 Bryn Mawr Rd, Honesdale, PA		
Reasons for Field Trip CHEERLEADING CAMP		
Itinerary (attach if needed)		
Departure Date/Time	AUGUST 21, 2023, 8am	Return Date/Time August 24, 2023, 1pm

Type of Field Trip (Required Ratio – Student : Teacher/Chaperone):

Academic (15:1) Non-Academic (10:1) Abroad (8:1)

#of Students: 13 #of Teachers/Chaperones : 3 #of Buses Team Charter

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

Have met with nurse to address student health needs.

Nurse's Signature

Date

(TRIPS REQUIRING BOE APPROVAL ONLY) - Have NOT met with the nurse. Will meet with the nurse to address student health needs of the traveling roster members this summer. This meeting will take place approximately one-month prior to the scheduled trip at the nurses' earliest availability.

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

COST AND FINANCING

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	\$ 6,028.00	
Board of Education Contribution	\$	
Other	\$	
Fundraising Activity	(\$ 828.00	
BALANCE	\$ 5,200.00	
Student Contribution		
Transportation	\$ 897.00	13 Students @ \$69.00

Entrance Fees, Room & Board \$ 4,303.00 13 Students @ \$331.00

TOTAL Cost of Trip to Each Student \$ 400.00

PRINT NAME AND SIGN

Teacher Ashley Clemens *Ashley Clemens* Date 7/18/2023

Dept. Head Steve Risser *Steve Risser* Date 7/20/2023

Principal Michael Crocco *Michael Crocco* Date 7/20/2023

Comments

Assistant Superintendent *Frank Ryp* **Approved** Date 7/25/23 Not Approved

Board of Education Approval*** YES NO Date

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date August 17, 2023

Decision Requested X

Agenda Code 10 a2.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Approval of Out of State/Overnight Field Trip

Summary of Issue: The Board of Education must give approval for field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented here is the following trip:

- SHS – Agriculture Science & Technology/FFA National Convention– Indianapolis, IN
 - 10/31-23 - 11/4/23

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

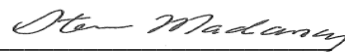
Recommendation or Comment: Move that the Board of Education approve the field trip request as presented by the administration.

Titles of Attachments:

1. Field Trip Application



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**Southington High School
Agriculture Science & Technology/FFA National Convention**

Indianapolis, IN

(10/31/23 – 11/4/23)

Southington Public Schools
Southington, Connecticut

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

Submit to Assistant Superintendent

Date: 6/21/23

Out of State: Yes No
Overnight: Yes No

Miles Round Trip: 1634

Southington High School

School

Agriculture Science & Technology/FFA

Class/Group

Tues. Oct 31 - Sat. Nov 4, 2023

Date of Trip

Name and Address of Destination

National FFA Convention, Indianapolis, Indiana

Reasons for Field Trip

National FFA Convention - includes a college and career show, competitions, and workshops related to agriculture. Students will be competing at the national level. Specifics will be available in the future at www.ffa.org

Itinerary (attach if needed)

Departure Date/Time

Tues Oct.31, 2023 Time TBD

Return Date/Time

Sat Nov 4, 2023 Time TBD

Type of Field Trip (Required Ratio – Student : Teacher/Chaperone):

Academic (15:1) Non-Academic (10:1) Abroad (8:1)

#of Students: 14 (5 are 2023 graduates) #of Teachers/Chaperones : 3

2 teachers, one additional chaperone #of Buses 0

Number of students attending is subject to change pending the results of July contest judging at the national level

Have definite arrangements been made at the field trip destination?

Yes No

Have met with nurse to address student health needs.

Nurse's Signature _____

Date _____

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

Destination is handicap accessible:

Yes No

Lift Van Needed? Yes No

COST AND FINANCING

Source of Funds

TOTAL Anticipated Cost of Trip

\$ _____

Additional Notes

Board of Education Contribution

\$ 6037

Hotel - from ASTE account

Other

\$ _____

Fundraising Activity

(\$ _____)

BALANCE

\$ 6037

Student Contribution

Transportation

\$ 4900

14 Students @ \$ 350

Entrance Fees, Room & Board

\$ 2100

14 Students @ \$ 150

TOTAL Cost of Trip to Each Student

\$ 500

PRINT NAME AND SIGN

Teacher

Mary-Ann Molly Allard

Date 6/21/2023

Dept. Head

Marion Stannard

Date 6/21/23

Principal

[Signature]

Date _____

Comments

Assistant Superintendent

Frank Lopez

Date

6/26/23

Approved



Not Approved



Board of Education Approval***

YES

NO

Date

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date August 17, 2023

Decision Requested X

Agenda Code 10 a3.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Approval of Out of State/Overnight Field Trip

Summary of Issue: The Board of Education must give approval for field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented here is the following trip:

- SHS – Marching Band – Orlando, FL
 - 2/15/24 – 2/19/24

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve the field trip request as presented by the administration.

Titles of Attachments:

1. Field Trip Application



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**Southington High School
Marching Band**

Orlando, FL

(2/15/24 – 2/19/24)

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

Submit to Assistant Superintendent

Date: June 1, 2023

Out of State: Yes No

Miles Round Trip: 2,420 miles

Overnight: Yes No

Southington High School Marching Band February 15-19 2024
School Class/Group Date of Trip

Name and Address of Destination Wyndham Resorts 8001 International Dr, Orlando, FL 32819

Reasons for Field Trip 2 to 3 performance opportunities including a parade and a workshop with professional sound artists.

Itinerary (attach if needed) See Attached

Departure Date/Time February 15, 2024 Time TBD Return Date/Time February 19, 2024 Time TBD

Type of Field Trip (Required Ratio – Student : Teacher/Chaperone):

Academic (15:1) Non-Academic (10:1) Abroad (8:1)

#of Students: TBD #of Teachers/Chaperones : 10
#of Buses TBD

Have definite arrangements been made at the field trip destination? Yes No-Pending approval and deposits

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

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

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

COST AND FINANCING

Source of Funds	Totals	Additional Notes
TOTAL Anticipated Cost of Trip	\$ 2,175.00	
Board of Education Contribution	\$	
Other	\$	
Fundraising Activity	(\$ TBD)	Several fundraising opportunities will be available throughout the year.
BALANCE	\$	
Student Contribution		
Transportation	\$ TBD	Students @ \$
Entrance Fees, Room & Board	\$ TBD	Students @ \$
TOTAL Cost of Trip to Each Student	\$ 2,175.00	

PRINT NAME AND SIGN

Teacher [Signature] STUPRER Date 6/1/23
 Dept. Head [Signature] OSSIAS Date 6/1/23
 Principal [Signature] CRIBCO Date 6/1/23
 Comments _____

Assistant Superintendent

Frank Rys

Date

6/2/23

Approved

Not Approved

Board of Education Approval***

YES

NO

Date



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

Southington High School Band
Orlando, Florida – Walt Disney World
Feb. 15-19, 2024

DATE: TIME:

Thursday TBA
2/15/23

Depart Southington High School
Flight from BDL to Orlando Airport

Private motorcoach transfer to Wyndham Resort upon arrival
Drop anything not wanted in the parks with bellmen and then transfer to
a Disney Park.

Group will spend remainder of day in the park

\$20 Dining card provided today.

Depart when park closes

Security starts at 11:00 pm this evening

Friday 7:00 am
2/16/23

Breakfast

Private transportation to the Magic Kingdom

Group will march at Magic Kingdom today.

\$20 dining card provided today.

Private transportation when park closes back to the hotel

Security starts at 11:00 pm this evening

Saturday 7:00 am
2/17/23

Breakfast voucher

Private transportation to EPCOT
Workshop is usually held at EPCOT

Remainder of the day at a Disney Park

\$20 dining card provided today.

Private transportation when park closes back to the hotel

Security starts at 11:00 pm this evening

Sunday 2/18/23	7:00 am	Breakfast voucher Private transportation to Animal Kingdom Day at Animal Kingdom \$20 dining card provided today.
	5:00 pm 5:30 pm	Private transportation to Disney Springs Group dinner at Planet Hollywood at Disney Springs
	10:00 pm	Private transportation back to the hotel Security starts at 11:00 pm this evening
Monday 2/19/23	7:00 am	Breakfast voucher Check out of rooms and load truck with luggage, instruments, etc.
	9:00 am	Depart by private transportation to Kennedy Space Center Kennedy Space Center
	2:00 pm	Depart for the Orlando Airport Return flight to BDL Private transportation from BDL to Southington High School Arrive back at Southington High School

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

TRIP INCLUDES:

Round-trip transportation from Southington High School to Bradley International airport; Round-trip air transportation from BDL to Orlando; 4 nights' accommodations at the Wyndham Resort Orlando; 4 full American buffet breakfasts; 4- \$20 dining card for Disney Parks; 1 – dinner at Planet Hollywood; 4-day ticket to Disney Parks; Imagination Campus music workshop, Admission to Kennedy Space Center; private motorcoach transfers each day as listed on the itinerary; Private security at your hotel from 11 pm-6am nightly; Destinations Unlimited Tour Director(s) throughout your stay in Orlando; drivers' and tour director's gratuities; All taxes, fees and service charges on included features.

COST PER PERSON:	SINGLE OCCUPANCY:	\$2722.00
	DOUBLE OCCUPANCY:	\$2357.00
	TRIPLE OCCUPANCY:	\$2236.00
	QUAD OCCUPANCY:	\$2175.00

Cost per person is based on a minimum of **80 paying passengers** with **10** adult complimentary programs. Complimentary passengers are based on 10 adults in double occupancy.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date August 17, 2023

Decision Requested _____ Agenda Code 10 b.

AGENDA REPORTING FORM

Agenda Topic: Class Size Report

Summary of Issue: Projected enrollment through August 17, 2023 and staffing requirements are reflected in the attached chart.

Background: The Board of Education reviews elementary class size projections and staff requirements at the August Board of Education Meeting.

Alternative Strategies: Board to recommend staff allocation adjustments.

Cost (if applicable): TBD **Funding Source:** Budget


Beginning Date of Program or Project: August, 2023

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Title of Attachment:

1. 2023-2024 Elementary Enrollment Chart

DRAFT
Class Averages 2023-2024
as of August 16, 2023

SCHOOL	GRADE K		GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		TOTALS	
	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24
DERYNOSKI														
TOTAL	87	93	109	91	97	111	91	97	105	92	69	107	558	591
Class Avgs	17.40	15.50	18.17	18.20	19.40	18.50	18.20	19.40	21.00	18.40	17.25	21.40		
FTEs	5	6	6	5	5	6	5	5	5	5	4	5	30	32
FLANDERS														
TOTAL	44	36	32	46	48	31	54	50	43	53	63	44	284	260
Class Avgs	14.67	12.00	16.00	15.33	16.00	15.50	18.00	16.67	14.33	17.67	15.75	22.00		
FTEs	3	3	2	3	3	2	3	3	3	3	4	2	18	16
HATTON														
TOTAL	53	62	60	53	52	60	74	54	64	76	61	65	364	370
Class Avgs	17.67	15.50	20.00	17.67	17.33	20.00	24.67	18.00	21.33	19.00	20.33	21.67		
FTEs	3	4	3	3	3	3	3	3	3	4	3	3	18	20
KELLEY														
TOTAL	44	51	46	44	48	44	58	46	44	58	53	44	293	287
Class Avgs	14.67	17.00	15.33	14.67	16.00	14.67	19.33	15.33	14.67	19.33	17.67	22.00		
FTEs	3	3	3	3	3	3	3	3	3	3	3	2	18	17
OSHANA														
TOTAL	46	34	43	46	47	46	38	48	41	39	45	42	260	255
Class Avgs	15.33	17.00	14.33	15.33	15.67	15.33	19.00	16.00	20.50	19.50	22.50	21.00		
FTEs	3	2	3	3	3	3	2	3	2	2	2	2	15	15
SOUTH END														
TOTAL	43	42	37	43	42	36	43	42	35	44	44	36	244	243
Class Avgs	14.3	14.0	18.5	14.3	14.00	18.0	21.50	21.00	17.50	22.00	22.00	18.00		
FTEs	3	3	2	3	3	2	2	2	2	2	2	2	14	14
STRONG														
TOTAL	47	41	56	46	46	55	48	45	43	47	37	44	277	278
Class Avgs	15.67	13.67	18.67	15.33	15.33	18.33	16.00	15.00	21.50	23.50	18.50	22.00		
FTEs	3	3	3	3	3	3	3	3	2	2	2	2	16	16
THALBERG														
TOTAL	72	63	68	73	75	67	86	77	67	83	67	66	435	429
Class Avgs	18.00	15.75	17.00	18.25	18.75	16.75	17.20	19.25	22.33	20.75	16.75	22.00		
FTEs	4	4	4	4	4	4	5	4	3	4	4	3	24	23
ENROLLMENT	436	422	429	442	455	430	492	459	442	492	439	448	2715	2713
Class Avgs.	16.15	15.07	16.50	16.37	16.85	16.54	18.92	17.65	19.22	19.68	18.29	21.33	17.75	17.73
FTE TOTALS	27	28	26	27	27	26	26	26	23	25	24	21	153	153

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date August 17, 2023

Decision Requested X

Agenda Code 10 c.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Obsolete Textbooks

Summary of Issue: With the adoption of more current textbooks, it is necessary to dispose of miscellaneous, outdated textbooks from Southington Schools. The district is working with a representative from Books United to identify the buyback value or donation demand of the approved obsolete books. If they are able to buy back or donate the books to other schools, vendor will cover shipping costs of receiving. If applicable, a check for those that can be bought back will be provided. Books that cannot be bought back or donated, will be recycled by the schools.

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: August 2023

Ending Date of Program or Project: N/A

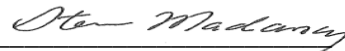
Recommendation or Comment: According to Board of Education policy #3260, the Board may authorize the disbursement or disposal of outdated textbooks that are no longer useful to the educational program.

Titles of Attachments:

1. Obsolete Textbook Listings



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Obsolete Textbook Listings

