

# Southington Board of Education Meeting

Thursday, June 27, 2024 6:30 PM  
John Weichsel Municipal Center Public Assembly Room  
200 North Main Street  
Southington, CT 06489



## COMMITTEE OF THE WHOLE - OPERATIONS

1. CALL TO ORDER
2. Executive Session
  - a. Student Matters
  - b. Unaffiliated Compensation
3. Reconvene Meeting - Regular Session 7:00 p.m.
4. Pledge of Allegiance - Moment of Silence
5. Celebration of Excellence - Introduction of SHS Assistant Principals
6. Approval of Minutes - May 23, 2024
7. Public Communications
  - a. Communications from Board of Education
  - b. Communications from Administration
  - c. Communications from Public - Agenda Items Only
8. Committee Reports
  - a. Policy & Personnel Committee Meeting - May 28, 2024
  - b. Finance Committee Meeting - June 24, 2024
    1. Approval of Purchase of Maintenance Vehicle
    2. Approval of School Lunch Price Increase
9. Superintendent's Report
  - a. Personnel Report
10. Old Business
  - a. Town Government Communications
11. New Business
  - a. Agriculture Science & Technology Presentation
  - b. Title VI and Title IX Updates
  - c. Approval of Out of State / Overnight Field Trips
    1. SHS Varsity Cheerleading Team- Honesdale, PS
    2. SHS - Girls Varsity Volleyball Team - Burnt Hills, NY
  - d. Approval of Disposal of Obsolete Textbooks
  - e. Approval of Non-lapsing Account
  - f. Policy 3433.1 - Accessing Public Benefits or Insurance under the Individuals with Disabilities Education Act - New - First Reading
  - g. Policy 3518 - Green Cleaning Program - New - First Reading
  - h. Policy 3524.2 - Notification Concerning Asbestos Management Plans - New -First Reading

- i. Policy 4116.1 - Sudden Cardiac Arrest Awareness for Intramural and Interscholastic Athletics - New - First Reading
  - j. Policy 5117.2 - Inter-District Choice - New - First Reading
  - k. Policy 5124 - Reporting to Parents - Revision - First Reading
  - l. Policy 5141.7 - Student Sports - Concussions - New - First Reading
  - m. Policy 5144.1 - Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out - Revision - First Reading
  - n. Policy 5145.4 - Sexual Abuse Prevention and Education Program - New - First Reading
  - o. Policy 5146 - Student Privacy - New - First Reading
  - p. Policy 6141.31 - Programs for English Learner Students - Revision - First Reading
  - q. Policy 6146.2 - Statewide Proficiency/Mastery Examinations (Statewide Summative Assessments) - New - First Reading
  - r. Policy 6177 - Title 1 Parent Involvement - Revision - First Reading
12. Public Communications
- a. Public
13. Adjournment

*The minutes presented within this document provide a summary of the discussion that took place at the Board of Education meeting. For the complete discussion of the agenda items, please view the video of the Board meeting on our website at <https://www.southingtonschools.org>. These minutes are considered a draft until approved at the following regular Board of Education meeting.*

**SOUTHINGTON BOARD OF EDUCATION, SOUTHINGTON, CT**

**Regular Meeting**

**Committee of the Whole - Instruction**

Thursday, May 23, 2024 6:30 PM

John Weichsel Municipal Center Public Assembly Room

200 North Main Street Southington, CT 06489

**1. CALL TO ORDER**

Mrs. Clark, Board Chairperson, called the meeting to order at 6:32 p.m.

Board Members Present: Mr. Joseph Baczewski, Mr. Robert Brown, Mr. Sean Carson, Mrs. Colleen Clark, Mr David Derynoski.

Board Members Absent: Mrs. Terri Carmody, Mr.Zaya Oshana, Mr.Jasper Williams, Mr. Cecil Whitehead

**2. Executive Session**

**MOTION made by Mr. David Derynoski and seconded by Mr. Joseph Baczewski. "Move to go into Executive Session, excluding the public and the press, for the purpose of discussing Student Matters and Unaffiliated Compensation, and upon conclusion reconvene to public session." Motion carried unanimously by voice vote 5-0.**

Mr. Whitehead and Mr. Williams arrived at 6:34 p.m.

a. Student Matters

b. Unaffiliated Compensation

**3. Reconvene Meeting - Regular Session 7:00 p.m.**

Meeting called to order at 7:01 p.m.

Board Members Present: Mr. Joseph Baczewski, Mr. Robert Brown, Mr. Sean Carson, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Jasper Williams, Mr. Cecil Whitehead.

Board Members Absent: Mrs Terri Carmody, Mr. Zaya Oshana

Cabinet Members Present: Mr. Steven Madancy, Superintendent of Schools; Mr. Frank Pepe, Assistant Superintendent; Mrs. Jennifer Mellitt, Director of Business & Finance; Mrs. Rebecca Cavallaro, Director of Pupil Personnel Services.

Student Representatives Present: Chelsey Arduini, Uptej Singh, Akary Win

**MOTION made by Mr. Joseph Baczewski and seconded by Mr. Jasper Williams, "Move to add 11 c. Unaffiliated Compensation; 11 d.Student Expulsion 2023-24 10-9; 11 e. Student Expulsion 2023-24 - 16-9. Motion carried unanmously by voice vote 5-0.**

4. **Pledge of Allegiance**

Mrs. Clark asked for a Moment of Silence for Gretchen Walsh who passed away on May 16, 2024. Mrs. Walsh worked in Southington from September 1, 1965 through June 30, 1990. Her years of service were devoted to being a special education teacher, predominantly at Strong Elementary School.

5. **Appointment of Principal - Southington High School**

**MOTION made by Mr. Joseph Baczewski and seconded by Mr. Sean Carson “Move to appoint Richard Aroian as principal of Southington High School at an annual salary of \$194,073 for the 2024-2025 academic year effective July 1, 2024.”**

**Motion carried unanimously by voice vote 7-0.** Mr. Aroian thanked the Board for this opportunity and is grateful and humbled, and looks forward to his new assignment.

6. **Celebration of Excellence**

- a. Class of 2024 Valedictorian - Uptej Singh; Salutatorian - Mathew Siwek; Essayist - Victoria Dabrowski.  
Southington High School "Top 3" students were recognized and celebrated. A biography for each student attached.
- b. Board of Education Student Representatives Graduating - Chelsey Arduini, Uptej Singh.  
New Student Representatives for 2024-2025: Ethan Hoffman and Lauren Mellitt  
Chelsey Arduini was recognized for serving as a Board of Education Student Representative for the 2023-24 school year; Uptej Singh was recognized for serving as a Student Representative for the past two years - 2022-23 and 2023-24. New student reps for the upcoming school year will be Ethan Hoffman and Lauren Mellitt. They will serve with continuing student representative Akary Win.
- c. CyberKnights Presentation  
Students gave an impressive report on the recent accomplishments of Team 195, and gave an incredible live demonstration.

7. **Approval of Minutes - May 9, 2024**

**MOTION made by Mr. Joseph Baczewski and seconded by Mr. David Derynoski “Move to approve the regular BOE meeting minutes of May 9, 2024 as submitted.” Motion carried unanimously by voice vote 7-0.**

8. **Public Communications**

- a. Communications from Student Board Representatives  
Student representatives gave a report on events/activities at our schools. Congratulations and good luck to our Robotics Team 195. Senior Concerts are planned. Report was given on several events including the PLTW Celebration, Top 25 Dinner, and reminder that graduation will be held on June 13, 2024. Report on several of our high school athletic teams including Blue Knights baseball is undefeated, and Girls Softball plays soon for conference championship. Akary announced that they would dedicate some of their report

time to the following students: Caydence, Kallie, Emily, Sophia introduced and discussed their AP US Govt. & Politics Project based on implementation of 1/2 days Wednesdays to address mental health needs of student. Anxiety and depression are common and many are not receiving mental health support. In addition, school safety, bullying, etc. can also be areas to use this time. 81.9 percent of teachers support this. 85.7 of students said they would use the time for homework and to address mental health issues. Superintendent Madancy thanked the students for their report, and offered to review the project when it is complete.

Reports were given on events/activities at DePaolo and Kennedy middle schools.

b. Communications from Board of Education

Mr. Brown announced the 4 new Wall of Honor inductees: Valerie DePaolo, Dr. Mark Palmieri, Norman VanCor, Ken DiMauro - Ceremony is set for September 19<sup>th</sup>, and Mr. Brown encouraged everyone to visit the wall and also thanked the committee members who worked on determining the latest inductees.

Mr. Derynoski - Judged PLTW Capstone Project last night. Amazing ideas from the students, and wonderful presentation.

Mr. Williams - attended ConBrio concert - fantastic show. Also attended the Military Luncheon and noted that this is the seventh year that one of our students was set to attend a service academy.

c. Communications from Administration

Superintendent Madancy reported on the SHS Scholarship Night on Thursday, May 16th - 300 scholarships were presented. The UNICO Man of the Year Event honoring Deputy Chief Bill Palmieri was held on Wednesday, May 15th. Yesterday we hosted the annual Military Luncheon honoring eight students from Southington who will be entering the military after graduation. Mr. Madancy gave an update on behalf of Rachel Wache from the American Legion Auxiliary on the Book Bin Program which began in 2009 and over the years has raised a grand total of \$19,835.98 which has been donated back to our schools, the Southington Library and the YMCA. Project Lead the Way held their Senior Night at SHS last night, followed by the FFA Banquet for AgSci which is entirely student run. Mr. Madancy reminded all that the June 13, 2024 Board of Education meeting has been canceled due to SHS graduation.

d. Communications from Public - Agenda Items Only – No Public Comment

**9. Committee Reports**

- a. Mr. Madancy reported on the District Wide Facilities Committee Meeting - May 16, 2024 - Minutes of DW Facilities Committee attached.

**10. Old Business**

- a. Town Government Communications – There was no communication.

## 11. New Business

- a. Approval of Teacher Evaluation and Support Plan - 2024-2025  
**MOTION made by Mr. Jasper Williams and seconded by Mr. David Derynoski "Move to approve the Teacher Evaluation and Support Plan - 2024-2025 as presented". Motion carried unanimously by voice vote 7-0**
- b. 2024-2025 Operating Budget Reallocation/Adoption  
**MOTION made by Mr. Joseph Baczewski and seconded by Mr. Jasper Williams "Move to Adopt the 2024-2025 Operating Budget with adjustments as presented". Motion carried unanimously by voice vote 7-0.**
- c. Unaffiliated Compensation  
**MOTION made by Mr. David Derynoski and seconded by Mr. Joseph Baczewski "Move to approve Unaffiliated Compensation for 2024-25 as presented by the administration. Motion carried unanimously by voice vote 7-0.**
- d. Student Expulsion 2023-24-10-9  
**MOTION made by Mr. Joseph Baczewski and seconded by Mr. Jasper Williams "Move to expel student 2023-24 10-9 as recommended. Motion carried unanimously by voice vote 7-0.**
- e. Student Expulsion - 2023-24 16-10  
**MOTION made by Mr. Joseph Baczewski and seconded by Mr. Jasper Williams "Move to expel student 2023-24 16-10 as recommended. Motion carried unanimously by voice vote 7-0.**

## 12. Public Communications

- a. Public- No Public Comment

## 13. Adjournment

**MOTION made by Mr. David Derynoski and seconded by Mr. Joseph Baczewski "Move to adjourn." Motion carried unanimously by voice vote 7-0.**

Respectfully submitted,

*Teresa Colegrove*

Recording Secretary

### **Uptej Singh- Valedictorian, #1**

Uptej Singh is a quintessential student, highly inquisitive, and exudes self-motivation and a strong work ethic. Not only has he pursued a highly rigorous academic course load throughout his time at Southington High School, but he is also a member of our pre-engineering Project Lead the Way program (PLTW). Uptej's academic capacity and accomplishments in the classroom are superior in every way and are only matched by his remarkable accomplishments outside of the classroom. Uptej is our class Valedictorian for the 2023-24 school year, is class secretary, secretary of the National Honor Society, a Board of Education representative for Southington High School and his peers as well as a member of our robotics team, Team 195. Through the robotics team, Uptej has been able to further his passion for engineering while simultaneously enhancing his leadership and public speaking skills. Uptej's accomplishments and selfless service to his school, the community, and his peers have earned him the highest degree of respect from teachers, faculty members, administrators, and community leaders. Uptej will go on to study at Carnegie Mellon this upcoming fall.

### **Mathew Siwek- Salutatorian, #2**

Mat Siwek is a dedicated young man who exhibits an unwavering commitment to his academics and athletics. He embodies discipline, passion, and perseverance. Mat has successfully balanced both Southington High School's general curriculum and the pre-engineering Project Lead the Way program (PLTW) curriculum, which consists of a four-year, five sequential course program, all at the Honors level. Mat is a member of the National Honor Society and serves as Vice President of the Polish Club. Additionally, Mat is an active participant on Southington High School's swim team and has broken 3 school records during his time here. He was also most recently accepted into the Introduction to Research program at the International Research Institute of North Carolina. Here, he will create a research question with the university's faculty members and ultimately write a literature review. Mat is graduating as Salutatorian in the 2023-24 class and his post-graduation aspirations include becoming a mechanical engineer and working for an aviation or tech company. Mat will be attending Northeastern University in the fall.

### **Victoria Dabrowski, Essayist, #3**

Victoria Dabrowski is more than just a top student. She has been highly involved with her school and community. In the SHS community, Victoria has been an active member of our PLTW (Project Lead the Way) program, French National Honor Society as a leader, WISE (Women in Science and Engineering) as well as the STEPS (Southington Town wide Effort to Promote Success) Youth Council. She loved her experience with STEPS as it allowed her to give back and be more connected to her community by helping people. Victoria was able to secure an internship at TRUMF where she used solid works for projects. She gained experience in working with interdisciplinary teams and managing several projects at once. Victoria is not afraid of hard work and remains dedicated to her future. She looks forward to attending the prestigious Special Program in Medicine at UCONN in the fall.



## **DISTRICTWIDE FACILITIES COMMITTEE MEETING MINUTES**

Thursday, May 16, 2024 – 4:00 p.m.

John Weichsel Municipal Center Public Assembly Room  
200 North Main Street, Southington, CT 06489

**Present:** BOE Members – Colleen Clark, Chairperson, BOF member Ed Pocock; Town Council Chair Paul Chaplinsky; P&Z member Tessa Mah; SPS – Steven Madancy, Superintendent, Peter Romano, Director of Operations; Mark Sciota, Town Manager

**Guests:** Charles Warrington, Colliers and Pat Gallagher, MP Planning Group

The meeting was called to order at 4:04 pm. The committee reviewed and discussed draft ed specs for Derynoski Elementary School and Kelley Elementary School. (Attached)

Further discussion of balance school enrollment, the South End build out and timing of that build out against the projected completion date of these projects occurred. The committee discussed the possibility of starting in late June and ending by early September with most work occurring over the summer to minimize disruption to normal school operations. The committee agreed that beyond the financial benefit to the community of completing these projects concurrently, the timing would lend itself to balancing enrollment across all other schools simultaneously limiting movement and transitions for students upon redistricting.

Further conversation and review of 2 scenarios (D-1 and D-2) was conducted with Charles Warrington and committee members regarding projected costs associated with the project. (Attached)

After review and discussion, the committee took consensus and agreed that scenario D-1 was the most favorable and recommended that be brought forward to the Board for consideration.

A comprehensive presentation to the Board of the recommended scenario will occur in the fall upon return from summer break with a special meeting thereafter on a date TBD to gain community input.

Meeting adjourned @ 5:10 pm.

Respectfully submitted,  
Steve Madancy

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### **Board of Education**

Colleen W. Clark, *Board Chairperson* - Jasper P. Williams, *Vice Chairperson* - Joseph Baczewski, *Secretary*  
Robert S. Brown - Terri C. Carmody - Sean M. Carson - David J. Derynoski - Zaya G. Oshana - Cecil Whitehead



**Board of Education Southington, Connecticut**  
***Policy & Personnel Committee Meeting***

**Superintendent's Conference Room**  
**Municipal Center, 200 North Main Street**  
**Tuesday, May 28, 2024 – 5:45 p.m.**

**Members Present:** Dave Derynoski, Zaya Oshana, Cecil Whitehead

**Member Absent:** Joe Baczewski (Chair)

**Administration Present:** Assistant Superintendent Frank Pepe

The meeting was called to order by the committee members at 5:35.

The review of all policies during this meeting is a result of the required annual notification process. Four types of approvals occurred and are described as follows.

**1. Review of suggested updates of existing policies and one which contained associated updates of regulations.**

Policy 5124 – Reporting to Parents was updated to comply with current practice.

Policy 6141.31 – Programs for English Learner Students updated language.

Policy 6177 – Title 1 Parent Involvement updated language.

Policy 5144.1 – Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out updated title and language. A portion of the existing policy was used to update the associated regulations.

**2. Review of existing policies with no updated language but updated associated regulations.**

Review Policy 5117 – School Attendance Areas. The associated regulations for 5117 were used as a base for new Policy 5117.1 – Homeless Children and Youth and Regulations 5117.1 – Homeless Children and Youth. The required actions and process for homeless children continues to expand and justifies its own policy with regulations.

Policy 5121 – Examination / Grading / Rating was reviewed with no suggested changes. The associated regulations (R5121) were updated to accurately reflect current organizational practice. R5117(1) – Assignment to Schools contains a single word edit.

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**Board of Education**

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Robert S. Brown - Terri C. Carmody - Sean M. Carson - David J. Derynoski - Zaya G. Oshana - Cecil Whitehead



**3. Review of newly proposed policy and associated regulations albeit the district was already in compliance without the policy memorialized.**

Policy and Regulation 3433.1 – Accessing Public Benefits or Insurance under the Individuals with Disabilities Education Act

**4. Review of newly proposed policy albeit the district was already in compliance without the policy memorialized.**

Policy 3518 – Green Cleaning Program

Policy 3524.2 – Notification Concerning Asbestos Management Plans

Review Policy 4116.1 – Sudden Cardiac Arrest Awareness for Intramural and Interscholastic Athletics

Policy 5117.2 – Inter-District Choice

Policy 5141.7 – Student Sports – Concussions and associated regulations.

Policy and associated regulations 5145.4 – Sexual Abuse Prevention and Education Program

Policy 5146 – Student Privacy is recommended without the struck language on the last page as it is not applicable in any scenario.

Policy 6146.2 – Statewide Proficiency/Mastery Examinations (Statewide Summative Assessments)

The Assistant Network Manager Job Description was reviewed. This stipend is part of the technology department re-organization plan which was shared and approved by the full Board earlier this year.

A new job description titled Climate Specialist was proposed and discussed. This position would exist at each elementary school. The Climate Specialist would work with staff to help regulate student behavior. The subcommittee requested Mr. Pepe bolster the job qualifications and bring back in September 2024.

Meeting adjourned at 6:30 PM.

Frank Pepe

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**Board of Education**

Colleen W. Clark, *Board Chairperson* - Jasper P. Williams, *Vice Chairperson* - Joseph Baczewski, *Secretary*  
Robert S. Brown - Terri C. Carmody - Sean M. Carson - David J. Derynoski - Zaya G. Oshana - Cecil Whitehead



# SOUTHINGTON

## Public Schools

**Steven G. Madancy**  
Superintendent of Schools

**Frank M. Pepe**  
Assistant Superintendent  
of Schools

**Jennifer S. Mellitt**  
Director of Business &  
Finance

**Peter J. Romano, Jr.**  
Director of Operations

**Rebecca J. Cavallaro, EdD**  
Director of Pupil Services

**Michelle Passamano**  
Human Resource Manager

**Kyle R. Fickel**  
Accounting Manager

200 North Main St.  
Southington, CT 06489

[www.southingtonschools.org](http://www.southingtonschools.org)

**OFFICE TELEPHONE**  
(860) 628-3200

**HUMAN RESOURCE FAX**  
(860) 628-3211

**GENERAL FAX**  
(860) 628-8056

**FINANCE COMMITTEE MEETING**  
**Conference Room #2 Municipal Center**  
Monday, June 24, 2024, 7:00 p.m.

**Board Members Present:** Sean Carson, Chair, Zaya Oshana, and David Derynoski

**Present from Administration:** Jennifer Mellitt, Director of Business & Finance; Kyle Fickel, Accounting Manager

The Finance Committee meeting was called to order at 7:00 p.m.

**1. Vehicle Purchase TOS Capital Funds:**

Mr. Fickel presented the request to purchase a vehicle for the maintenance department. The purchase has been approved for funding in the Town Capital Plan. The budgeted purchase is \$60,000 and the requested vehicle is \$59,839.10 based the state of CT contract pricing. The committee agreed with the request and will bring the item to the full board for approval on Thursday, June 27<sup>th</sup>.

**2. STEAP Grant Update (Athletic Track Renovation):**

Mr. Fickel reviewed the results of the Bid 2024-15 for the renovation of the athletic track at the high school. The bid was awarded to Maisano Bros Inc in the amount of \$678,227. The bid is being funded through the BOE Operating Budget in the amount of \$90,797, the BOE FY 23 nonlapsing funds of \$86,366, BOE FY22 nonlapsing funds of \$1,064 and the State of CT STEAP grant of \$500,000.

**3. Special Education Transportation Bid Update:**

Mr. Fickel reviewed the results of the Special Education Transportation Bid and reminded the committee that Mr. Madancy had also shared this information with them as part of his communications with the Board. The administration awarded 14 routes including four to B-Line Transportation, nine to Kids Wheels, LLC and one to Ambassador Wheelchair.

**4. Food Service Financial Update FY 24:**

Mrs. Mellitt reviewed the meal counts through the end of May. As expected, the paid lunch meal counts continued to decline when compared with the prior year when meals were provided at no cost to all students.

The Food Service operations generated net income of \$288,315 through May 2024 compared to \$674,874 in the prior year.

Negative debt is still being addressed with emails sent to parents of students with balances owed over (\$1). The total negative debt on May 31<sup>st</sup> is \$13,561.

**5. Food Service Price Increase:**

Mrs. Mellitt shared a memo prepared by the Ms. Lefebvre, Food Service Director, which proposes a 25¢ price increase on all meals. The proposal is based on a FY25 projection and takes into account.

The committee discussed the price increase and how any price increase usually decreases participation at the start of the year. Ms. Lefebvre's memo also explains her plan to increase participation through menu changes, reopening the grill area at the high school, more local fresh produce and creating a healthier more protein-based breakfast menu.

The committee felt that advertising and notice to parents about both the price increase and the changes to the meals will be important. The committee agreed with the 25¢ price increase on all meals and will bring the item to the full board for approval on Thursday, June 27<sup>th</sup>.

**6. Financial Update BOE Spending Plan FY 24:**

Mrs. Mellitt provided an update on the anticipated close out of the 2023-24 fiscal year. The FY 25 reallocation plan moved over \$175,000 of equipment and projects into FY24. The district also purchased the Benchmark Advantage K-2 Reading program using both \$224,000 in ARPA Right to Read Grant money and \$239,000 in operating funds. Mrs. Mellitt also shared the final payroll for the fiscal year will occur on Friday, 06/28/2024. This payroll will include both hourly employees and the teacher balloon checks.

Currently, the administration does not anticipate a surplus.

**7. Miscellaneous:**

The meeting adjourned at 7:45 p.m.

Respectfully submitted,



Jennifer Mellitt  
Director of Business & Finance



## MEMO

**TO:** Board of Education Finance Committee  
**DATE:** 06/05/2024  
**RE:** Maintenance Vehicle Purchase funded by the Capital Improvement Plan

A new vehicle for the Maintenance Department was included on the approved 2024-2025 Town of Southington Capital Improvement Plan. The requested vehicle is a 2024 Ford Transit 250 Van. The total price quoted for this vehicle is \$59,839.10, with an approved budget of \$60,000.

The proposed vehicle will be purchased using state pricing under the State of Connecticut Contract #19PSX0161. Attached is the vehicle quote.

The Administration recommends approval to purchase the 2024 Ford Transit 250 Van for \$59,839.10 funded by the 2024-2025 Capital Improvement Plan.

**Gengras Ford, LLC**

225 New Britain Avenue  
 Plainville, CT 06062  
 Phone: 860.727.6302  
 www.gengras.com



Quote Number: **240516002**

**STATE CONTRACT NO: 19PSX0161**

Make	MY	Model	Contract Price
Ford	2024	Transit MR CARGO RWD (R1C) - 130" wheelbase	\$ 47,408.00

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code	Description	List Price
1	YZ	Oxford White	\$ -
2	VK	Palazzo Gray	\$ -
3	998	3.5L PFDI V6 Engine	\$ -
4	44U	Ten speed automatic transmission	\$ -
5	X7L	3.73:1 Limited Slip Rear Axle	\$ 325.00
6	21P	Two-way Driver & Passenger Seat	\$ 45.00
7	545	Short Arm power Heated Exterior Mirrors	\$ -
8	53B	Tow Package	\$ 485.00
9	58V	SYNC 3 AM/FM w Bluetooth	\$ 280.00
10	67D	Brake Controller	\$ 230.00
11	41B	B-Pillar Assist Handle	\$ 25.00
12	86F	Fleet keys	\$ 75.00
13	63E	Dual batteries	\$ 295.00
14	66D	Overhead Shelf	\$ 75.00
15	67E	Large Center Console	\$ -
16	90D	110 v / 400 watt Inverter	\$ 215.00
17	WB	148" Wheelbase vs standard	\$ 1,275.00
18	91B	Wiper-activated Headlamps	\$ 30.00
19	942	Daytime Running Lights	\$ 45.00
20	96D	Load Area Package	\$ 485.00
21			\$ -
22			\$ -
23			\$ -
24			\$ -
25			\$ -
<i>Total Options per Contract Price (list price)</i>			\$ 3,885.00
<i>Total Factory Options Discount (6%)</i>			\$ (233.10)
<i>Total Options per Contract Price (net price)</i>			\$ 3,651.90

**Gengras Ford, LLC**

225 New Britain Avenue  
 Plainville, CT 06062  
 Phone: 860.727.6302  
 www.gengras.com



Quote Number: **240516002**

**Aftermarket Accessories**

	Vendor / Manufacturer	Hours	Description	List Price
1	Ranger	2.0	Partition w swing door and general contractor package	\$ 9,425.00
2	Other	2.0	Complete chassis and underbody rustproofing	\$ 899.00
3		0.0		\$ -
4		0.0		\$ -
5		0.0		\$ -
<b>Total Hours</b>		<b>4.0</b>		
<i>Total Aftermarket Options (list price)</i>				<b>\$ 10,324.00</b>
<i>Total Aftermarket Options Discount (20%)</i>				<b>\$ (2,064.80)</b>
<i>Total Hours x \$130 / hour rate</i>				<b>\$ 520.00</b>
<b>Total Net Aftermarket Options plus Total Labor</b>				<b>\$ 8,779.20</b>

**Trade Allowance**

Year	Make	VIN	Description / Mileage	Allowance
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Trade in Allowance</b>				<b>\$ -</b>

**Comments:**

Budget price for discussion purposes only

**Additional fees / Charges**

State of CT Trade in Assessment (Note: Fee is payable to State of CT):			\$ -
Dealer Conveyance Fee (\$799.00)			\$ -
Registration Fee (estimated, actual cost will appear on your final invoice)			\$ -
DMV Inspection Fee (as required)			\$ -
<b>Total Additional Fees</b>			<b>\$ -</b>
Customer:	Southington Public Schools		
FIN Code:	QH871		
VIN:	1FTBR1C8XRKA79782		
<b>Total (per unit)</b>			<b>\$ 59,839.10</b>
<b>Quantity</b>	<b>1</b>		<b>Grand Total (all)</b> <b>\$ 59,839.10</b>

**This quote valid for 30 days from the date created**



## MEMO

**TO:** Board of Education Finance Committee  
Steve Madancy, Superintendent of Schools  
Jennifer Mellitt, Director of Business and Finance

**DATE:** June 24, 2024

**RE:** School Meal Price Increase and Menu Changes

The State Department of Education approved ARPA funds for the FY25 to allow funding for students eligible for Free and Reduced priced meals to receive both breakfast and lunch at no cost. Full pay students will need to pay for both breakfast and lunch meals in FY25. Based on this funding, a projected budget for FY25 was prepared. Assumptions to the revenues were made to reduce meal counts, remove STABLE revenues, and remove supply chain assistance grants. Expense assumptions included increases in kitchen personnel salaries, increases in MERF, medical insurance, food costs, etc.

Based on the projection using the current pricing for paid meals, a net loss of approximately \$60,000 would result. If both breakfast and lunch prices are increased by 25 cents, the program would generate a profit of approximately \$30,000, which is in line with pre-COVID operations.

The Food Service Department has multiple changes coming to their menu for school year 2024-2025 that are targeted at increasing participation. These items include reopening the grill area at Southington High School with grab and go items, creating a made to order deli bar at Southington High School, synchronizing grade level menus across the district, introducing more local, fresh produce, and creating a healthier, more protein based, breakfast menu.

The Food Service Department recommends a 25-cent increase across all grade levels for both the breakfast and lunch meal prices for School Year 2024-2025. The increase is needed to cover the rising cost of food and labor, as well as the removal of the STABLE and supply chain grants in the new school year.

## Southington Schools Food Services Price Increase History

### Southington Schools Lunch Price History

		Elementary	Middle	High
Proposed 2024-2025	\$	3.50	\$ 3.75	\$ 4.00
2022-2023	\$	3.25	\$ 3.50	\$ 3.75
2019-2020	\$	3.00	\$ 3.25	\$ 3.50
2015-2016	\$	2.75	\$ 3.00	\$ 3.25
2008-2009	\$	2.25	\$ 2.50	\$ 2.75
2004-2005*	\$	2.00	\$ 2.25	\$ 2.50
1998-1999	\$	1.60	\$ 1.75	\$ 2.00

\*Price increase was effective January 1st.

### Southington Schools Breakfast Price History

Proposed 2024-2025	\$	2.50	\$ 2.50	\$ 2.75
2022-23	\$	2.25	\$ 2.25	\$ 2.50
2019-2020	\$	2.00	\$ 2.00	\$ 2.25
Original Price from October 2009	\$	1.75	\$ 1.75	\$ 2.00

#### NOTES:

-Breakfast program began at FES in 10/2009; DES & TES 02/2010; remaining elementary schools Fall 2010; JAD & JFK April 2011; SHS Fall 2011

-Breakfast has been free for all students since March of 2020.

**Southington Food Services**  
**Survey of DRG School Lunch Prices**  
**SY 2023-2024**

Organization	Food Service Operations	Breakfast			Lunch		
		Elementary	Middle	High	Elementary	Middle	High
Berlin Public Schools	Self-Op	\$1.65	\$2.00	\$2.00	\$3.05	\$3.40	\$3.70
Bethel Public Schools	Management Company	-	-	-	\$3.10	\$3.45	\$3.45
Branford Public Schools	Management Company	\$2.05	\$2.30	\$2.55	\$3.30	\$3.60	\$3.90
Clinton Public Schools	Self-Op	\$2.00	\$2.25	\$2.25	\$3.25	\$3.50	\$3.50
Colchester Public Schools	Self-Op	\$1.80	\$1.80	\$2.15	\$3.00	\$3.00	\$3.30
Cromwell Public Schools	Self-Op	\$1.85	\$1.85	\$1.85	\$2.90	\$3.05	\$3.10
East Hampton Pubic Schools	Self-Op	\$2.00	\$2.25	\$2.25	\$3.50	\$3.75	\$4.00
East Lyme Public Schools	Self-Op	\$1.75	\$2.00	\$2.25	\$3.00	\$3.50	\$3.75
Ledyard Public Schools	Management Company	\$2.20	\$2.20	\$2.20	\$2.85	\$3.10-\$4.00	\$3.10-\$4.00
Milford Public Schools	Self-Op	-	-	-	\$3.35	\$3.60	\$3.85
Newington Public Schools	Self-Op	\$1.50	\$1.50	\$1.50	\$2.90	\$3.40	\$3.40
New Milford Public Schools	Self-Op	\$1.40	\$1.75	\$1.75	\$2.35	\$2.60-\$3.10	\$2.60-\$3.60
North Haven Public Schools	Management Company	\$2.00	\$2.75	\$2.75	\$2.75	\$3.00, \$3.15, \$3.65	\$3.00, \$3.15, \$3.65
Old Saybrook Public Schools	Self-Op	\$2.25	\$2.50	\$3.00	\$3.50	\$3.75	\$4.00
Rocky Hill Public Schools	Management Company	-	-	-	\$2.90	\$2.90	\$3.15
Shelton Public Schools	Management Company	\$2.00	\$2.50	\$2.75	\$3.45	\$4.15	\$4.45
Southington Public Schools	Self-Op	\$2.25	\$2.25	\$2.50	\$3.25	\$3.50	\$3.75
Stonington Public Schools	Self-Op	\$1.50	\$1.75	\$2.00	\$3.10	\$3.25	\$3.50
Wallingford Public Schools	Self-Op	\$2.00	\$2.10	\$2.15	\$3.25	\$3.35	\$3.45
Waterford Public Schools	Self-Op	\$2.25	\$2.50	\$2.75	\$3.25	\$3.50	\$3.75
Watertown Public Schools	Self-Op	\$1.75	\$2.25	\$2.25	\$3.00	\$3.50	\$3.50
Wethersfield Public Schools	Management Company	\$1.60	\$1.60	\$1.60	\$2.60	\$2.70	\$3.60
Windsor Public Schools	Self-Op	-	-	-	\$2.50	\$2.75	\$3.00

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date June 27, 2024

Decision Requested X Agenda Code 9 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 2023-2024 school year. This report includes activity for the month of May 2024.

**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

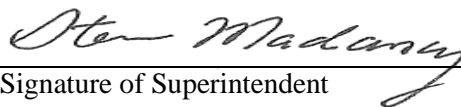
**Beginning Date of Program or Project:** N/A

**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 – May 2024

**Personnel Report  
May 2024**

**APPOINTMENTS**

	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>	<b>DEGREE</b>	<b>SALARY</b>
CERT	Allison, Lauren	Special Ed. Teacher	DES	1.0	8-26-2024	MA	\$65,900
CERT	Babin, Samantha	Grade 4 Teacher	SEES	1.0	8-26-2024	MA	\$59,300
CERT	Baillargeon, Olivia	Mathematics Teacher	SHS	1.0	8-26-2024	MA	\$69,200
CLASS	Broderick, Kristen	ABA Therapist, SLC	HES	1.0	8-27-2024	N/A	\$20.50
CLASS	Caton, Lindsey	ABA Therapist, SLC	HES	1.0	7-1-2024	N/A	\$20.50
CLASS	Dangelo, Gianna	ABA Therapist, SLC	HES	1.0	8-27-2024	N/A	\$20.50
CERT	DeCarlo, Rachel	Special Ed. Teacher	SHS	1.0	8-26-2024	MA	\$65,900
CERT	Destefani, Olivia	Kindergarten Teacher	SEES	1.0	8-26-2024	BA	\$52,000
CERT	Effend, Caitlin	Grade 5 Teacher	DES	1.0	8-26-2024	MA	\$62,600
CERT	Goodenough, Larry	Mathematics Teacher	SHS	1.0	8-26-2024	6 <sup>th</sup>	\$101,996
CERT	Hinman, Thomas	Assistant Principal	SHS	1.0	7-1-2024	6 <sup>th</sup>	\$142,306
CERT	Maglio, Morgan	Ag-Sci Teacher	SHS	1.0	7-1-2024	BA	\$52,000
CERT	Makhoul, Christine	Mathematics Teacher	SHS	1.0	8-26-2024	6 <sup>th</sup>	\$74,000
CERT	Mancini, Nicholas	PE & Health Teacher	DES	1.0	8-26-2024	BA	\$52,000
CLASS	McCoy, Cyaira	ABA Therapist, SLC	HES	1.0	5-31-2024	N/A	\$19.59
CERT	Meyer, Erin	Science Teacher	SHS	1.0	8-26-2024	6 <sup>th</sup>	\$98,500
CERT	Neagle, Molly	Special Ed. Teacher, TLC	DES	1.0	8-26-2024	MA	\$56,000
CERT	Niles, Jenna	SLP	SES	1.0	8-26-2024	6 <sup>th</sup>	\$70,500
CERT	Reynolds, Kathleen	Assistant Principal	SHS	1.0	7-1-2024	6 <sup>th</sup>	\$153,844
CLASS	Rizzo, Lisa	Exec. Assistant, Supt.	MC	1.0	7-1-2024	N/A	\$40.86
CLASS	Serrano, Melissa	Nurse (LPN)	DES	1.0	8-26-2024	N/A	\$29.63
CERT	Szabo, Monique	Grade 1 Teacher	FES	1.0	8-26-2024	MA	\$56,000
CERT	Vignola, Elizabeth	Grade 4 Teacher	DES	1.0	8-26-2024	MA	\$56,000

**RESIGNATIONS/RETIREMENTS**

	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>EFFECTIVE</b>	<b>YRS</b>	<b>RET/RES</b>
CLASS	Altieri, Patricia	Paraeducator, FT	JAD	6-14-2024	3	RETIRE
CERT	Bogdanski, Victoria	Science Teacher	SHS	6-30-2024	8	RESIGN
CERT	Bottiglieri, Barbara	Grade 4 Teacher	KES	7-1-2024	38	RETIRE
CLASS	Camputaro, Concetta	Class II Secretary	OES	8-10-2024	27	RETIRE
CERT	Caouette, Erin	English Teacher	SHS	7-27-2024	17	RESIGN
CERT	Crocco, Michael	Principal	SHS	6-30-2024	3	RESIGN
CERT	Croce, Megan	Mathematics Teacher	SHS	6-30-2024	5	RESIGN
CLASS	Doner, Jo-Ann	Nurse, LPN, FT	DES	6-14-2024	3	RETIRE
CLASS	Ferguson, Rose Mary	Paraeducator, Ag-Sci, FT	SHS	6-14-2024	26	RETIRE
CERT	Florio, Luciana	Art Teacher	FES	6-30-2024	16	RETIRE
CERT	Hinman, Thomas	Math Teacher	SHS	6-30-2024	13	RESIGN
CLASS	Holmes, Courtney	Paraeducator, FT	OES	5-15-2024	1	RESIGN
CERT	Moreau, Emily	Grade 1 Teacher	FES	6-14-2024	3	RESIGN
CLASS	Osborn, Margaret	Paraeducator, FT	JAD	6-14-2024	26	RETIRE
CLASS	Rizzo, Lisa	Exec. Assistant, Asst. Supt.	MC	6-30-2024	1	RESIGN
CLASS	Santopietro, Victoria	Paraeducator, CLC, FT	HES	5-18-2024	4	RESIGN
CLASS	Schelling, Jaclyn	Grade 4 Teacher	SEES	5-14-2024	8	RESIGN
CLASS	Smith, Mallorie	Paraeducator, FT	JAD	6-1-2024	1	RESIGN
CLASS	Taurinski, Lisa	Paraeducator, CLC, FT	SHS	5-7-2024	5	RETIRE

**Personnel Report  
May 2024**

**ASSIGNMENT CHANGE**

NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE
Gorham, Paula	Grade 1 Teacher/SEES	1.0	Literacy Specialist/DES	1.0	7-1-2024
Schivera, Sarah	Special Ed. Teacher/SES	1.0	Special Ed. Teacher/DES	1.0	7-1-2024
Welch, Beth	Paraeducator/SHS	0.62	Paraeducator, CLC/SHS	1.0	5-14-2024

**TRANSFERS**

CERT NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE
Del Sole, Jennifer	Special Ed. Teacher/HES	1.0	Special Ed. Teacher/STELLAR	1.0	7-1-2024
Liska, Courtney	Special Ed. Teacher/SES	1.0	Grade 1 Teacher/SEES	1.0	7-1-2024

**STIPENDS**

**COACHING**

***Resignations/Non-Renewals***

Perrone, Lauren	Assistant Girls Swimming & Diving Coach	SHS	RESIGN
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***Appointments***

McAloon, James	Head Coach – Golf	SHS	STIPEND
Rackliffe, Brian	Boys Lacrosse Freshman Coach	SHS	STIPEND
Yanosy, David	Asst. Coach – Golf	SHS	STIPEND

**OTHER**

***Resignations/Non-Renewals***

Cahill, Effie	Career Pathways Liaison	SHS	RESIGN
Cusano, Antonio	Lead Security Attendant	SHS	RESIGN
Sterner, Elizabeth	Stock Market Club Advisor	JFK	RESIGN

***Appointments***

*None to report*

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date June 27, 2024

Decision Requested     X    

Agenda Code     11 c1.    

**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 – Grades 9-12, Varsity Cheerleading Team – Honesdale, PA
  - 8/23/24 - 8/26/24

**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    

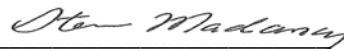
**Recommendation or Comment:** Move that the Board of Education approve the field trip request as presented by the administration.

Titles of Attachments:

1. Field Trip Application



*Signature of Staff Member Submitting Report*



*Signature of Superintendent of Schools*

**Southington High School  
SHS Athletics Department**

**Honesdale, PA**

**(8/23/24 – 8/26/24)**

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

Submit to Assistant Superintendent

Date: 6/6/2024

Out of State:  Yes  No  
Overnight:  Yes  No

Miles Round Trip: 320

Southington High School

Varsity Cheerleading Team

August 23rd-26th, 2024

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 23, 2024, 8am

Return Date/Time

August 26, 2024, 1pm

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

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

#of Students: 19 #of Teachers/Chaperones : 3 #of Buses 1 -  
paid by students/booster club

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**

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	\$ 8,290.00	
Board of Education Contribution	\$	
Other	\$	
Fundraising Activity	(\$ 690.00 )	Remainder of bus fee
BALANCE	\$ 7,600.00	
Student Contribution		
Transportation	\$ 1,235.00	19 Students @ \$65.00
Entrance Fees, Room & Board	\$ 6,365.00	19 Students @ \$335.00
TOTAL Cost of Trip to Each Student	\$ 400.00	

**PRINT NAME AND SIGN**

Teacher/coach Ashley Clemens

*Ashley Clemens*

Date 6/6/2024

Date

Principal

*MBL SC*

Date

6/10/24

Comments

Assistant Superintendent

*Frank Lopez*

Date

6/11/24

Approved

Not Approved

Board of Education Approval\*\*\*

YES

NO

Date



# PERFORMANCE - 4 DAY

2024

NFHS KEY:

CROWD LEADER	AMBASSADOR	SPIRIT RAISER	ATHLETE	ELDER/CAINER	LEADERSHIP
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Time	Class	Notes	NFH S
1:00 PM	Opening Rally	Meet your NCA Staff!!	
1:15 PM	Material Demos	The Jam, AA Cheer & a Chant w/ 1-3-1 method	
1:30 PM	The Jam / Coaches' Meeting	Dance utilized in the development of your routine	E
2:15 PM	Jump Class	Work on & improve upon jumps & exercises	
2:45 PM	Chant Class	Select 1 chant to learn from Chants #1-5	C
3:15 PM	Buddy Time	Introductions, Spirit Book, National Bid/NFHS Process	L
3:45 PM	Stunt S.A.F.E. / Coaches Return	Philosophy ensure the safety of all teams while stunting	A
4:00 PM	Skill Drills	Skills necessary to keep your team safe while stunting	A
4:15 PM	Team Time / Coaches Reception	Intro to our camp theme! / Coaches meet w/ buddy	S
4:30 PM	<b>DINNER</b>		
5:30 PM	Practice Time with Coach	Optional practice time if needed	
6:00 PM	Stunt Foundations	Core stunts & technique make up the foundation stunting	A
6:45 PM	Skill Check	Evaluate the current level of the team for stunt classes	A
	<b>The NCA Game Day Experience</b>	Developing the perfect Game Day atmosphere!	C
7:00 PM	Game Day Entrance	NCA Staff will demo a Game Day Entrance & Cheer	C
7:05 PM	Game Day Fundamentals	Learn what makes a solid foundation for Game Day!	C
7:10 PM	Practice Implementing	Use the Game Day Cheer learned during Cheer Class	C
7:25 PM	Game Day Props	How to properly use props & people on game day!!	C
7:30 PM	Performing with Props	Practical application using signs, poms, flags & megas	C
7:45 PM	Game Day Skills	Enhance your Game Day with appropriate skills	C
7:50 PM	Time to Stunt with Props	Work on getting in/out of stunts with props	C
8:05 PM	Final Thoughts	Bring it all together to make the ultimate GD Experience!	C
8:10 PM	Leader's Reception/Material Review	Team Leaders meet with their NCA Buddy instructor	S
8:30 PM	Team Time	Team Building Activities	L
8:50 PM	Announcements		
8:55 PM	Spirit Sticks	Given to teams exemplifying team spirit throughout the day	
9:00 PM	Tally Ho	Camp Dismissed! Have a great night!	

DAY 1

Time	Class	Notes	Notes 2 IS
8:15 AM	Leaders in Training	Team Leaders attend additional leadership classes	L
8:30 AM	Team Time / Coaches' Meeting	Camp Starts / Coaches head to meeting location	L
8:40 AM	Cheerobics / The Jam Review	Fun warm up to get the body moving & ready to go	
8:50 AM	Design Time	Finish at least the first 6 8-counts	A
9:50 AM	Stunt Class	Core+, Stunt Progressions 1, 2, & 3	A
10:50 AM	Basket Builders / Coaches Return	Take part in drills or optional class for JH/MS teams	A
11:20 AM	Dance/Top Gun Showcase	Demo of Hip Hop & Advanced Dance / Top Gun	
11:30 AM	<b>LUNCH</b>		
12:30 PM	Practice Time with Coach	Optional practice time if needed	
1:00 PM	Custom Coaching #1	1 <sup>st</sup> Eval on The Jam (First Half of Routine)	C
1:30 PM	Custom Coaching #2	1 <sup>st</sup> Eval on The Jam (First Half of Routine)	C
2:00 PM	Custom Coaching #3	1 <sup>st</sup> Eval on The Jam (First Half of Routine)	C
2:30 PM	Pyramid Workshop	Team works on Static & Transitional pyramids	A
3:30 PM	Specialty Classes	Hip Hop Dance, Advanced Danced & Optional Stunts	E
4:30 PM	<b>DINNER</b>		
5:30 PM	Practice Time with Coach	Optional practice time if needed	
6:00 PM	Custom Coaching #3	Buddy Swap - Work on anything *	C
6:20 PM	Custom Coaching #1	Buddy Swap - Work on anything *	G
6:40 PM	Custom Coaching #2	Buddy Swap - Work on anything *	C
7:00 PM	Evaluation	2 <sup>nd</sup> Evaluation on Routine or Cheer & Chant	E
7:30 PM	Top Gun	Jumps & Tumbling	A
8:00 PM	Team Time	Team Building Activities	
8:30 PM	Spirit Sticks / Stick Skits / Mascots	Given to teams exemplifying team spirit throughout the day	
9:00 PM	Tally Ho	Camp Dismissed! Remember, tomorrow is FUN DAY!!	

DAY 2

\* Opportunity for home fight song & additional material feedback.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date June 27, 2024

Decision Requested     X    

Agenda Code     11 c2.    

**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 – Grades 9-12, Girl’s Varsity Volleyball Team – Burnt Hills, NY
  - 9/20/24 - 9/21/24

**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    

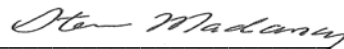
**Recommendation or Comment:** Move that the Board of Education approve the field trip request as presented by the administration.

Titles of Attachments:

1. Field Trip Application



*Signature of Staff Member Submitting Report*



*Signature of Superintendent of Schools*

**Southington High School  
SHS Athletics Department**

**Burnt Hills, NY**

**(9/20/24 – 9/21/24)**

Southington Public Schools  
Southington, Connecticut

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

Submit to Assistant Superintendent

Date: 5/10/2024

Out of State: Yes  No

Overnight: Yes  No

Miles Round Trip: 310

Southington High School School Girl's Varsity Volleyball Team Class/Group 9/20 - 9/21/2024 Date of Trip

Name and Address of Destination 88 Lake Hill Rd, Burnt Hills, NY 12027

Reasons for Field Trip Invite to Burnt Hills/Ballston Spa Volleyball Tournament

Itinerary (attach if needed)

Departure Date/Time 9/20/2024 3pm Return Date/Time 9/21/2024 10 pm est

# of Students 14 # of Teacher/Chaperones 3 # of Buses 1

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

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

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

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

**COST AND FINANCING**

Source of Funds	Totals	Additional Notes
<b>TOTAL Anticipated Cost of Trip</b>	<b>\$6,800</b>	Bus (\$4,000); Lodging (\$1,700); Food&Misc (\$1,100)
Board of Education Contribution	\$0	
Other	\$0	
Fundraising Activity	(\$4,700)	
<b>BALANCE</b>	<b>\$2,100</b>	
<b>Student Contribution</b>		
Transportation	\$1050	14 Students @ \$75
Entrance Fees, Room & Board	\$1050	14 Students @ \$75
<b>TOTAL Cost of Trip to Each Student</b>	<b>\$150</b>	Will attempt to fundraise to cover/reduce any contribution

**SIGNATURES**

Teacher  Date 5/11/2024

Dept. Head \_\_\_\_\_ Date 6/5/2024

Principal  Date 6/5/24

Comments \_\_\_\_\_

Assistant Superintendent  Date 6/7/24 Approved  Not Approved

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

**Southington High School  
Varsity Volleyball Team  
Burnt Hills/Balston Lake VB Tournament  
September 20, 2024 – September 21, 2024  
TENTATIVE ITINERARY**

**September 20, 2024**

3:00 pm Departure from Southington High School  
6:00 pm Check into Hotel (tent. Hampton Inn-Clifton Park, NY)  
6:30 pm Stop for dinner (approximately 1 and 1/2-hour)  
8:00 pm Return to hotel  
10:00 pm Lights out

**September 21, 2024**

6:30 am Breakfast provided at the Hotel  
7:00 am Departure to Burnt Hills Balston Lake High School  
8:00 am Event begins  
6:00 pm Departure from Burnt Hill Balston Lake to Southington  
- (Stop locally for quick dinner (45 min - 1 hour)  
10:00 pm Est Arrival at Southington High School

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date June 27, 2024

Decision Requested X Agenda Code 11 d.

**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 now working with Books United, as our previous vendor Follett no longer provides this service. Books United is provided with a listing of all obsolete books and determines which books can be used/purchased or donated as part of their buyback program. Following their review, vendor will send us a list of the books and, if applicable, a check for those they are able to buyback. Books they cannot sell or donate will be recycled.

**Background:** N/A

**Alternative Strategies:** N/A

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

**Beginning Date of Program or Project:** June 2024

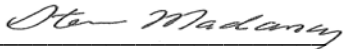
**Ending Date of Program or Project:** N/A

**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**

## Obsolete Textbooks 2023 - 2024

**NAME OF SCHOOL: DePaolo Middle School**

**Select a code to identify why the book is obsolete**

Condition	CON	Books in poor condition; unable to use
Obsolete	OBS	No longer used due to technology
Other	OTH	Description will be provided
Outdated	OUT	Books are outdated and no longer used
Overstock	OVR	Overstock of series; classroom teaching doesn't require all students to have a book
Replaced	REP	Books were outdated and replaced with BOE approved texts
Sample	SAM	

Subject	Grade	Title	ISBN#	Publisher	Year	#	Code
Math	6	Big Ideas Math: A Common Core Curriculum	978-1-60840-449-0	Big Ideas Learning	2014	17	REP
Spanish	7	Avancemos- Uno	978-0-618-59406-1	McDougal Littell	2007	25	OUT
Spanish	7	Espanol Santillara 1A	978-1- 616-050719	Santillara USA	2015	195	OUT
Spanish	8	Espanol Santillara 1B	978-1-616-050849	Santillara USA	2015	150	OUT
Spanish	8	Avacemos 1B	978-0-618-61103-4	McDougal Littell	2007	27	OUT
Spanish	8	Avacemos 1B- Teacher Edition	978-0-618-687305	McDougal Littell	2007	2	OUT
French	7	French 1A Bien Dit!	0-03-079749-7	Holt	2008	76	OUT
French	7	T'es Branche? 1A	978-1-53383-350-1	EMC	2019	34	OBS
French	8	French 1B Bien Dit!	0-03-079743-8	Holt	2008	70	OUT
French	8	T'es Branche? 1B	978-1-53383-352-5	EMC	2019	33	OBS

## Obsolete Textbooks 2023 - 2024

**NAME OF SCHOOL: Derynoski Elementary School**

**Select a code to identify why the book is obsolete**

Condition	CON	Books in poor condition; unable to use
Obsolete	OBS	No longer used due to technology
Other	OTH	Description will be provided
Outdated	OUT	Books are outdated and no longer used
Overstock	OVR	Overstock of series; classroom teaching doesn't require all students to have a book
Replaced	REP	Books were outdated and replaced with BOE approved texts
Sample	SAM	

Subject	Grade	Title	ISBN#	Publisher	Year	#	Code
Science	4	Science	0-201-25440-9	Addison-Wesley	1989	38	OBS
Music	K-5	World of Music	0-382-07051-8	Silver, Burdett & Gin	1988	34	OBS
Music	K-5	World of Music	0-382-07049-6	Silver, Burdett & Gin	1988	46	OBS
Music	K-5	World of Music	0-382-07048-8	Silver, Burdett & Gin	1988	38	OBS
Music	K-5	World of Music	0-382-07046-1	Silver, Burdett & Gin	1988	4	OBS
Reading	2	Delights	0-618-01232-X	Houghton Mifflin	2001	68	OBS
Phonics	2	Phonics Library	0-618-11892-2	Houghton Mifflin	2001	4	OBS
Reading	2	Adventures	0-618-01231-1	Houghton Mifflin	2001	33	OBS
Reading	2	Trachers Edition, Delights & Adventures	1-43172-LV-2	Houghton Mifflin	2001	2	OBS
Reading	2	Practice Book 2.2	1-43185B-LV	Houghton Mifflin	2001	7	OBS



## Obsolete Textbooks 2023 - 2024

**NAME OF SCHOOL: Southington High School**

**Select a code to identify why the book is obsolete**

Condition	CON	Books in poor condition; unable to use
Obsolete	OBS	No longer used due to technology
Other	OTH	Description will be provided
Outdated	OUT	Books are outdated and no longer used
Overstock	OVR	Overstock of series; classroom teaching doesn't require all students to have a book
Replaced	REP	Books were outdated and replaced with BOE approved texts
Sample	SAM	

Subject	Grade	Title	ISBN#	Publisher	Year	#	Code
Spanish	9&10	Santillana 1	13:978-1-61605-251-5	Santillana USA	2015	56	OBS/OUT
Spanish	10	Santillana 2	13:978-1-61605-256-0	Santillana USA	2016	273	OBS/OUT
Spanish	11	Avacemos 4	13:978-0-55-402530-8	Holt McDougal	2010	20	OBS/OUT
Latin	9	Ecce Romani I	978-0-13-361089-5	Pearson	2009	67	OBS/OUT
Latin	10	Ecce Romani II	978-0-13-361091-8	Pearson	2009	38	OBS/OUT
Latin	11 & 12	Vergil's Aeneid	13:978-0-86516-421-5	Bolchazy-Carducci	2005	41	OBS/OUT
Math	11	McDougal Littell: Algebra II	978-0-6185-9541-9	McDougal Littell	2007	400	OUT
English	9	Vocabulary for Achievement 5th course	978-0-666-51739-0	Houghton Mifflin	1998	110	OUT
English	9	NTC Vocabulary Builders/3rd Edition	978-08442-5849-2	Houghton Mifflin	1992	50	OUT
English	9	Reading Comprehension Workshop Spectrum	978-0-8359-051-8	McDougal Littell	1989	17	OUT
English	10	Grammar In Use -Intermediate	0-521-62597-1	Cambridge Press		20	OUT
English	12	Tapestry Anthology	0-8359-0510-1	Globe Book Company	1993	55	OUT
English	10	Reading Literature Workbook	0-8123-5403-6	McDougal Littell	1989	28	OUT
English	9	Composition Starters	0-8388-1752-1	EPS, Inc.	1982	25	OUT
English	10	Encounters	0-89061-768-6	Jamestown Publishers	1995	25	OUT
English	9	Reading Comp Workbook and Perspective	978-0-8539-0570-1	Globe Fearon	1995	13	OUT

## Obsolete Textbooks 2023 - 2024

**NAME OF SCHOOL: Southington High School**

**Select a code to identify why the book is obsolete**

Condition	CON	Books in poor condition; unable to use
Obsolete	OBS	No longer used due to technology
Other	OTH	Description will be provided
Outdated	OUT	Books are outdated and no longer used
Overstock	OVR	Overstock of series; classroom teaching doesn't require all students to have a book
Replaced	REP	Books were outdated and replaced with BOE approved texts
Sample	SAM	

Subject	Grade	Title	ISBN#	Publisher	Year	#	Code
English	11	Basic Grammar in Use	0-521-7977-9	Cambridge Press	2003	6	OUT
Social Studies	11 & 12	The Middle East	395470811	Houghton Mifflin	1990	14	OUT
Social Studies	9	Civics: Responsibilities & Citizenship	*0078250811	Glencoe/McGraw-Hill	2002	10	OUT
Social Studies	9	US Gov't: Democracy in Action	*9780078799822	Glencoe/McGraw-Hill	2010	78	OUT
Social Studies	11 & 12	America's History 6th Ed	*9780312465483	Bedford's/St Martin's	2008	20	OUT
Social Studies	10	World History: The Modern Era	*0131299735	Pearson/Prentice Hall	2007	63	OUT
Social Studies	11	American Anthem	*1000309994551	Holt, Rinehart & Winston	2009	71	OUT
Social Studies	12	American Gov't & Politics Today	*0534631622	Thomson-Wadsworth	2005	16	OUT
Social Studies	11 & 12	Sociology: Study of Human Relationships	*0554004410	Holt - McDougal	2010	88	OUT
Biology	10	Miller & Levine Biology	978-0-013-323574-6	Pearson	2014	167	OUT
Forensic Science	12	Forensic Science Fundamentals & Investigation	978-0-538-44586-3	South-Western Cengage Learnign2009		16	OUT
Social Studies	11 & 12	Government in America	*0133905047	Pearson	2016	34	REP
Consumer Economics	12	Consumer Economics:Issues and Behaviors	X001H4QA53	Routledge, Taylor, & Francis Group	2016	22	OTH
Family & Society	12	Strengthening Family & Self	978-1-60525-108-0	Goodheart-Wicox	2010	16	OTH
Fabric Creations and Clothing	9-12	Clothing:Fashion, Fabrics, and Construction	0-07-829006-6	Glencoe/McGraw-Hill	2003	15	OTH

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date June 27, 2024

Decision Requested X Agenda Code 11 e.

**AGENDA REPORTING FORM**

**Agenda Topic:** Approval of Non-lapsing Account

**Summary of Issue:** Pursuant to revised CT General Statute 10-248a, for the fiscal year ending June 30, 2024 and each fiscal year thereafter a local Board Of Education may deposit into a non-lapsing account any unexpended funds from the prior fiscal year.

**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:** Move to approve a non-lapsing account to allow unexpended funds from the BOE 2023-2024 Operating Budget to be deposited into a non-lapsing account up to the amount authorized by statute, to be maintained for use authorized by the Board of Education.

  
\_\_\_\_\_  
*Signature of Staff Member Submitting Form*

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



*Steven G. Madancy  
Superintendent of Schools*

## **MEMO**

To: Mark Sciota, Town Manager  
Date: June 10, 2024  
Re: BOE Request to Establish a FY 2024 Account for Unexpended Education Funds –  
Non-lapsing Account

Beginning with FY19, the Town Board of Finance has approved establishing a non-lapsing account for the Board of Education to deposit unexpended education funds in accordance with Connecticut General Statute 10-248a.

During the most recent legislative session, HB5437, Public Act No 24-45, revised **Connecticut General Statute 10-248a** as follows:

**For the fiscal year ending June 30, ~~[2020]~~ 2024, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, ~~[the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town]~~ a local board of education may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education ~~[for the town]~~, provided (1) such deposited amount does not exceed two per cent of the total budgeted appropriation for education for such prior fiscal year, (2) each expenditure from such account shall be made only for educational purposes, and (3) each such expenditure shall be authorized by the local board of education for such town.**

Based on the revised CGS 10-248a, at the June 27<sup>th</sup> BOE meeting, the Board of Education plans to approve a non-lapsing account to allow unexpended funds from the Board of Education 2023-2024 Operating Budget to be deposited into a non-lapsing account up to the amount authorized by statute, to be maintained for use authorized by the Board of Education. As in prior years, this action would enable the Board of Education to utilize those unexpended non-lapsing funds for projects or equipment purchases that are necessary but were not funded in the 2024-2025 fiscal year operating budget.

Given the strong working relationship between the Board of Finance and the Board of Education, we will continue to keep the Board of Finance informed of any funds deposited into the unexpended education fund and will continue to share how the funds are used.

Please feel free to contact me directly with questions regarding this information. Thank you for your continued support.

C: Southington Board of Education Members  
Jennifer Mellitt, Director Business and Finance  
James Bowes, Director of Finance Town of Southington



# **Policy 3433.1**

**Accessing Public Benefits or Insurance under the  
Individuals with Disabilities Education Act  
– New Policy**

*Draft*

**Series 3000: Business and Non-Instructional Operations****Accessing Public Benefits or Insurance under the Individuals with Disabilities Education Act**

Connecticut General Statute 10-76d(a)(2) requires the Southington Public Schools to enroll as a provider in the state medical assistance program, to participate in the Medicaid School Based Child Health Program administered by the Department of Social Services, and to submit billable service information electronically to the Department of Social Services, or its billing agent. The statute further requires Southington Public Schools to determine a child's Medicaid enrollment status, and, if the child may be eligible for Medicaid, to request that the child's parents or guardians apply for Medicaid, and to comply with the requirements of the Individuals with Disabilities Education Act and its implementing regulations (34 C.F.R. § 300.154 et seq.) before billing for services under the Medicaid School Based Child Health Program.

Policy Adopted: June 2024



**Policy 3518**  
**Green Cleaning Program**  
**– New Policy**

*Draft*

**Series 3000:****Business and Non-Instructional Operations****GREEN CLEANING PROGRAM**

It is the policy of the Southington Board of Education (the "Board") to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities. Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Board.

The Board's Green Cleaning Program is located on the Operations webpage under the Environmental Compliance Link.

The Board shall provide upon request, a written statement of the District's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect." and (5) the name of the school administrator, or a designee, who may be contacted for further information.

**Legal References:****Connecticut General Statutes:**

- § 10-220(a) Duties of board of education.
- § 10-231g Green cleaning program at schools: Definitions. Implementation. Notice.

Policy Updated: June 2024

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ X \_\_\_\_\_ Board Meeting Date June 27, 2024

Decision Requested \_\_\_\_\_ Agenda Code 11 h.

**AGENDA REPORTING FORM**

**Agenda Topic:** Policy 3524.2 – Notification Concerning Asbestos Management Plans – New -  
First Reading.

**Summary of Issue:** The Policy & Personnel Committee has reviewed Policy 3524.2 – Notification  
Concerning Asbestos Management Plans – New.

**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:** The Board of Education Policy & Personnel Committee  
is bringing the draft Policy 3524.2 to the full Board for a First Reading.

**Titles of Attachments:**

1. DRAFT Policy 3524.2



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



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

**Policy 3524.2**  
**Notification Concerning Asbestos Management**  
**Plans**  
**– New Policy**

*Draft*

**Series 3000: Business and Non-Instructional Operations****NOTIFICATION CONCERNING ASBESTOS MANAGEMENT PLANS**

The Board of Education, in compliance with federal law, developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers, and other employees shall be permitted access to the asbestos management plan of the Southington Board of Education.

Upon request, the district shall permit members of the public, including parents, teachers, and other employees to inspect any asbestos management plan. The district shall grant access to such management plans within five working days after receiving a request from a member of the public.

Legal Reference:

Federal Law:

40 C.F.R. § 763.93

Policy Adopted June 2024



**Policy 4116.1**  
**Sudden Cardiac Arrest Awareness for Intramural**  
**and Interscholastic Athletics**  
**– New Policy**

*Draft*

**Series 4000: Personnel****SUDDEN CARDIAC ARREST AWARENESS FOR  
INTRAMURAL AND INTERSCHOLASTIC ATHLETICS**

Prior to each season of any Board of Education intramural or interscholastic athletics, each coach who holds or is issued a coaching permit by the State Board of Education and is a coach of any Board of Education intramural or interscholastic athletics, must provide each participating student's parent or legal guardian with a copy of the informed consent form regarding sudden cardiac arrest developed by the State Board of Education and obtain such parent's or legal guardian's signature, attesting to the fact that that such parent or legal guardian has received a copy of such form and authorizes the student to participate in the intramural or interscholastic athletics.

Any person who holds or is issued a coaching permit by the State Board of Education and is a coach of Board of Education intramural or interscholastic athletics shall annually review the sudden cardiac arrest awareness education program developed or approved by the State Board of Education prior to commencing the coaching assignment for the season of such intramural or interscholastic athletics.

Nothing in this policy shall be construed to relieve a coach of intramural or interscholastic athletics of his or her duties or obligations under any provision of the Connecticut General Statutes, the regulations of Connecticut state agencies or a collective bargaining agreement.

**Legal References**

Conn. Gen. Stat. § 10-149f. Sudden cardiac arrest awareness education program. Consent form.

Conn. Gen. Stat. § 10-149g. Coaches to annually review cardiac arrest education program. Revocation of coaching permit. Immunity from suit and liability.

Adopted: June 2024



**Policy 5117.2**  
**Inter-District Choice**  
**– New Policy**

*Draft*

**5000 Series: Students****School Attendance Areas****Inter-District Choice**

The Board of Education recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school and/or district boundaries. An interdistrict public school attendance program will (1) provide parents and students with greater opportunities to choose the school and/or program that best meets the academic needs of the student; (2) positively influence the level of parent involvement and student motivation; (3) improve academic achievement; (4) reduce racial, ethnic and economic balance; and (5) provide a choice of educational programs for students.

The District will cooperate with the appropriate regional educational service center in the planning and implementation of an inter-district public school attendance program in accordance with the timelines and provisions contained within applicable Connecticut General Statutes as may be periodically amended and pursuant to the applicable provisions of the Every Student Succeeds Act.

Nonresident students from other school districts within the state, in the Hartford, New Haven and Bridgeport regions and New London who apply pursuant to the regulations approved by the Board, may enroll in particular programs or schools in districts in the surrounding areas on a space available basis, without payment of tuition except that the District shall receive an amount, within available appropriations, from the Department of Education, for each out-of-district student attending a school within the District. It is recognized that the Regional Service Centers shall determine which school districts in its area are located close enough to a priority school district to make transportation feasible. (note CGS [10-266aa\(c\)](#) restricts mandatory participation in the Open Choice Program to Bridgeport, Hartford, New Haven and New London.)

When there are more students seeking to attend school in a receiving district than there are spaces available, the RESC shall assist the school district in determining attendance by use of a lottery or lotteries designed to preserve or increase racial, ethnic or economic diversity.

In providing for admission of nonresident students, the school District shall consider:

1. Issues pertaining to the availability of space within a requested school to accommodate the enrollment request. The District will notify its RESC by March 31 of each year of the space it will have available for students from the surrounding area for the new school year.
2. Programs available and the possible establishment of new programs.
3. Eligibility criteria for participating in a particular program, including age requirements, course prerequisites and required levels of performance.
4. Dates of enrollment of nonresident students in a school or program.

**5000 Series: Students****School Attendance Areas****Inter-District Choice**

5. The requirement that participants attending school in the District shall do so until they graduate from high school.

The Board recognizes that the Open Choice Program is a voluntary, not mandatory, "in-only transfer" program, allowing students from outside the district to transfer to schools in the districts of Bristol, Danbury, East Hartford, Meriden, New Britain, Norwalk, Putnam, Stamford, Waterbury, and Windham. Students may transfer into these ten priority districts only if they bring racial ethnic and economic diversity into the district and do not increase the racial, ethnic and economic isolation of the priority school district.

Beginning with the school year, it will be the policy of this District to receive nonresident students as part of the state-wide interdistrict public school attendance program in accordance with plan developed with the Regional Educational Service Center. Such planning, the Board believes, should consider, but not be limited to, the issues of definition and determination of space availability, choice of students, transportation to and from school and for after-school activities. Further, planning should consider issues related to special education, prior disciplinary behavior, and acceptance of prior academic work. The District will not recruit students under this program for athletic or extracurricular purposes. Records of students involved in the interdistrict program will be promptly forwarded to the receiving district.

The Board directs the Superintendent and staff not to make any distinction on account of race, sex, ethnic group, religion or disability of any student who is in attendance or who seeks admission to any school within this District in the determination or recommendation of action under this policy.

**Magnet School Parent Choice Option**

Parents/guardians of students attending District schools shall have the option to enroll their child(ren) in a magnet school with which the District is a non-participating district. This enrollment may occur when an interdistrict magnet school has unused student capacity and may enroll directly into its program any interested student. A student from a district that is not participating in the interdistrict magnet school shall be given preference. The District is obligated to support the operation of the interdistrict magnet school in an amount equal to the per student tuition, if any, charged to participating districts.

(cf. 5145.4 - Nondiscrimination)

(cf. [5117](#) - School Attendance Areas)

(cf. [5117.1](#) - Intra-District Choice/Open Enrollment)

(cf. [5118](#) - Nonresident Attendance)

**5000 Series: Students**

**School Attendance Areas**

**Inter-District Choice**

Legal Reference: Connecticut General Statutes

[10-4a](#) Education interests of state defined.

[10-221e](#) Interdistrict student assignment programs

[10-226a](#) Students or racial minorities

[10-226b](#) Existence or racial intolerance

[10-226c](#) Plan to correct imbalance

Connecticut General Statutes

[10-226d](#) Approval of Plan by State Board

[10-266aa](#) Statewide interdistrict public school attendance program.

P.L. 114-95 Every Student Succeeds Act

McKinney-Vento Homeless Education Assistance Improvements Act of 2001,  
as amended by PL 114-95

P.A. 07-3 (June Special Session) An Act Concerning Implementing the  
Provisions of the Budget Concerning Education Section 42

**Policy adopted: June 2024**



**Policy 5124**  
**Reporting to Parents**  
**– Revised Policy**

*Draft*

**Series 5000: Students****Progress/Records****Reporting to Parents**

The Board of Education encourages good **frequent and varied** communication between parent and teacher. ~~and shall promote frequent and varied reporting contacts. All forms and methods of communications, such as parent teacher conferences, mail, telephone, and school visitations by parents will be utilized.~~ If the parents of a child are separated or divorced, both parents ~~will~~ have the right to be informed of their child's progress in school unless there is an order from the court to the contrary. **A non-custodial parent will make a request** to receive written reports and notification of conferences, ~~a non-custodial parent will make such request to the school principal.~~

***Legal Reference:***

*Connecticut General Statutes*

46b-56, Access to records of minor children by non-custodial parent

Policy Adopted: February 1989

Policy Reviewed: August 2002

Policy Reviewed: June 2024



**Policy 5141.7**  
**Student Sports - Concussions**  
**– New Policy**

*Draft*

**Series 5000: Students****Student Sports – Concussions**

The Board of Education recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or deaths are significant when a concussion or head injury is not properly evaluated and managed.

Commencing July 1, 2010, and each school year thereafter, any coach of intramural or interscholastic athletics employed by the District shall complete an initial training course, approved by the State Board of Education, regarding concussions which are a type of brain injury prior to commencing the coaching assignment for the season. Such training course shall include, but not be limited to (1) the recognition of the signs and symptoms of a concussion; (2) the means of obtaining proper medical treatment for a person suspected of having a concussion; (3) the nature and risk of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion; and (4) the proper method of allowing a student athlete who has sustained a concussion to return to athletic activity.

Each school year any coach who has completed the initial training course regarding concussions shall annually review current and relevant information, developed or approved by the State Board of Education, regarding concussions prior to the start of the coaching assignment. This annual review is not required in any year the coach is required to complete a refresher course. Beginning July 1, 2015, and each school year thereafter, a coach must complete an approved refresher course not later than five years after the initial training course in order to maintain his/her coaching permit and to coach in the District.

**Legal References**

Conn. Gen. Stat. § 10-149b. [Concussions](#): Training courses for coaches

Conn. Gen. Stat. § 10-149c. Student athletes and concussions. Removal from athletic activities.

Conn. Gen. Stat. § 10-149e. School districts to collect and report occurrences of concussions. Report by Commissioner of Public Health

Policy Adopted: May 2024



**Policy 5144.1**  
**Physical Restraint and Seclusion of Students and**  
**Use of Exclusionary Time Out**  
**– Revised Policy**

*Draft*

**Series 5000: Students****Welfare****Restraint And Seclusion****PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS AND USE OF EXCLUSIONARY TIME OUT**

The Southington Board of Education (the “Board”) seeks to foster a safe and positive learning environment for all students. Board employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. The Board also regulates the use of exclusionary time out in accordance with this policy and accompanying regulations and applicable law.

The Board authorizes the Superintendent or his/her designee to develop and implement administrative regulations in accordance with this policy and applicable law. The Board of Education mandates compliance with this policy and the associated administrative regulations at all times. Violations of this policy and/or associated administrative regulations by a Board staff member or other individual working at the direction of, or under the supervision of, the Board, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within the associated administrative regulations shall be construed to interfere with the Board’s responsibility to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220. Under no circumstances shall employees or individuals under the supervision of the Board use corporal punishment with students or physically manage students for purposes of discipline.

**Legal References:**

Conn. Gen. Stat. § 10-76b

Conn. Gen. Stat. § 10-76d

Conn. Gen. Stat. § 10-236b

Conn. Gen. Stat. §§ 53a-18 to 53a-22

Reg. Conn. State Agencies. §§ 10-76b-5 to 10-76b-11

Policy Adopted: April 2010

Policy Revised: July 2012

Policy Revised: June 2024

The information below becomes regulations

## **Definitions:**

### ***Physical Restraint***

Any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. The term does not include:

- a. briefly holding a person in order to calm or comfort the person;
- b. restraint involving the minimum contact necessary to safely escort a person from one area to another;
- c. medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance;
- d. helmets or other protective gear used to protect a person from injuries due to a fall; or
- e. helmets, mitts and similar devices used to prevent self injury when the device is part of an individualized education program and is the least restrictive means available to prevent such self injury.

### ***Provider***

A person who provides direct care, education or supervision of a student at risk.

### ***Seclusion***

The confinement of a person in a room with staff supervision in a manner that prevents the person from leaving. The term does not refer to in school suspension, disciplinary detention, time-out or any other confinement in which the student at risk is physically able to leave the area of confinement.

### ***Student at risk***

A child who is receiving special education by the Southington Board of Education, or a child being evaluated for eligibility for special education and awaiting a determination, or a person receiving care, education or supervision in an institution or facility operating under contract with the Southington Board of Education.

**5144.1**

## **Series 5000: Students**

### **Welfare**

## **Restraint And Seclusion**

### **General Principles**

Physical intervention and seclusion should be used only as a last resort for students at risk, after other verbal and nonverbal strategies have been attempted, and only when the student presents immediate or imminent injury to him or herself or to others. The sole purpose for using physical restraint is to keep the student at risk who is acting out and others safe. This temporary intervention strategy allows the staff person to take control only until the student can regain control of his/her own behavior. The sole purposes for using seclusion are to keep the student at risk who is acting out and others safe and for other purposes as determined appropriate by the PPT (Planning and Placement Team).

Physical restraint and/or seclusion should be terminated when the trained staff person determines, through verbal and non-verbal interactions and through observations, that the student has regained physical and/or emotional control. When the need arises for physical restraint and/or seclusion, the least restrictive physical management technique requiring the least amount of force should be used. Staff members are not to use any form of physical restraint for which they have not been trained.

Seclusion should be limited to cases of immediate or imminent risk of injury to self or others, and cases in which the method is specified in the IEP of a student at risk as discussed below.

### **Seclusion in Student's IEP (Individual Education Plan)**

1. The PPT shall determine, based on results of relevant functional behavioral assessments and other relevant information such as the student's known medical or psychological conditions, whether the use of seclusion is an appropriate behavioral intervention strategy. If seclusion is included as a behavioral strategy in a student's IEP, the IEP shall include information regarding such issues as the location, frequency and duration of the seclusion periods, the monitoring of the seclusion intervention and the manner of parental notification.
2. The Student's PPT shall review the continued use of seclusion as a behavioral intervention strategy on an annual basis or sooner as required by law.

**5144.1**

## **Series 5000: Students**

### **Welfare**

## **Restraint And Seclusion**

### **Seclusion in Student's IEP (Individual Education Plan)**

3. The PPT and/or building administrator shall review the physical space

- used for seclusion on a regular basis to ensure that it complies with state requirements.
- ~~4. The Student's PPT shall incorporate less restrictive positive behavioral intervention strategies into the student at risk's IEP. The student at risk's IEP shall specify that seclusion shall be used as a last resort to protect the student and others from imminent harm.~~

### **Monitoring of Seclusion**

~~Any student at risk who is secluded shall be continually monitored by a provider who has received training in physical management, physical restraint and seclusion procedures. Monitor means (a) direct observation, or (b) observation by way of video monitoring within physical proximity sufficient to provide aid as may be needed. Each student at risk who is placed in seclusion shall be regularly evaluated for indications of physical distress. The provider conducting the evaluation shall enter each evaluation in the student's educational record.~~

### **Documentation of Restraint and Seclusion**

~~Any use of physical restraint or seclusion on a student at risk must be documented in the student's educational record. The incidents shall be recorded on a form developed by the State Department of Education.~~

- ~~1. In the case of emergency use, the documentation will include the nature of the emergency and what other steps, such as verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise, and a detailed description of the nature of the restraint or seclusion, its duration and its effect on the student at risk's behavioral support or educational plan.~~
- ~~2. School staff will attempt to notify parents of a student at risk by telephone within twenty four hours after the use of physical restraint or seclusion as an emergency intervention to prevent immediate or imminent injury to self or others. If telephone contact cannot be made, school staff will provide a copy of the written incident report within five school days of the use of physical restraint or seclusion.~~

**5144.1**

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### **Welfare**

### **Restraint And Seclusion**

### **Documentation of Restraint and Seclusion**

- ~~3. School staff will notify the Special Education Administration on a regular basis regarding incidents of physical restraint and/or seclusion that occur in their respective buildings or programs.~~

4. ~~If seclusion is in a student at risk's IEP, the PPT and the parents will determine an appropriate timeframe and manner of notification for each incident of seclusion.~~
5. ~~The Southington Public Schools shall record the number of restraint and seclusion incidents on an annual basis and will share such documentation with the State Board of Education upon request.~~
6. ~~If the use of such restraint or seclusion results in physical injury to the person, (a) the administration may report the incident to the State Board of Education, and (b) the administration shall report the incident to the commissioner of the state agency that has jurisdiction or supervisory control over the institution or facility at which the injury occurred.~~

### **Training**

~~All providers who may need to use physical restraint and/or seclusion during the student day shall receive appropriate training in the two methodologies. The training shall include, but not be limited to:~~

- a. ~~verbal defusing or de-escalation~~
- b. ~~prevention strategies~~
- c. ~~types of physical restraint;~~
- d. ~~the differences between life-threatening physical restraint and other varying levels of physical restraint~~
- e. ~~the differences between permissible physical restraint and pain compliance techniques~~
- f. ~~monitoring to prevent harm to a person physically restrained or in seclusion~~
- g. ~~recording and reporting procedures on the use of restraints and seclusion.~~

**5144.1**

### **Series 5000: Students**

#### **Welfare**

#### **Restraint And Seclusion**

#### **Legal References:**

~~C.G.S. Sec. 10-76d et seq~~

~~C.G.S. Sec. 10-220~~

~~C.G.S. Sec. 10-235~~

~~C.G.S.: Sec. 46a-150 through 46(a)-154~~

~~C.G.S. Sec. 53a-18~~

~~Connecticut Regulations Sec. 10-76-5 through 10-76b-11~~



**Policy 5145.4**  
**Sexual Abuse Prevention and Education Program**  
**– New Policy**

*Draft*

**Series 5000: Students****Sexual Abuse Prevention and Education Program**

The Southington Public Schools shall implement the Sexual Abuse and Assault Awareness and Prevention Program identified or developed, in compliance with CGS [17a-101q](#), by the Department of Children and Families, in collaboration with the Department of Education and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources. The District's implementation of the Sexual Abuse and Assault Awareness and Prevention Program, per statute, shall be not later than October 1, 2016. The program, for students in Grades K-12, inclusive, shall include, but not be limited to:

1. Providing mandatory training to all District staff to ensure they are fully informed on:

- a. The warning signs of sexual abuse and sexual misconduct involving a child, including recognizing and reporting child sexual abuse,
- b. Mandatory reporting requirements,
- c. Prevention and identification of, and response to, child sexual abuse and assault,
- d. Bystander and appropriate interaction with children training programs,
- e. School District policies pertaining to sexual abuse and sexual misconduct,
- f. Establishing and maintaining professional relationships with students,
- g. Available resources for children affected by sexual abuse or misconduct, and
- h. Appropriate follow-up and care for abused students as they return to the classroom setting.

2. Providing students age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to:

- a. The skills to recognize:
  - i. Child sexual abuse and assault,
  - ii. Boundary violations and unwanted forms of touching and contact, and
  - iii. Ways offenders groom or desensitize victims.
- b. Strategies to promote disclosure, reduce self-blame and mobilize bystanders.
- c. Actions that child victims of sexual abuse and assault may take to obtain assistance.
- d. Intervention and counseling options for child victims of sexual abuse and assault.

## Series 5000: Students

### Sexual Abuse Prevention and Education Program

e. Access to educational resources to enable child victims of sexual abuse and assault to succeed in school.

f. Uniform procedures for reporting instances of child sexual abuse and assault to school staff members.

The lessons should be evidence-informed, developmentally and age appropriate and informed by the required curricula standards and performance indicators contained in the SDE Guidelines (Section Three).

*[Note: Above items a, b, c, d, e, and f are required per P.A. 14-196.]*

3. Implementing a child sexual abuse curriculum to provide age-appropriate information to teach students the difference between appropriate and inappropriate conduct in situations where child sexual abuse or sexual assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault. Students will be:

a. Provided with resources and referrals to handle these potentially dangerous situations.

b. Provided access to available counseling and educational support.

The Board of Education directs the Superintendent to develop administrative regulations to address the issues of students obtaining assistance, intervention and counseling options, access to educational resources and procedures for reporting instances of child sexual abuse and assault.

A student shall be excused from participating in classroom instruction regarding sexual abuse and sexual assault upon receipt by the Principal of a written request from the student's parent or guardian.)

Any student exempted from the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work.

### Definitions

- **Sexual violence** is a multi-layered oppression that occurs at the societal and individual level and is connected to and influenced by other forms of oppression, in particular, sexism, racism and heterosexism. On the societal level, it is the preponderance of attitudes, actions, social norms that perpetuate and sustain environments and behaviors that promote a cultural tolerance, acceptance, and denial of sexual assault and abuse. On an individual level, sexual violence is a wide range of sexual acts and behaviors that are unwanted, coerced, committed without consent, or forced either by physical means or through threats.

**Series 5000: Students****Sexual Abuse Prevention and Education Program**

- **Sexual abuse** refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Most victims know their perpetrators. Perpetrators are usually older than their victims and may trick or force them into gradually doing the sexual behavior. The sexual behavior may not be violent and may even be pleasurable to the child, who doesn't necessarily know it is wrong. Perpetrators of ongoing sexual abuse control the child/youth through secrecy, shame, or threats. Children cannot consent to sexual contact with adults or older youth, and sexual contact is considered abuse, regardless of whether it includes touching or not.
- **Sexual assault** usually refers to forced or unwanted sexual contact or activity that occurs as a single incident, as opposed to ongoing sexual abuse that may continue over time. It may also involve verbal or visual behaviors, or any type of pressure designed to coerce or force someone to join in the unwanted sexual contact or activity. The assault may involve a similar range of behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure. The offender usually takes advantage of the victim's vulnerability. Anyone can perpetrate this type of abuse – a trusted friend or family member, a stranger, a casual acquaintance, or an intimate partner.

**Reporting Child Sexual Abuse and Assault**

Students shall be encouraged to disclose abuse to a trusted adult member of the staff, including, but not limited to, teachers, administrators, nurses, coaches, and counselors. Child abuse reporting procedures will be followed for all acts of violence and sexual abuse against children as delineated in policy #5141.4, "Reporting of Suspected Child Abuse," and its accompanying regulations.

Connecticut General Statutes §17a-101, as amended, requires all school employees including the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect in compliance with applicable state statutes.

An oral report by telephone or in person shall be made as soon as possible but no later than 12 hours to the Commissioner of Children and Families and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report to the Department of Children and Families.

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**Sexual Abuse Prevention and Education Program**

Reporting suspected abuse and/or neglect of children, in addition to the requirements pertaining to staff training, record keeping and dissemination of this policy, shall be in accordance with the procedures established and set forth in the Administrative Regulation #5141.4.

(cf. 5131.911 – Bullying)

(cf. 5141.4 – Reporting of Suspected Child Abuse)

(cf. 5145.5 – Sexual Harassment)

Legal Reference: Connecticut General Statutes

[17a-101q](#) Statewide sexual abuse and assault awareness and prevention program

A Statewide K-12 Sexual Assault and Abuse Prevention and Awareness Program developed by DCF, SDE, and Connecticut Alliance (The Alliance) to End Sexual Violence.

PA [22-87](#) An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children

**Policy adopted: June 2024**



**Policy 5146**  
**Student Privacy**  
**– New Policy**

*Draft*

**Series 5000: Students****Student Privacy**

In accordance with federal law, the Southington Board of Education (the “Board”) adopts, in consultation with parents, the following provisions related to student privacy.

**I. Definitions**

A. *"Invasive physical examination"* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

B. *"Parent"* includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

C. *"Personally identifiable information"* includes, but is not limited to,

1. the student's name;
2. the name of the student's parent or other family members;
3. the address of the student or student's family;
4. a personal identifier, such as the student's social security number, student number, or biometric record;
5. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
6. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

D. *"Personal information"* means individually identifiable information including—

1. a student's or parent's first and last name;
2. a home or other physical address (including a street name and the name of a city or town);
3. a telephone number; or
4. a Social Security identification number.

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- E. "Survey" includes an evaluation, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

**II. Student Surveys****A. Surveys Funded in Whole or in Part by the U.S. Department of Education:**

1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.
2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:
  - a. political affiliations or beliefs of the student or the student's parent;
  - b. mental or psychological problems of the student or the student's family;
  - c. sex behavior or attitudes;
  - d. illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. religious practices, affiliations, or beliefs of the student or of the student's parent; or
  - h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
3. If a student is *not required* to submit to a survey, analysis, or evaluation that reveals information concerning any of the topics in Section II.A.2

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above, the administration shall provide parents with notice of the district's intent to distribute such survey and, upon written request, shall permit the parent or student (if an adult or emancipated minor) to opt out of participation.

**B. Surveys Funded by Sources Other than the U.S. Department of Education:****1. Third Party Surveys**

- a. Prior to distributing any third party survey, the administration shall give notice to parents of the district's intent to distribute a survey on behalf of a third party.
- b. Upon request, the administration shall permit parents to inspect any third party survey before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the survey within a reasonable period of time after a parental request is received.
- c. Student responses to third party surveys that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

**2. Confidential Topic Surveys**

- a. The provisions of this subsection apply to any survey (sponsored by the school district or a third party) which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):
  - i) political affiliations or beliefs of the student or the student's parent,
  - ii) mental or psychological problems of the student or the student's family,
  - iii) sex behavior or attitudes,
  - iv) illegal, anti-social, self-incriminating, or demeaning behavior,

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- v) critical appraisals of other individuals with whom respondents have close family relationships,
  - vi) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
  - vii) religious practices, affiliations, or beliefs of the student or of the student's parent,
  - viii) income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
- b. At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.
  - c. Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.
  - d. Student responses to any Confidential Topic Survey that contain personally identifiable information shall be considered a student record, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.
  - e. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

**III. Collection of Personal Information**

- A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.

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- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.
- C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.
- D. Upon written request, the administration shall permit parents (or students aged eighteen (18) or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.
- E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
1. college or other post-secondary education recruitment, or military recruitment\*;
  2. book clubs, magazines, and programs providing access to low-cost literary products;
  3. curriculum and instructional materials used by elementary schools and secondary schools;
  4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
  5. the sale by students of products or services to raise funds for school-related or education-related activities;
  6. student recognition programs.

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\*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

**IV. Non-Emergency Invasive Physical Examinations and Screenings**

A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:

1. they are required as a condition of attendance;
2. they are administered by the school and scheduled by the school in advance;
3. they are not necessary to protect the immediate health and safety of the students; and
4. they are not required by state law.

B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or the affected student if eighteen (18) or older or an emancipated minor) of the district's intent to conduct non-emergency invasive physical examination(s)/ screening(s) described above, except for hearing, vision or scoliosis screenings. Such notice shall include the specific or approximate dates during the school year of the administration of such the non-emergency invasive physical examination(s)/ screening(s).

C. Upon written request, the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

**V. Complaint Procedure**

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with:

Student Privacy Policy Office  
United States Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**Series 5000: Students****Student Privacy****Legal References:**

Family Educational Rights and Privacy Act (FERPA), U.S.C. § 1232g; 34 CFR Part 99

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

UNITED STATES DEPARTMENT OF EDUCATION, STUDENT PRIVACY POLICY OFFICE, Protection of Pupil Rights Amendment (PPRA), SPPO-21-01 (issued November 24, 2020), *available at* [https://studentprivacy.ed.gov/sites/default/files/resource\\_document/file/20-0379.PPRA\\_508\\_0.pdf](https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-0379.PPRA_508_0.pdf).

**ADOPTED: June 2024**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ X \_\_\_\_\_ Board Meeting Date June 27, 2024

Decision Requested \_\_\_\_\_ Agenda Code 11 p.

**AGENDA REPORTING FORM**

**Agenda Topic:** Policy 6141.31 – Programs for English Learner Students - Revised - First Reading.

**Summary of Issue:** The Policy & Personnel Committee has reviewed Policy 6141.31 – Programs for English Learner Students - Revised - 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

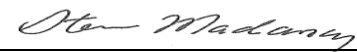
**Recommendation or Comment:** The Board of Education Policy & Personnel Committee is bringing the draft Policy 6141.31 to the full Board for a First Reading.

**Titles of Attachments:**

1. DRAFT Policy 6141.31



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



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

**Policy 6141.31**  
**Programs for English Learner Students**  
**– Revised Policy**

*Draft*

**Series 6000: Instruction****Programs for English Learner Students****Curriculum Design/Development****Development/Revisions/Adoptions****Bilingual-Bicultural Education**

The Board of Education (Board) recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English excludes a student from effective participation in the District's educational programs, the District shall take appropriate action to rectify the English language deficiency in order to provide the student with equal access to its programs. Students in a language minority (LM) or who have limited English Proficiency (LEP) will be identified, assessed and provided appropriate services. No child will be admitted to or excluded from any program based solely on surname or LM status.

The Board believes that high-quality, comprehensive, and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English Learners (ELs).

The Superintendent or his/her designee is directed to develop and implement procedures, consistent with the requirements of the Every Student Succeeds Act (ESSA) and the Connecticut State Department of Education (CSDE) ESSA plan which:

- Determine if a student is a potential EL student through adherence to the Home Language Survey Guidance and completion of the Home Language Survey (HLS).
- Administers the state-mandated English Language Proficiency (ELP) Screener when the review of the HLS results indicates the student may have a primary or home language other than English.
- Informs parents/guardians, in writing, if the results from the ELP assessment indicate the student is an EL.
- Implements English learners services for all identified students.
- Annually assess the English proficiency of all English learners students during the testing window using the state-mandated English language proficiency assessment. (Students can only exit EL status if they meet all EL exit criteria.)
- Monitor the progress of students receiving English as a Second Language (ESOL) or bilingual instruction in order to determine their readiness for the mainstream classroom

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environment.

- Provide parents with notice of and information regarding the instructional program as required by law and encourage parental appraisal of their child's program.

**Definitions**

Language Minority (LM) refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's background and not on proficiency.

English Learner (EL) refers to an LM student whose proficiency in reading, writing, listening or speaking English is below that of grade and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

English for Speakers of Other Languages (ESOL) refers to an instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

Bilingual Education refers to an instructional approach that explicitly included the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many LEP students share the same language and where qualified bilingual teachers are available.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their child will be provided with written, verbal or signed communication in a language they can understand.

The goal of the ESOL program is to assist students to achieve fluency, including listening, comprehension, speaking, reading, and writing, in English. The goal of the bilingual program is to permit students to learn subject matter in their primary language while developing English language skills.

Parents/guardians of students of limited English speaking ability shall be notified by mail that their child is eligible for enrollment in a bilingual, ESOL or English language services education program. The written notice shall include the information that the

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parents may choose to enroll their child into the program.

Communications with parent/guardians of students in these programs shall be in writing, in both English and their primary speaking language.

Limited English proficient (LEP) students, including those also identified as requiring special education, who are in their first year of enrollment in a U.S. school and have been in attendance for one school year or less may be permitted to be exempt from one administration of the reading/language arts portion of the Connecticut mastery examinations. These students must take the Language Assessment Scales (LAS-Links). No such exemption is permitted, based on federal guidelines, from the mathematics and science assessments of the Connecticut mastery examinations and the Connecticut Academic Progress Test (CAPT). Accommodations, as provided in classroom instruction may be used.

Limited English proficient students eligible for special education due to significant cognitive impairment must be tested on the CMT/CAPT Skills Checklist, regardless of the one school year exemption option.

**Legal Reference:**

(cf. 6141.31 – Bilingual-Bicultural Education)

(cf. 6146.2 – Statewide Proficiency/Mastery Examinations)

(cf. 6162.31 – Test Exclusion)

**Legal Reference: Connecticut General Statutes**

10-17 English language to be medium of instruction. Exception.

10-17a Establishment of bilingual and bicultural program.

10-17d Application for and receipt of federal funds.

10-17e Definitions.

10-17f Required bilingual education. (as amended by PA 98-168, PA 01-205 and June Special Session PA 15-5)

10-17g Application for grant. Annual evaluation report.

10-76e Definitions.

10-146f Waiver of certification requirements for bilingual teachers.

P.A. 99-211 An Act Improving Bilingual Education. State Board of Education Regulations

10-17h-1 to 10-17h-15. Programs of bilingual education.

Title VI, Civil Rights Act of 1964

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Equal Education Opportunities Act as an amendment to the Education Amendments of 1974

Bilingual Education Act. 20 U.S.C. §§7401 et seq. as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act.

34 CFR, Part 200 Regulations appearing in Federal Register, 9/13/06.

Title III, Language Instruction for English Learners and Immigrant Students,

P.L. 114-95, ESSA, Sections 3001-3121

(20 U.S.C. 6812, 20 U.S.C. 6823)

Policy adopted: May 1989

Policy reviewed: October 2002

Policy Updated: June 2024

~~The Superintendent of Schools or his designee shall ascertain annually the number of children of limited and non English speaking ability within the school district, classify them according to their dominant language, and report them to the Board of Education.~~

~~If it is determined that the school system has twenty or more limited or non English speaking children in any single language in a given school who would be helped in developing mastery of the English language through a bilingual program, the Superintendent is directed to develop a program of bilingual education for such eligible children for the next school year. The plan shall be submitted to the Commissioner of Education for review.~~

~~The Superintendent shall apply annually for a grant of funds to support such a program. The Superintendent shall also submit annual reports of progress as required by law.~~

**Legal Reference:**

Connecticut General Statutes

~~10-17: English Language to be medium of instruction, Exception~~

~~10-17a: Establishment of bilingual and bicultural program~~

~~10-17d: Application for and receipt of federal funds~~

~~10-17e: Definitions~~

~~10-17f: Required bilingual education~~

~~10-17g: Application for grant Annual evaluation report~~

~~10-146f: Waiver of certification requirements for bilingual teachers~~

**Series 6000: Instruction**

Programs for English Learner Students

**Curriculum Design/Development**

**Development/Revisions/Adoptions**

**Bilingual-Bicultural Education**

~~State Board of Education Regulations~~

~~10-17h-1 to 10-17h-15 Programs of bilingual education~~



**Policy 6146.2**  
**Statewide Proficiency/Mastery Examinations**  
**(Statewide Summative Assessments)**  
**– New Policy**

*Draft*

**Series 6000: Instruction****Statewide Proficiency/Mastery Examinations (Statewide Summative Assessments)**

Annually, each student enrolled in grades three through eight inclusive shall take a mastery examination or examinations that measures essential and grade appropriate skills in reading, writing or mathematics during the time specified by the State Department of Education. Students enrolled in grade eleven shall annually take a nationally recognized college readiness assessment approved by the State Board of Education that measures essential and grade appropriate skills in reading, writing and mathematics (Connecticut SAT School Day in English language arts and math examination). Each student enrolled in grade five, eight, and eleven shall, annually, during the time specified by the State Department of Education, take a state-wide mastery examination that measures essential and grade appropriate skills in science (Next Generation Science Standards). The State Board of Education shall approve the provision and administration of all mastery examinations. All examinations shall take place during the regular school day.

The District may not require achievement of a satisfactory score on a mastery examination or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

All English learners (ELs) including recently arrived, defined as those students whose initial entry date in a U.S. school is less than two years (24 months) prior to test administration are required to participate in all content areas of the state summative assessment.

All students identified as English Learners (EL) school shall take the LAS Links Assessment. Scores on each component of the mastery examination for English learners who have been enrolled in school in this state or another state for fewer than twenty (20) school months shall not be used for the purposes of calculating the school accountability index as defined in C.G.S. [10-223e](#).

Any alternate assessment, including the Connecticut Alternate Assessment, of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. Students with significant cognitive disabilities in grades three through eight and eleven shall be assessed with the Connecticut Alternative Assessment in English/language arts and mathematics. In science, eligible students with significant cognitive disabilities shall be assessed with the Connecticut Alternate Science Assessment in grades five, eight and eleven.

In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

The Board of Education recognizes that federal law requires full participation of all students on the state summative assessments, with a minimum standard for the participation rate of at least 95 percent of all students and all student groups for each subject. Further, the Board realizes there are consequences for districts and schools not meeting this participation role threshold on these state summative assessments.

**Series 6000: Instruction****Statewide Proficiency/Mastery Examinations (Statewide Summative Assessments)**

(cf. [5121](#) - Examination/Grading/Rating)  
(cf. [5125](#) - Student Records; Confidentiality)  
(cf. [6146](#) - Graduation Requirements)  
(cf. [6162.31](#) - Test Exclusion)

**Legal Reference: Connecticut General Statutes**

[10-14n](#) Statewide mastery examination. Conditions for reexamination.  
Limitation on use of test results. (as amended by PA 03-174, PA 03-168, and PA 13-207, Section 115 of PA 14-217, PA 15-238 and PA 17-14 )  
[10-14o](#) Compensatory education grant. Financial statement of expenditures.  
[10-14p](#) Reports by local and regional boards re instructional improvement and student progress.  
[10-14q](#) Exceptions (as amended by PA 01-205)  
[10-223e](#) Statewide education accountability plan.  
PA 15-238 An Act Concerning Students Assessments  
PL 107-110 - Title I, 34 CFR Part 200  
34 CFR, Part 200 Regulations appearing in Federal Register, 9/13/06.

**Policy adopted: June 2024**



**Policy 6177**  
**Title I Parent Involvement**  
**– Revised Policy**

*Draft*

## Series 6000: Instruction

### Title 1 Parent Involvement

The Board of Education endorses the parent involvement goals of Title 1 and encourages the regular participation by parents of Title 1 eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

Pursuant to federal law, the District will develop jointly with, agree with and distribute to parents of children participating in the Title 1 program a written parent involvement policy.

At the required annual meeting, Title 1 parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

In addition to the required annual meeting, at least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title 1 program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title 1
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title 1 program, to the district level

Title 1 funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title 1 programs shall receive from the school Principal and Title 1 staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be

addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title 1 teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

## Series 6000: Instruction

### Title 1 Parent Involvement

~~Each school in the District receiving Title 1 funds shall jointly develop with parents of children served in the program a "School Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.~~

In accordance with Section 1010 of the Every Student Succeeds Act ("ESSA"), Public Law 1114-95, it is the policy of the Southington Board of Education (the "Board") to provide parents and family members of students participating in the district's Title I programs meaningful opportunities to participate in the education of their children within these programs. To facilitate parental and family participation, the Board encourages parents and family members of Title I eligible students to be involved in regular meetings, communications, and activities that will inform them about the district's Title I programs, to participate in the improvement of such programs and to help improve their child's progress within these programs.

This policy has been developed jointly with, and agreed upon by, parents and family members of children participating in Title I programs. The district shall distribute this written Parent and Family Engagement Policy to parents and family members of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall be made available to the public and updated periodically, as necessary to carry out the requirements of the parent and family engagement portion of Section 1010 of ESSA.

The Board shall conduct, with the meaningful involvement of Title I parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools receiving Title I funds. The Board shall use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the policy. Such annual evaluation shall include identifying:

1. barriers to greater participation by parents in activities authorized by 20 U.S.C. § 6318 (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
2. the needs of parent and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
3. strategies to support successful school and family interactions.

Each year, each school within the district that is involved in Title I programs shall conduct a meeting, at a convenient time, to involve parents in the planning, review and improvement of programs funded by Title I. All parents of participating children must be invited and encouraged to attend. At this meeting, parents shall be given a description and explanation of the Title I programs, the curriculum in use at the school, the forms of academic assessment used to measure student progress, the

## Series 6000: Instruction

### Title 1 Parent Involvement

achievement levels of the challenging State academic standards, and information regarding the importance of parental involvement and their right to be involved.

In addition to the required annual meeting, and if requested by parents, schools within the district that are involved in Title I programs shall offer opportunities for regular meetings at flexible times of the day in order to allow parents to formulate suggestions for the Board's Title I programs and their application to their child(ren)'s programs; and to participate, as appropriate, in decisions related to the education of their children. Parents will be given opportunities to participate in the joint development of the district's Title I plan, as required by Section 1006 of ESSA, and in the process of any school review and improvement in accordance with the State's plan, as required by Section 1111 of ESSA. At any time, if a parent is dissatisfied with a school's Title I program, he/she shall have the opportunity to submit comments for review at the district level.

The Board will provide the coordination, technical assistance and other support necessary to assist and build capacity of Title I schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. Parental and family engagement in Title I programs shall be coordinated and integrated with parental and family engagement strategies, to the extent feasible, under other federal, state, local and district programs.

In order to build the schools' and parents' capacity for strong parental involvement, the Board shall:

1. provide assistance to parents of students participating in Title I programs in understanding topics such as the challenging state academic standards, state and local academic assessments, the requirements under Title I, and how to monitor their child's progress and work with educators to improve the achievement of their children;
2. provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy);
3. educate teachers, specialized instructional support personnel, staff and administrators, with the assistance of parents, about how to better communicate and work with parents;
4. to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state and local programs, including public preschool programs, conduct other activities that encourage and support parent participation;
5. ensure that information related to school and parent programs, meetings and other activities is sent to participating parents in a format and, to the extent practicable, in a language the parents can understand;

## Series 6000: Instruction

### Title 1 Parent Involvement

6. provide such other reasonable support for parental involvement activities as parents may request; and
7. inform parents and parental organizations of the existence and purpose of parent resource centers within the State.

#### **The “School-Parent Compact” shall:**

1. Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title 1 program to meet the State’s academic achievement standards
2. Indicate the ways in which each parent will be responsible for supporting the children’s learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child’s education and positive use of extra-curricular time
3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff and opportunities to volunteer, participate in, and observe their child’s classroom activities; and
4. ensure regular, two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

The Board authorizes the Superintendent, or his/her designee, to develop a school-parent compact and other procedures such as those relating to meetings, parent communication and parental involvement activities, as he/she deems necessary in order to ensure compliance with this policy.

The Superintendent is required to include information about parental involvement and actions taken to improve parental involvement in the strategic school profile he or she submits annually to the Board and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

**Series 6000: Instruction**

**Title 1 Parent Involvement**

**Legal References:**

**Connecticut General Statutes:**

**§ 10-220(c). Duties of Boards of Education**

**Federal Law:**

**20 U.S.C. § 6318. Parent and family engagement**

**20 U.S.C. § 7801. Definitions**

**Policy adopted: December 2003**

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