

Southington Board of Education Meeting

Thursday, September 12, 2024 7:00 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. Regular Session 7:00 p.m.
3. Pledge of Allegiance - Moment of Silence
4. Celebration of Excellence
 - a. Invention Convention Awards and Recognitions
5. Approval of Minutes - August 8, 2024
6. Public Communications
 - a. Communications from Student Board Representatives
 - b. Communications from Board of Education
 - c. Communications from Administration
 - d. Communications from Public - Agenda Items Only
7. Committee Reports
 - a. Finance Committee Meeting - September 9, 2024
 1. Approval of Bid 2025-04 Snow Removal Award
 2. Approval of FY24 Non-lapsing Account
 3. Approval of Consulting Services for Transportation RFP
8. Superintendent's Report
 - a. Personnel Report
9. Old Business
 - a. Town Government Communications
 - b. Class Size Report
10. New Business
 - a. Approval of Out of State/Overnight Field Trips
 1. SHS - Southington FFA - Washington, DC
 - b. Policy 5117.1 Homeless Children and Youth - New - First Reading
 - c. Job Description - Assistant Network Manager - New
 - d. Approval of AFSCME Nurses Contract
 - e. Field Trip Update
 - f. Summer School Update 2024
11. Public Communications
 - a. Public
12. Adjournment

The minutes presented within the document provide a summary of the discussion the 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 – Operations

August 8, 2024, at 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 6:31 p.m.

Board Members Present: Mr. Robert Brown, Mr. Joseph Baczewski, Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. Derynoski, Mr. Zaya Oshana, Mr. Jasper Williams.

Board Members Absent: Mr. Sean Carson, 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 Superintendent of Schools Evaluation, Unaffiliated Compensation, AFSCME Contract Negotiations and Student Matters, and upon conclusion reconvene to public session." Motion carried unanimously 7-0.

Invited Steve Madancy and Frank Pepe to attend. Frank Pepe left at 6:46 p.m.

- a. Superintendent of Schools Evaluation
- b. Unaffiliated Compensation
- c. AFSCME Contract Negotiations
- d. Student Matter

Executive session ended at 7:17p.m.

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

Meeting called back to order at 7:24 p.m.

Board Members Present: Mr. Robert Brown, Mr. Joseph Baczewski, Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. Derynoski, Mr. Zaya Oshana, Mr. Jasper Williams.

Board Members Absent: Mr. Sean Carson, Cecil Whitehead

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

4. Pledge of Allegiance - Moment of Silence

Mrs. Clark asked for a Moment of Silence for Roland Fortin Sr. who passed away on June 29th. Mr. Fortin worked for Southington Public Schools from August 1975 until January 1992.

5. Approval of Minutes - June 27, 2024

MOTION made by Mr. Jasper Williams, seconded by Mr. Dave Derynoski "Move to approve the regular BOE Meeting minutes of August 8, 2024." Motion carried 7-0. Attachments: (1)

MOTION made by Mr. Joseph Baczewski and seconded by Mr. Dave Derynoski "Move to move 9c. to 6d." Motion carried unanimously by vote 7-0.

6. Public Communications

6.a. Communications from Board of Education:

Mrs. Clark wanted to share that she was invited to a meeting with STEPS to meet the new Chairperson of STEPS, Stephen Nyerick, and was informed they are working to combine their asset building and emotional intelligence concepts to create a one-of-a-kind program tailored towards the needs of our students; these concepts were previously delivered separately. The name will remain the same, "Asset Building Classroom," but now teachers will be able to incorporate asset building and emotional intelligence into their classrooms more easily. The program will be this year for grades K-5 and will begin next year for Middle and High School. STEPS wanted to publicly thank Christina McKirryher and their curriculum writers, Kate Colonero, Derynoski; Annmarie Gowdy, Strong; and Amy Pajor, Derynoski, for their hard work and dedication for writing the lessons for the district. STEPS will be coming to a BOE Meeting in September or October to make a presentation.

Mrs. Clark mentioned the "Play Based Learning" article that was in the Hartford Current.

Mrs. Clark also talked about another interesting article:

After announcing his support for phone free school policy in his 2024 State Address, Governor Lamont proposed legislation that will require the Connecticut State Department of Education to produce a model policy for cell phone use in schools. That provision did not make it into the legislature's final bill but a spokesperson for the governor stated the governor said the department should draft the guidance anyway. The Connecticut State Department of Education Commissioner is collaborating with CAFE to draft a model policy which will be slated for a vote at their August 21st meeting.

We have not heard anything further from legislation, but this has been a topic of previous discussion and Mrs. Clark would like everyone to "keep tuned."

Mrs. Clark attended a CCM presentation from the School and State Finance Project, Lisa Hammersly and her executive assistant director. It is for Financial Administrators and on the CCM website if you want to watch it.

CAFE had a seminar on "How Administrators Create Budgets" given by the Finance Directors of Naugatuck, Cheshire, Mansfield and Stonington. She wanted to share with Mrs. Mellitt about the program called "Clear Gov." which helps formulating budget drafts

and putting together board books. It was interesting to hear how other towns do things. Mrs. Mellitt believes our town's Finance Department has reached out to learn more.

6.b. Communications from Administration:

Mr. Steve Madancy is pleased with our current hiring in certified vacancies. Currently, there are about 5 vacancies out of 650 certified staff. He wanted to commend the building administrators who did a lot of the hiring.

Mr. Madancy looks forward to a complete update about the multiple summer work projects at the end of the summer season.

Dr. Lemonds will be reaching out to each of the board members to talk about the development of our strategic plan. Feedback so far has been positive.

Regarding the District Wide facilities project, the committee still needs to see the Debt Service Analysis. This will help us understand the number of projects we could recommend. A scenario will be presented the Board in September once all the appropriate information has been gathered.

6.c. Communications from Public - Agenda Items Only:

public discussion - no public comment.

An email is attached from Mathew Wayton regarding the SHS's Tennis Courts.

Attachments: (1)

6.d. Approval of Out of State - Overnight Field Trips

6.d.1. SHS - Southington FFA - Indianapolis, IN

MOTION move by Mr. Joseph Baczewski and Seconded by Mr. David Derynoski

"Move to approve the field trip request as presented by the administration." Motion carried unanimously by vote 7-0.

This is a standing trip that has been taken in the past; a representative will come speak after the trip to let us know how it goes.

7. Superintendent's Report

7.a. Personnel Report:

MOTION made by Mrs. Terri Carmody and seconded by Mr. David Derynoski **"Move to approve the Personnel Report as presented by the Human Resource Department."**

motion carries unanimously by vote 7-0

Attachments: (1)

8. Old Business

8.a. Town Government Communications

8.b. Policy 3433.1 - Accessing Public Benefits or Insurance under the Individuals with Disabilities Education Act - New - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 3433.1 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.c. Policy 3518 - Green Cleaning Program - New - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the board of Education approve Policy 3518 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.d. Policy 3524.2 - Notification Concerning Asbestos Management Plans - New - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 3524.2 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.e. Policy 4116.1 - Sudden Cardiac Arrest Awareness for Intramural and Interscholastic Athletics - New - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 4116.1 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.f. Policy 5117.2 - Inter-District Choice - New - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 5117.2 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.g. Policy 5124 - Reporting to Parents - Revision - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 5124 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.h. Policy 5141.7 - Student Sports - Concussions - New - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 5141.7 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.i. Policy 5144.1 - Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out - Revision - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 5144.1 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.j. Policy 5145.4 - Sexual Abuse Prevention and Education Program - New - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 5145.4 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.k. Policy 5146 - Student Privacy - New - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 5146 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.l. Policy 6141.31 - Programs for English Learner Students - Revision - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 6141.31 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.m. Policy 6146.2 - Statewide Proficiency/Mastery Examinations (Statewide Summative Assessments) - New - Second Reading

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 6146.2 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

8.n. Policy 6177 - Title 1 Parent Involvement - Revision - Second Reading:

MOTION made by Mr. Joseph Baczewski seconded by Mr. Jasper Williams "Move that the Board of Education approve Policy 6177 as presented by the Policy and Personnel Committee." Motion carried unanimously by vote 7-0.

Attachments: (1)

9. New Business

9.a. Tennis Courts

Mr. Madancy, with concerns from the Board and the public, addressed the current conditions of the tennis courts. Piece by piece, we have been working on a complete overhaul of the athletic facilities based on our physical means and priority: liability, safety, ect... The first thing that was addressed was the softball lighting and dugouts. The next portion, being finished now, is the track; it is scheduled to be completed on September 15th. The third area was the bleachers with a two-year improvement plan. This bring us to the Tennis Courts.

The Tennis Courts were presented to the Board this year as part of the Capital improvement plan with a scheduled replacement date of 2026-2027; the town did accept to adopt this plan.

Mr. Madancy addressed the challenges to maintain the tennis courts as it is not just about the surface, but the real challenge is the subsurface. The surface was repaired in-house in 2020 and that lasted about two years. in 2022 the surface was repaired again with an outside vendor which lasted until 2024. As the subsurface continues to shift over time, it gets more difficult to repair. The temporary solutions are no longer a feasible or logical option. Another concern is the demotions of the courts do not match USTA standards in length and width; there is also a lack of accessible handicapped seating. The timeline is also a big concern which would be dependent on the weather. Options and quotes are being considered to update and repair the tennis courts to meet all the concerns. Although 5 of the 7 courts are deemed playable, other facilities are also being considered for the tennis teams to practice and play on when repairs and updates are being done. The board is all in agreement with Mr. Madancy talking to the town about finding funding to update and improve the tennis courts.

9.b. Class Size Report

Mr. Madancy stated we are still enrolling as it is still a busy time. He will update us at the September 8th meeting.

10. Public Communications

10.a. Public

Josh Bochman, 9 Old Court, addressed the safety concern of the bus stop at Hillcrest Village right off of the Meriden-Waterbury Turnpike, at the end of Keefer Road. This shelter was mandated to be made by the town due to the dangers of speeding traffic. It is a safe, covered space in a traffic circle for pickup and drop off. Currently, the shelter is being used as a school bus stop for elementary school children, but not middle school and high school children. Josh asked the Board to consider making this a stop for all ages as it would be off the main road, much safer for everyone, and would be beneficial to the community.

Steven Jasulavic, 107 Woodberry Hill Drive, the High School Tennis Coach, wanted to thank the Board for addressing the topic of the tennis courts. He would like the Board to know he would like to be part of the solution. He would recommend the post-tension

option and to remember it should be a long-term solution. He emphasized not to sacrifice doing what is right for what is expedient.

11. Unaffiliated

Mrs. Colleen Clark indicated they were going to go back into the executive session at 8:18pm. The Board reconvened in public at 8:40 p.m.

MOTION made by Mr. Jasper Williams and seconded by Mr. Joseph Baczewski, "Move to approve the Assistant Superintendent of Schools' annual base salary of \$209,717.00 for the 2024-2025 school year." Motion carried unanimously by vote 7-0.

MOTION Made by Mr. Jasper Williams and seconded by Mr. Joseph Baczewski, "Move to approve the Superintendent of Schools' annual base salary of \$211,690.00 for the 2024-2025 school year." Motion carried unanimously by vote 7-0.

12. Adjournment

MOTION Made at 8:45 p.m. by Mr. Davis Derynoski and seconded by Mr. Zaya Oshana, "Move to Adjourn." Motion carried unanimously by vote 7-0.

Respectfully submitted

A handwritten signature in blue ink, appearing to read "Justice Hudson", written in a cursive style.

Recording Secretary

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, June 27, 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. Robert Brown, Mr. Sean Carson, Mrs. Colleen Clark, Mr David Derynoski. Mr.Zaya Oshana, Mr.Jasper Williams.

Board Members Absent: Mr. Joseph Baczewski, Mrs. Terri Carmody, Mr. Cecil Whitehead

2. Executive Session

MOTION made by Mr. David Derynoski and seconded by Mr. Jasper Williams “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 6-0.

Superintendent Madancy and Assistant Superintendent Pepe were invited to join Executive Session.

a. Student Matters

b. Unaffiliated Compensation

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

Meeting called to order at 7:02 p.m.

Board Members Present: Mr. Robert Brown, Mr. Sean Carson, Mrs. Colleen Clark, Mr David Derynoski. Mr.Zaya Oshana, Mr.Jasper Williams.

Board Members Absent: Mr. Joseph Baczewski, Mrs. Terri Carmody, Mr. Cecil Whitehead

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

MOTION made by Mr. Zaya Oshana and seconded by Mr. Jasper Williams “Move to move 11c.1. and 11c.2. to 7d.1. and 7d.2.” Motion carried unanimously by voice vote 6-0.

4. Pledge of Allegiance - Moment of Silence

Newly appointed BOE student reps lead the Pledge of Allegiance.

Mrs. Clark asked for a Moment of Silence for Ronald Marut who passed away on May 15th. Mr. Marut was a full-time custodian at Plantsville Elementary School from October, 1994 until his retirement in July, 2011.

Nancy Robillard passed away on June 1st. Nancy was a crossing guard for South End

Elementary School for almost twenty-five years.

Harriet Clark passed away on June 6th. Mrs. Clark worked as a Special Education teacher for Southington Public Schools from 1978 until her retirement in 2001.

5. **Celebration of Excellence - Introduction of SHS Assistant Principals**

Mr. Madancy introduced and welcomed Tom Hinman and Kathleen Reynolds as the new Assistant Principals at Southington High School effective July 1, 2024. Several rounds of interviews were conducted from a large pool of applicants. Mr. Hinman and Ms. Reynolds each said a few words, and were welcomed at the meeting.

6. **Approval of Minutes - May 23, 2024**

MOTION made by Mr. Sean Carson, seconded by Mr. Robert Brown “Move to approve the regular BOE Meeting minutes of May 23, 2024”. Motion carried 5-0, 1 Abstention.

a. **Public Communications**

Communications from Board of Education

Mr. Derynoski commented, and all Board members agreed, that graduation this year was very enjoyable and organized.

b. Communications from Administration

Superintendent Madancy presented his administration report. and thanked everyone who contributed to the high school graduation this year including SHS staff, maintenance, technology, SPD, etc., It was such a wonderful event. Refurbishment of the gym flooring has begun and the outdoor track is being replaced. The track will now be Southington blue replacing the previous red track. Work on our elementary schools has also been started. SPS Strategic Plan Update -- Dr. Lemons will be reaching out over the summer to meet virtually with Board of Education members – in-person meetings are also possible if preferred.

The District-wide Facilities Committee met in May and decided on a scenario which will be brought forward in September. Much work will be done between now and September to have preliminary discussions about grants for 2025. Work is being done on the SHS Roof - a portion of the roof is being replaced from referendum.

c. Communications from Public - Agenda Items Only

Ryan Ogren, former BOE rep spoke to the revised BOE Policy, and thanked BOE members for adopting the revised policy relating to student reps on the Board. Students would like to contribute to policy and practice without fear of retribution. Ryan also commented on Mr. Hinman’s appointment saying he was one of the best teachers he had – that he is very dedicated to students, and making the school better. Board members thanked Ryan for his comments.

7. **Committee Reports**

a. Policy & Personnel Committee Meeting - May 28, 2024

Mr. Pepe gave a report on the Personnel & Policy Committee Meeting on May 28, 2024. Minutes of that meeting attached.

b. Finance Committee Meeting - June 24, 2024

Mr. Carson gave a report on the Finance Committee Meeting on June 24, 2024. Minutes of that meeting attached..

1. Approval of Purchase of Maintenance Vehicle

MOTION made by Mr. Sean Carson and seconded by Mr. David Derynoski
“Move to approve the purchase of a 2024 Ford Transit 250 Van for \$59,839.10 funded by the Capital Improvement Plan.” Motion carried unanimously by voice vote 6-0.

2. Approval of School Lunch Price Increase

MOTION made by Mr. Sean Carson and seconded by Mr. Zaya Oshana
“Move to approve a 25-cent increase across all grade levels for both breakfast and lunch meal prices for School Year 2024-2025.” Motion carried unanimously by voice vote 6-0.

8. Superintendent's Report

a. Personnel Report

MOTION made by Mr. David Derynoski and seconded by Mr. Jasper Williams
“Move to approve the Personnel Report as submitted.” Motion carried unanimously by voice vote 6-0.

9. Old Business

a. Town Government Communications

10. New Business

a. Agriculture Science & Technology Presentation

Mr. Madancy welcomed Owen McLaughlin entering his second year as the Director of the AgSci Program at SHS. An impressive slideshow was presented to the Board members containing a detailed plan for a barn to be erected on Pleasant Street near DePaolo Middle School. It will include an expansion of community gardens near the front of the space. Visitors from the Calendar House and the community will be welcomed. The hope is to add signage with information on each of the animals kept at the site. Board members asked questions regarding cost and financing. If possible, this could be started this fall. Board members agreed that this would be a focal point for Southington - very exciting and fantastic for our community and students. Everyone is excited about this project, and the Board encouraged Mr. McLaughlin to return and update the Board as this proceeds.

b. Title VI and Title IX Updates

Mr. Madancy reported that in April, 2024 there are new regulations which will require staff training.

c. Approval of Out of State / Overnight Field Trips

1. SHS Varsity Cheerleading Team- Honesdale, PS

(Moved to 7 d.1.)

MOTION made by Zaya Oshana and seconded by Jasper Williams

**“Move to approve the field trip request as presented by the administration.”
Motion carried unanimously by voice vote 6-0.**

2. SHS - Girls Varsity Volleyball Team - Burnt Hills, NY (Moved to 7 d.2.)
MOTION made by Mr. Zaya Oshana and seconded by Mr. Jasper Williams
**“Move to approve the field trip request as presented by the administration”
Motion carried unanimously by voice vote 6-0.**

- d. Approval of Disposal of Obsolete Textbooks
MOTION made by Mr. Zaya Oshana and seconded by Mr. David Derynoski.
“Move to authorize the disbursement or disposal of outdated textbooks that are no longer useful to the educational program.” Motion carried unanimously by voice vote 6-0.
- e. Approval of Non-lapsing Account
MOTION made by Mr. David Derynoski and seconded by Mr. Jasper Williams.
“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.” Motion carried unanimously by voice vote 6-0.

Mrs. Clark stated that the First Readings below will be on the next Board Meeting agenda for action.

- 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

11. **Public Communications**

- a. Public – No Public Comment

12. **Adjournment**

MOTION made by Mr. David Derynoski and seconded by Mr. Zaya Oshana, “ Move to Adjourn” Motion carried unanimously by voice vote 6-0.

Respectfully submitted,

Teresa Colegrove

Recording Secretary



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.

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



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

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

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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 27th.

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 31st 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 27th.

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			\$ -
Total Options per Contract Price (list price)			\$ 3,885.00
Total Factory Options Discount (6%)			\$ (233.10)
Total Options per Contract Price (net price)			\$ 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		\$ -
Total Hours		4.0		
<i>Total Aftermarket Options (list price)</i>				\$ 10,324.00
<i>Total Aftermarket Options Discount (20%)</i>				\$ (2,064.80)
<i>Total Hours x \$130 / hour rate</i>				\$ 520.00
Total Net Aftermarket Options plus Total Labor				\$ 8,779.20

Trade Allowance

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

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)			\$ -
Total Additional Fees			\$ -
Customer:	Southington Public Schools		
FIN Code:	QH871		
VIN:	1FTBR1C8XRKA79782		
Total (per unit)			\$ 59,839.10
Quantity	1		
Grand Total (all)			\$ 59,839.10

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



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Document shared wit...



Matthew Wayton

(matthewwayton@gmail.com)

has invited you to **view** the following document:

Dear Town Officials and Southington Tennis Community,

Although I cannot attend tonight's meeting as I am on vacation out of state, I would like to send my statement regarding SHS's tennis courts. If time allows, I would be grateful if someone could read it and/or admit it into the record. I appreciate your willingness to consider this important is-

My name is Matt Wayton, I have been a life-long Southington resident. I am a Southington homeowner/taxpayer, SHS graduate, current SHS special education teacher, and SHS boys tennis assistant coach. For the past 17 years, I have run a charity tennis tournament called The Wayton Open, which has become a staple event in the Southington community every summer and raises thousands of dollars each year for rescue dogs. In 2024, for the first time ever, to give players a better playing experience after years of complaints about the state of the playing surfaces at SHS, the tournament was moved for the first 3 days where hundreds of players play, to Conard High School which has 12 brand new pristine tennis courts. It pains me to have to move the tournament at all as this is and has always been a Southington community event, and it costs me my own money to reserve the courts in West Hartford. I would much rather continue to hold all of the tournament at SHS, introducing people to everything Southington has to offer, and bringing in business for local shops and cafes. The tournament relies entirely on donations and my own funds. Most of my community sponsors

2024, for the first time ever, to give players a better playing experience after years of complaints about the state of the playing surfaces at SHS, the tournament was moved for the first 3 days where hundreds of players play, to Conard High School which has 12 brand new pristine tennis courts. It pains me to have to move the tournament at all as this is and has always been a Southington community event, and it costs me my own money to reserve the courts in West Hartford. I would much rather continue to hold all of the tournament at SHS, introducing people to everything Southington has to offer, and bringing in business for local shops and cafes. The tournament relies entirely on donations and my own funds. Most of my community sponsors are from Southington. I love this town and want to keep spreading the good word about the tennis community here and how supportive of animal rescue our businesses are. However, if the courts are not updated and enhanced to a decent playing level, I will be forced to continue to look outside of Southington for support. That is not something I want to do since my ties here are so strong.

For lack of better words, the courts at SHS are embarrassing and an eyesore, they are borderline not playable. This town prides itself on supporting

For lack of better words, the courts at SHS are embarrassing and an eyesore, they are borderline not playable. This town prides itself on supporting athletics. Our Southington girls and boys tennis student-athletes currently do not have courts and a facility that they deserve, one that would increase their passion, dedication, and skill in the sport. The state of the tennis courts is inexcusable. Something must be changed in the near future. I hope you will join me in supporting significant improvements to the courts to show your commitment to our talented Southington student-athletes.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date August 8, 2024

Decision Requested X

Agenda Code 9 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 – Southington FFA – Indianapolis, IN
 - 10/23/24 - 10/26/24

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

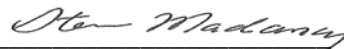
Recommendation or Comment: Move that the Board of Education approve the field trip request as presented by the administration.

Titles of Attachments:

1. Field Trip Application



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**Southington High School
SHS Southington FFA**

Indianapolis, IN

(10/23/24 – 10/26/24)

Southington Public Schools
Southington, Connecticut

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

Submit to Assistant Superintendent

Date: 8/1/24

Out of State: Yes No
Overnight: Yes No

Miles Round Trip: 1700 miles

Southington High School Southington FFA October 23 - 26, 2024
School Class/Group Date of Trip

Name and Address of Destination 97th National FFA Convention & Expo, Indianapolis, IN

Reasons for Field Trip Educational/Leadership growth and opportunities related to their involvement in the FFA
The students will meet us at Bradley International airport for 5:30 AM on October 23rd, 2024 and should arrive in Indianapolis, IN for 8 AM. We will then check in our hotel and the students will get settled. Then, we will attend the following; opening session, Expo and shopping mall, student workshops, and a rodeo. Students will get lunch and will be provided dinner. On October 24th, students will grab breakfast at the hotel and then attend the following events/activities: Second general session, student workshops, career success tours and FFA For All Ceremony. Students will get lunch and will be provided dinner. On October 25th, 2024 students will grab breakfast from the hotel in the morning and attend a general session, national day of service as well as attend the Eiteljorg Museum of American Indians and Western Art. Then get dinner afterward and go back to the hotel. On the last day, October 26th, students will get breakfast from the hotel and pack up, get ready to attend the National FFA Convention, and attend the last general session. Students will get lunch while at the convention and then leave to go to the airport.

Itinerary The days will consist of attending the following

Departure Date/Time October 23rd @ 8 AM Return Date/Time Oct. 26th @ 10:00 PM

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

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

#of Students: 12 #of Teachers/Chaperones: 2 #of Buses 0

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	\$ _____	_____
Board of Education Contribution	\$ _____	_____
Other	\$ _____	_____
Fundraising Activity	(\$ _____)	_____
BALANCE	\$ _____	_____
Student Contribution		
Transportation	\$ 318.55	Students @ \$ _____
Entrance Fees, Room & Board	\$ 200.00	Students @ \$ _____
TOTAL Cost of Trip to Each Student	\$ 518.55	_____

PRINT NAME AND SIGN

Teacher

REBEKAH WOODWORTH

R. Maxwell Woodlett

Date

8/1/24

Dept. Head

[Signature]

O. McLaughlin

Date

8/1/24

Principal

[Signature]

R. Aronian

Date

8/2/24

Comments

Assistant Superintendent

Alexander Mackay

Date

8/2/24

Approved

Not Approved

Board of Education Approval***

YES

NO

Date

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 7 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 2024-2025 school year. This report includes activity for the months of June & July 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

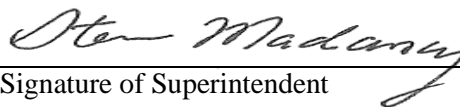
Beginning Date of Program or Project: N/A

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 – June & July 2024

**Personnel Report
June & July 2024**

APPOINTMENTS

	NAME	POSITION	SCHOOL	FTE	EFFECTIVE	DEGREE	SALARY
CERT	Ahearn, Marly	Grade 4 Teacher	KES	1.0	8-26-2024	BA	\$52,000
CLASS	Allen, Paige	ABA Therapist, SLC	HES	1.0	8-27-2024	N/A	\$20.50
CLASS	Arrigoni, Colleen	Nurse (RN)	St. Luke	1.0	8-26-2024	N/A	\$51,318
CLASS	Barner, Lisa	Administrative Assistant	CO	1.0	8-7-2024	N/A	\$31.50
CERT	Bergland, Kelly	Grade 4 Teacher	KES	1.0	8-26-2024	BA	\$52,000
CLASS	Blanchard, Renee	ABA Therapist, SLC	HES	1.0	8-27-2024	N/A	\$20.50
CLASS	Broderick, Linda	Paraeducator, Pre-K	HES	0.88	8-27-2024	N/A	\$18.86
CERT	Bucknall, Megan	English Teacher	SHS	1.0	8-26-2024	MA	\$59,300
CERT	Burksa, Monica	School Psychologist	KES	1.0	8-26-2024	6 th	\$63,500
CERT	Cassada, Kelly	Grade 5 Teacher	HES	1.0	8-26-2024	MA	\$62,600
CLASS	Chagnon, Elizabeth	ABA Therapist, SLC	HES	1.0	8-27-2024	N/A	\$20.50
CLASS	Cordova, RaeAnne	Paraeducator	HES	0.88	8-27-2024	N/A	\$18.86
CERT	Dambach, Amanda	TESOL Teacher	District	1.0	8-26-2024	MA	\$62,600
CLASS	Darragh, Daniel	Painter, Maint. Tech II	District	1.0	7-15-2024	N/A	\$28.52
CERT	DeLucia, Patricia	Special Education	SES	1.0	8-26-2024	MA	\$69,200
CLASS	DiBattista, Sophia	ABA Therapist, SLC	HES	1.0	8-27-2024	N/A	\$20.50
CLASS	DiBenedetto, Anthony	Custodian	SHS	0.49	8-29-2024	N/A	\$16.83
CLASS	Duling, Morgan	ABA Therapist, SLC	HES	1.0	8-27-2024	N/A	\$20.50
CERT	Fernandez, Kelsey	Grade 2 Teacher	DES	1.0	8-26-2024	BA	\$52,000
CERT	Germano, Maria	Grade 1 Teacher	DES	1.0	8-26-2024	MA	\$59,300
CLASS	Gilbert, Katelyn	ABA Therapist, SLC	HES	1.0	8-27-2024	N/A	\$20.50
CLASS	Guerrero, Krisna	Paraeducator	JFK	1.0	8-27-2024	N/A	\$18.86
CLASS	Healey, Caitlin	Paraeducator, CLC	JFK	1.0	8-27-2024	N/A	\$20.50
CLASS	Hinckley, Leah	Paraeducator	DES	0.88	8-27-2024	N/A	\$18.86
CERT	Kelley, Ruth	Grade 4 Teacher	SES	1.0	8-26-2024	MA	\$59,300
CERT	Kelly, Jamie	Grade 3 Teacher	DES	1.0	8-26-2024	MA	\$56,000
CLASS	Kisela, Noelle	Physical Therapist	District	0.5	8-26-2024	N/A	\$37,668
CERT	Koczera, Matthew	Physical Ed. Teacher	FES/HES	1.0	8-26-2024	BA	\$52,000
CERT	Kumar, Usha	Science Teacher	SHS	1.0	8-26-2024	7 th	\$83,600
CERT	Martino, Marianna	Art Teacher	JAD	1.0	8-26-2024	MA	\$69,200
CERT	Mullen, Jenna	Grade 2 Teacher	SEES	1.0	8-26-2024	MA	\$56,000
CLASS	Padilla, Adalisse	Paraeducator	JAD	1.0	8-27-2024	N/A	\$18.86
CLASS	Passamano, Emily	Paraeducator	TES	1.0	8-27-2024	N/A	\$18.86
CLASS	Pawlowski, Jaydeanne	Occupational Therapist	District	1.0	7-1-2024	N/A	\$75,335
CLASS	Pelletier, Sarah	Paraeducator	JFK	1.0	8-27-2024	N/A	\$18.86
CLASS	Piantek, Alison	Paraeducator, TLC	DES	1.0	8-27-2024	N/A	\$20.50
CLASS	Quarello, Rachel	Paraeducator, Pre-K	HES	0.88	8-27-2024	N/A	\$18.86
CERT	Rajagopal, Priya	Computers Teacher	JAD/JFK	0.60	8-26-2024	6 th	\$48,600
CERT	Shanahan, Haley	Grade 4 Teacher	TES	1.0	8-26-2024	MA	\$59,300
CLASS	Smith, Destinee	Paraeducator, Pre-K	SES	0.88	8-27-2024	N/A	\$18.86
CLASS	Soomro, Farzana	Paraeducator	JFK	1.0	8-27-2024	N/A	\$18.86
CERT	Torello, Julia	Grade 5 Teacher	SEES	1.0	8-26-2024	MA	\$56,000
CLASS	Varanko, Adriana	Paraeducator	JAD	1.0	8-27-2024	N/A	\$18.86
CERT	Vasas, Lana	Mathematics Teacher	SHS	1.0	8-26-2024	6 th	\$84,500
CERT	Vavalle II, Nicholas	Math Teacher	SHS	1.0	8-26-2024	MA	\$65,900
CERT	Waldron, Steven	Business Teacher	SHS	1.0	8-26-2024	BA	\$52,000
CLASS	Willis, Sandra	Custodian	MC	0.49	7-1-2024	N/A	\$16.83
CERT	Woike, Alyssa	School Psychologist, TLC	JAD	1.00	8-26-2024	6 th	\$60,000
CLASS	Yevin, James	Paraeducator	JFK	1.0	8-27-2024	N/A	\$18.86

**Personnel Report
June & July 2024**

RESIGNATIONS/RETIREMENTS

	NAME	POSITION	SCHOOL	EFFECTIVE	YRS	RET/RES
CLASS	Albrycht, Trisha	Paraeducator, PT	HES	6-14-2024	1	RESIGN
CERT	Allard, Molly	Ag-Sci Teacher	SHS	6-30-2024	5	RESIGN
CERT	Brzozowski, Cassie	Math Specialist	JAD	8-2-2024	11	RESIGN
CERT	Callaway, Bridget	Special Education Teacher	TES	7-4-2024	4	RESIGN
CLASS	Christian, Jennifer	Custodian, PT	MC	6-1-2024	5 mo.	RESIGN
CLASS	Crespan, Melissa	Paraeducator, FT	DES	7-19-2024		RESIGN
CLASS	Davino, Sharon	Paraeducator, FT	SHS	6-30-2024	6 mo.	RESIGN
CLASS	Davis, Jessica	Paraeducator, PT	FES	6-13-2024	3	RESIGN
CERT	DiNello, James J.	Mathematics Teacher	SHS	8-2-2024	1	RESIGN
CLASS	Gousse, Amy	Paraeducator, FT	SHS	6-22-2024	8 mo.	RESIGN
CERT	Hunter, Diana	TESOL Teacher	SES	8-2-2024	6	RESIGN
CERT	Hurlbut, Annelise	FCS Teacher	JAD	8-23-2024	9	RESIGN
CLASS	Johnson Frohling, Jessica	Paraeducator, FT	FES	6-14-2024	9 mo.	RESIGN
CLASS	Kalamajka, Cheryl	Paraeducator, PT	SES	7-1-2024	8	RETIRE
CLASS	Kimball, Meggan	Nurse (RN), FT	St. Luke	6-15-2024	4	RESIGN
CERT	Klein, Lauren	Art Teacher	JAD	6-14-2024	12	RESIGN
CLASS	Flanigan, Nancy	Paraeducator, FT	SHS	6-30-2024	18	RESIGN
CERT	LaCombe, Brianne	Special Education Teacher	OES	6-14-2024	5	RESIGN
CERT	Mancarella, Melanie	Grade 2	DES	8-2-2024	5	RESIGN
CERT	Mazzotta, Christine	Special Education Teacher	HES	8-2-2024	4	RESIGN
CLASS	Padden, Linda	Paraeducator, FT	JFK	7-31-2024	10	RESIGN
CERT	Ramsay, Meghan	Special Education Teacher	JFK	6-29-2024	3	RESIGN
CERT	Scam, Meghan	Special Education Teacher	SHS	8-13-2024	3	RESIGN
CLASS	Spirtt, Christine	Paraeducator, FT	SES	7-31-2024	5	RESIGN
CLASS	Zambrzycka, Adrianna	BCBA	District	8-25-2024	2	RESIGN

ASSIGNMENT CHANGE

	FROM (PREVIOUS ASSIGN)			TO (NEW ASSIGN)		
NAME	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE	
Abrantes, Alicia	Computers/JAD/JFK	1.0	Spanish Teacher/SHS	1.0	8-26-2024	
Donato, Angelina	EL Tutor/JAD	0.51	Paraeducator/JAD	1.0	8-27-2024	
Heitmann, Brittany	Paraeducator/DES	0.88	Paraeducator/JAD	1.0	8-27-2024	
Gilbert, Robert	Evening Custodian/KES	0.49	Evening Custodian/TES	1.0	8-12-2024	
Henriksen, Lisa	Paraeducator/DES	0.88	Paraeducator/JFK	1.0	8-27-2024	
Hernandez, Jesse	Evening Custodian/OES	1.0	Head Custodian/ SES	1.0	7-1-2024	
McLaurin, Kimberly-Jo	Paraeducator/DES	0.88	Paraeducator/DES	1.0	8-27-2024	
Naraine, Bibi	Paraeducator/DES	0.88	Paraeducator/DES	1.0	8-27-2024	
Nealon, Jesse	Evening Custodian/SHS	0.49	Evening Custodian/SHS	1.0	7-22-2024	
O'Connell Janine	Paraeducator/OES	1.0	ABA Therapist/JFK	1.0	8-27-2024	
Rivers, Marianna	Admin. Assistant/JAD	1.0	Admin. Assistant/OES	1.0	7-29-2024	
Stachowicz, Jennifer	Pre-K Teacher/HES	1.0	Special Education Teacher/JFK	1.0	8-26-2024	
Tirino, Regina	Paraeducator/TES	0.88	Paraeducator/TES	1.0	8-27-2024	
Tombari, Ryan	Evening Custodian/TES	1.0	Evening Custodian/OES	1.0	7-9-2024	

TRANSFERS

	FROM (PREVIOUS ASSIGN)			TO (NEW ASSIGN)		
CERT NAME	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE	
Belanger, Melissa	Kindergarten/SEES	1.0	Kindergarten/TES	1.0	7-1-2024	

Personnel Report June & July 2024

STIPENDS

COACHING

Resignations/Non-Renewals

Migani, Nicholas	Girls Cross Country Head Coach	SHS	RESIGN
Solarz, Charles	Assistant Baseball Coach	SHS	RESIGN
Tuttle, Evan	Boys/Girls Swimming & Diving Head Coach	SHS	RESIGN

Appointments

Barmore, Andrew	Assistant Football Coach	SHS	STIPEND
DiNello, James P.	Associate Athletic Director (Fall, Winter, Spring)	SHS	STIPEND
Lalla, Robert	Girls Swimming & Diving Head Coach	SHS	STIPEND

OTHER

Resignations/Non-Renewals

None to report

Appointments

Bartoletti, Vincent	Technology Education Dept. Leader	SHS	STIPEND
Brooks, Teresa	Career Pathways Liaison	SHS	STIPEND
Kavanaugh, Megan	Mathematics Asst. Dept. Leader	SHS	STIPEND
Kudla, Marisa	Mathematics Dept. Leader	SHS	STIPEND
McAloon, Jill	Out-of-District PPT Facilitator	District	STIPEND
Miller, Khandis	Open Choice Liaison	JFK	STIPEND
O'Neill, John	Stock Market Club Advisor	JFK	STIPEND

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 b.

AGENDA REPORTING FORM

Agenda Topic: Policy 3433.1 Accessing Public Benefits or Insurance under the Individuals with Disabilities Education Act – New – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 3433.1 Accessing Public Benefits or Insurance under the Individuals with Disabilities Education Act.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 3433.1 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 3433.1



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 c.

AGENDA REPORTING FORM

Agenda Topic: Policy 3518 Green Cleaning Program – New – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 3518 Green Cleaning Program.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 3518 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 3518



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 d.

AGENDA REPORTING FORM

Agenda Topic: Policy 3524.2 – Notification Concerning Asbestos Management Plans – New –
Second Reading.

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

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 3524.2 as
presented by the Policy & Personnel Committee.

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: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 e.

AGENDA REPORTING FORM

Agenda Topic: Policy 4116.1 – Sudden Cardiac Arrest Awareness for Intramural and Interscholastic Athletics – New – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 4116.1 – Sudden Cardiac Arrest Awareness for Intramural and Interscholastic Athletics.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 4116.1 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 4116.1



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 f.

AGENDA REPORTING FORM

Agenda Topic: Policy 5117.2 – Inter-District Choice – New – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 5117.2 – Inter-District Choice.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 5117.2 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 5117.2



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 g.

AGENDA REPORTING FORM

Agenda Topic: Policy 5124 – Reporting to Parents – Revision – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 5124 – Reporting to Parents.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

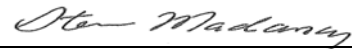
Recommendation or Comment: Move that the Board of Education approve Policy 5124 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 5124



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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 Revised: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 h.

AGENDA REPORTING FORM

Agenda Topic: Policy 5141.7 – Student Sports – Concussions - New – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 5141.7 – Student Sports – Concussions.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 5141.7 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 5141.7



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 i.

AGENDA REPORTING FORM

Agenda Topic: Policy 5144.1 – Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out - Revised – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 5144.1 – Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 5144.1 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 5144.1



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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: August 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.

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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.~~

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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

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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~~

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 j.

AGENDA REPORTING FORM

Agenda Topic: Policy 5145.4 – Sexual Abuse Prevention and Education Program - New – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 5145.4 – Sexual Abuse Prevention and Education Program.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 5145.4 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 5145.4



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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.

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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.

Series 5000: Students

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: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 k.

AGENDA REPORTING FORM

Agenda Topic: Policy 5146 – Student Privacy - New – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 5146 – Student Privacy.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

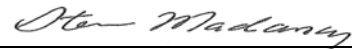
Recommendation or Comment: Move that the Board of Education approve Policy 5146 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 5146



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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.

Series 5000: Students**Student Privacy**

- 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.

Series 5000: Students**Student Privacy**

*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.

Policy Adopted: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 81.

AGENDA REPORTING FORM

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

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

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 6141.31 as presented by the Policy & Personnel Committee.

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: August 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~~

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 m.

AGENDA REPORTING FORM

Agenda Topic: Policy 6146.2 – Statewide Proficiency/Mastery Examinations (Statewide Summative Assessments) - New – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 6146.2 – Statewide Proficiency/Mastery Examinations (Statewide Summative Assessments).

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 6146.2 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 6146.2



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 8 n.

AGENDA REPORTING FORM

Agenda Topic: Policy 6177 – Title 1 Parent Involvement - Revised – Second Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 6177 – Title 1 Parent Involvement.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approve Policy 6177 as presented by the Policy & Personnel Committee.

Titles of Attachments:

1. DRAFT Policy 6177



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

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

Policy Revised: August 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date August 8, 2024

Decision Requested X Agenda Code 9 b.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Class Size Report

Summary of Issue: Projected enrollment through August 8, 2024 and staffing requirements are reflected in the attached chart.

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

Alternative Strategies: Board to recommend staff allocation adjustments.

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

Beginning Date of Program or Project: August, 2024

Ending Date of Program or Project: N/A

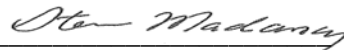
Recommendation or Comment: N/A

Titles of Attachments:

1. 2024-2025 Elementary Enrollment Chart



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

DRAFT
Class Averages 2024 - 2025
as of August 7, 2024

SCHOOL		GRADE K		GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		TOTALS	
		23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25
DERYNOSKI															
	TOTAL	90	73	89	87	113	92	100	117	93	100	107	95	592	564
	Class Avgs	15.00	14.60	17.80	14.50	18.83	18.40	20.00	19.50	18.60	20.00	21.40	19.00		
	FTEs	6	5	5	6	6	5	5	6	5	5	5	5	32	32
FLANDERS															
	TOTAL	38	40	49	41	34	51	44	33	52	44	45	52	262	261
	Class Avgs	12.67	13.33	16.33	13.67	17.00	17.00	14.67	16.50	17.33	14.67	22.50	17.33		
	FTEs	3	3	3	3	2	3	3	2	3	3	2	3	16	17
HATTON															
	TOTAL	64	49	54	64	60	54	56	58	77	57	66	74	377	356
	Class Avgs	16.00	16.33	18.00	16.00	20.00	18.00	18.67	19.33	19.25	19.00	22.00	18.50		
	FTEs	4	3	3	4	3	3	3	3	4	3	3	4	20	20
KELLEY															
	TOTAL	54	49	43	56	46	44	46	45	58	47	43	61	290	302
	Class Avgs	18.00	16.33	14.33	18.67	15.33	14.67	15.33	15.00	19.33	15.67	21.50	20.33		
	FTEs	3	3	3	3	3	3	3	3	3	3	2	3	17	18
OSHANA															
	TOTAL	34	31	45	34	46	44	47	47	38	48	42	37	252	241
	Class Avgs	17.00	15.50	15.00	17.00	15.33	14.67	15.67	15.67	19.00	16.00	21.00	18.50		
	FTEs	2	2	3	2	3	3	3	3	2	3	2	2	15	15
SOUTH END															
	TOTAL	42	36	43	40	35	42	45	36	45	44	37	46	247	244
	Class Avgs	14.0	12.0	14.3	13.3	17.5	14.0	22.50	18.0	22.50	22.00	18.50	23.00		
	FTEs	3	3	3	3	2	3	2	2	2	2	2	2	14	15
STRONG															
	TOTAL	40	41	50	41	55	52	48	56	46	49	44	47	283	286
	Class Avgs	13.33	13.67	16.67	13.67	18.33	17.33	16.00	18.67	23.00	16.33	22.00	23.50		
	FTEs	3	3	3	3	3	3	3	3	2	3	2	2	16	17
THALBERG															
	TOTAL	60	74	74	64	69	74	77	71	84	81	66	85	430	449
	Class Avgs	15.00	14.80	18.50	16.00	17.25	18.50	19.25	17.75	21.00	20.25	22.00	21.25		
	FTEs	4	5	4	4	4	4	4	4	4	4	3	4	23	25
ENROLLMENT		422	393	447	427	458	453	463	463	493	470	450	497	2733	2703
	Class Avgs.	15.07	14.56	16.56	15.25	17.62	16.78	17.81	17.81	19.72	18.08	21.43	19.88	17.86	17.00
	FTE TOTALS	28	27	27	28	26	27	26	26	25	26	21	25	153	159

Board of Education
Administrative Report
September 12, 2024



1. SEF Trivia Bee on 10/23
2. Margaret Griffin Ribbon Cutting Ceremony
3. Bread for Life 40th Anniversary Breakfast sponsored by Southington Chamber of Commerce
4. 9/11 Ceremony at Plantsville Center
5. Hartford Area Supt.'s Update with Commissioner Russell Tucker
6. Student Engagement Team Update



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

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FINANCE COMMITTEE MEETING
Conference Room #2 Municipal Center
Monday, September 9, 2024, 6:00 p.m.

Board Members Present: Sean Carson, Chair, Zaya Oshana and Jasper Williams.

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

The Finance Committee meeting was called to order at 6:10 p.m.

1. Snow Removal and Sanding Bid 2025-04 Award:

Mr. Fickel reviewed the results of the snow removal bid for seven schools and the municipal center. Five vendors submitted pricing in response to the bid. The bid award was impacted by the Town's preferred bidder ordinance at two locations. Mr. Romano, Operations Director, and Mr. Lombardo, Maintenance Foreman, reviewed the award recommendations and confirmed vendors have the equipment and manpower to handle the awards. The committee agreed to the award as recommended by the administration for a three-year term. The total award is \$174,185 for the 2024-2025 season.

2. Press Box Sound System RFP 2025-02 Award Update:

Mr. Fickel provided an update on the condition of the speaker system at the high school athletic field. The administration prepared an RFP with a mandatory walkthrough to replace the existing speaker system in the press box on the bleachers. The RFP included an alternative add on price to remove the new system and re-install in the new press box at a time when the bleachers may be replaced. Two bidders submitted proposals. Due to time constraints in having a working speaker system for the fall sports and band season, the administration awarded the RFP to Sound Stage Systems in the amount of \$23,400. The alternative add price of \$6,000 will be used after the installation of new bleachers. Funding for the project was requested from the FY19 non-lapsing press box roof, FY20 non-lapsing irrigation system and FY23 non-lapsing for an unused unemployment claim.

3. Food Service Financial Results FY24:

Mrs. Mellitt reviewed the unaudited results of the Food Service operations for FY 2023-24.

The committee reviewed the meal count summary showing a large decrease in the number of lunches served of (104,859) which was anticipated due to the changes in the meal funding from the state (see below). The number of breakfasts served

increase by 67,329 for a net reduction in meals served of (37,530). Consistent with the committee's updates this year, the lunch meal counts decreased as students ineligible for free or reduced meals ("paid" students) returned to being charged for their lunches.

As a reminder in 2022-23, meals were provided free of charge to all students from September through December 5th and then again from March 1st to the end of school through the SMART funds program. In 2023-24, breakfast was provided free of charge to all students and lunch was provided free of charge to students eligible for free and reduced meals under the STABLE funds program.

The income statement shows the shift in revenue from the SMART funds back to cash paid for lunches and lower STABLE revenues in FY 2023-24. The expenses for director salary includes a \$13,000 accumulated sick pay out to the retired food service director, the CT municipal retirement employer rate was reduced from 17.55% in YR 2022-23 to 15.85% in FY23-24. Food costs remain high consistent with the economy and include \$43,112 for fresh hot pizza offered as a lunch option again beginning in January.

The operations generated net income of \$325,859.

Note: Mr. Oshana left to attend a negotiation meeting at this time.

4. BOE FY 2023-24 Financial Summary:

Mrs. Mellitt reviewed the close out of the FY24 operating budget with an unexpended balance of \$251,097, however certain projects approved during the reallocation meeting in May were not able to be completed by June 30th. These projects totaled \$108,250 and will be designated as a use of the unexpended funds in the next agenda item. A detailed financial report was shared with the committee and is attached to these minutes.

5. Administration Recommendations for use of Unexpended Funds FY24:

Mrs. Mellitt shared a memo with the committee detailing the open projects as of June 30th. The projects were approved for funding in FY24 as part of the reallocation plan in May. The projects include the technology lab replacement of \$40,000, school furniture and equipment of \$29,000, contracted painting of \$12,500, walkways and sidewalk repairs \$17,500 and repair of catch basins of \$9,250.

The committee then discussed allocating new projects of \$25,000 for consulting and legal services for a transportation RFP to completed in 2024-25 and \$75,000 toward continued work on the elementary project surrounding Flanders, Kelley and Derynoski school.

6. Approval of Proposal for Consulting Services for Transportation Bid/RFP for 2025-26 School Year:

Mr. Fickel brought a recommendation to hire Transportation Advisory Services to conduct an RFP for transportation services for the district. The current transportation

contract expires in June 2025. The committee discussed the services to be provided by the consultant and agreed to bring the award for \$17,000 to the full board for approval.

7. Transfer of Funds:

A transfer of funds was presented to the committee for the 2024-25 operating budget. The transfer of funds was necessary to align with the reallocation of the lease funds (previously Apple) into the technology equipment account and the Chromebooks and staff devices into the district hardware account.

8. Miscellaneous:

None.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,



Jennifer Mellitt
Director of Business & Finance

Southington Public Schools
Final Budget to Actual FY 2023-2024

ACCTNUM	Adopted Budget	Ytd Adjustments	Adjusted Budget	Encumbrance YTD	Expenditures YTD	Available YTD
REGULAR EDUCATION						
11110 - ADMINISTRATIVE SALARIES	897,333	0	897,333	0	916,385	(19,052)
11120 - CLERICAL SALARIES	392,903	0	392,903	0	402,703	(9,800)
11135 - TECHNOLOGY DEPT PERSONNEL SALARIES	758,707	82,685	841,392	0	820,794	20,598
11140 - FISCAL SALARIES	468,583	0	468,583	0	469,652	(1,069)
11210 - PRINCIPALS & COORDINATORS SALARIES	3,937,464	0	3,937,464	0	3,909,072	28,392
11300 - TEACHER SALARIES	33,952,328	0	33,952,328	0	33,829,833	122,495
11500 - LIBRARY/MEDIA SALARIES	590,770	0	590,770	0	558,432	32,338
11600 - SCHOOL SECRETARY SALARIES	1,572,645	23,790	1,596,435	0	1,633,198	(36,763)
11710 - SCHOOL PHYSICIAN SALARY	16,000	0	16,000	0	13,840	2,160
11715 - STUDENT PHYSICAL FEES	1,200	0	1,200	0	2,307	(1,107)
11720 - REGISTERED NURSES SALARIES	838,524	0	838,524	0	765,772	72,752
11740 - LICENSED PRAC. NURSES SALARIES	249,877	0	249,877	0	244,051	5,826
11810 - CUSTODIAL SALARIES	1,946,358	0	1,946,358	0	1,911,553	34,805
11820 - MAINTENANCE SALARIES	969,922	0	969,922	0	989,133	(19,211)
11900 - GUIDANCE SALARIES	1,201,095	(71,825)	1,129,270	0	1,164,311	(35,041)
11910 - COACHING SALARIES	469,225	0	469,225	0	446,179	23,046
11915 - ATHL. ATTENDENTS SALARIES	10,400	0	10,400	0	4,273	6,127
11916 - EVENT SUPERVISOR & CHAPERONES	47,000	0	47,000	0	48,464	(1,464)
11920 - STIPEND SALARIES	93,400	0	93,400	0	87,867	5,533
11922 - DETENTION SALARIES	9,500	0	9,500	0	9,454	46
12100 - PARAPROFESSIONAL SALARIES	702,619	(23,790)	678,829	0	634,405	44,424
12150 - RETIREMENT COMPENSATION	226,365	0	226,365	0	396,459	(170,094)
12200 - TEACHER SUBSTITUTES	550,000	0	550,000	0	1,071,395	(521,395)
12220 - SECRETARY SUBSTITUTES	5,000	0	5,000	0	0	5,000
12230 - CUSTODIAL SUBSTITUTES	25,000	0	25,000	0	55,944	(30,944)
12400 - PARAPROFESSIONAL SUBSTITUTES	1,000	0	1,000	0	17,787	(16,787)
12500 - STEPS SALARIES	38,035	0	38,035	0	38,035	0
12700 - NURSE SUBSTITUTES	35,000	0	35,000	0	43,011	(8,011)
12820 - SUMMER MAINT. SALARIES	24,500	0	24,500	0	12,700	11,800
12830 - CROSSING GUARD SALARIES	112,000	0	112,000	0	118,198	(6,198)
12840 - SECUR. ATTENDANTS SALARIES	185,413	0	185,413	0	186,376	(963)
14100 - WORK STUDY SALARIES	3,100	0	3,100	0	2,716	384
20110 - MUNICIPAL RETIREMENT ADMIN. FEE	1,773,143	(252,250)	1,520,894	0	1,436,308	84,586
20210 - SOCIAL SECURITY FEES	503,529	0	503,529	0	502,291	1,238
20230 - MEDICARE FEES	716,890	0	716,890	0	708,599	8,291
20310 - HEALTH INSURANCE	11,576,218	0	11,576,218	0	11,609,970	(33,752)
20320 - LIFE & DISABILITY INSURANCE	95,000	0	95,000	0	97,980	(2,980)

Southington Public Schools
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ACCTNUM	Adopted Budget	Ytd Adjustments	Adjusted Budget	Encumbrance YTD	Expenditures YTD	Available YTD
20410 - UNEMPLOYMENT INSURANCE	36,750	0	36,750	0	53,936	(17,186)
20510 - WORKERS' COMPENSATION	540,457	0	540,457	0	534,469	5,988
31200 - PROFESSIONAL DEVELOPMENT	80,000	0	80,000	0	62,383	17,617
31300 - TUITION REIMBURSEMENT-SEA	20,000	0	20,000	0	20,000	0
31800 - LEGAL FEES	99,000	0	99,000	0	101,399	(2,399)
31850 - MEDICAL & ATHLETIC TRAINING SERVICES	55,000	0	55,000	0	52,140	2,860
31900 - PROFESSIONAL & TECHNICAL SERVICES	60,000	0	60,000	0	76,392	(16,392)
32110 - WATER AND SEWER	91,000	0	91,000	0	87,861	3,139
32120 - ELECTRICITY	1,597,448	0	1,597,448	0	1,483,995	113,453
32125 - ENERGY MGMT SYST MAINTENANCE	33,000	0	33,000	0	38,562	(5,562)
32135 - ENERGY PERFORMANCE CONTRACT	813,512	0	813,512	0	813,512	(0)
32140 - CONTRACTED REFUSE	81,331	0	81,331	0	77,487	3,844
32200 - CONTRACTED CUSTODIAL SERVICES	247,876	0	247,876	0	242,460	5,416
32201 - HVAC REPAIRS & MAINTENANCE	48,000	0	48,000	0	78,304	(30,304)
32301 - UPKEEP OF GROUNDS	9,309	0	9,309	0	19,200	(9,891)
32302 - MAINTENANCE OF ATHLETIC FIELDS	84,735	0	84,735	0	88,886	(4,151)
32303 - REPL. OF WINDOW COVERINGS	2,500	0	2,500	0	4,196	(1,696)
32304 - REPAIR OF GLASS	6,000	0	6,000	0	3,430	2,570
32305 - BURNER/BOILER REPAIR SERVICES	13,000	0	13,000	0	12,438	562
32306 - HEAT REPAIR SERVICES	57,500	0	57,500	0	66,170	(8,670)
32307 - CLOCK & BELL REPAIR SERVICES	1,000	0	1,000	0	780	220
32308 - PUBLIC ADDRESS SYSTEM SERVICES	5,500	0	5,500	0	15,984	(10,484)
32309 - CONTRACT SERVICE ELEVATORS	27,057	0	27,057	0	32,726	(5,669)
32310 - OTHER EXPENSES FOR REPAIR	15,000	0	15,000	0	17,077	(2,077)
32313 - COPIER REPAIR	53,500	0	53,500	0	53,019	481
32317 - MUSICAL INSTRUMENT REPAIR	13,300	0	13,300	0	9,715	3,585
32318 - INSTRUCTIONAL EQUIPMENT REPAIRS	10,000	0	10,000	0	12,259	(2,259)
32319 - OTHER EQUIPMENT REPAIR	52,000	0	52,000	0	72,871	(20,871)
32320 - SPECIAL EQUIPMENT REPAIR	22,000	0	22,000	0	12,146	9,854
32322 - ROOF REPAIR	32,000	0	32,000	0	65,920	(33,920)
32323 - DISTRICTWIDE COMPUTER MAINTENANCE	285,592	0	285,592	0	239,525	46,067
32324 - DISTRICTWIDE COMPUTER HARDWARE	33,120	75,000	108,120	0	119,597	(11,477)
32325 - DISTRICTWIDE SOFTWARE	449,179	(55,000)	394,179	0	385,579	8,600
32405 - PROPERTY/LIABILITY/ AUTO INSURANCE	282,029	0	282,029	0	289,065	(7,036)
32415 - STUDENT INSURANCE	82,514	0	82,514	0	78,589	3,925
32510 - RENTAL & LEASING OF EQUIPMENT	620,354	(291,700)	328,654	0	323,239	5,415
32520 - RENTAL OF FACILITIES	43,000	0	43,000	0	42,944	56
32900 - CARE OF GROUNDS	93,825	0	93,825	0	85,100	8,725

Southington Public Schools
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ACCTNUM	Adopted Budget	Ytd Adjustments	Adjusted Budget	Encumbrance YTD	Expenditures YTD	Available YTD
32910 - CARE OF DRIVES & WALKS	341,149	0	341,149	0	327,975	13,174
33100 - SYSTEMWIDE TRANSPORTATION	2,747,840	0	2,747,840	0	2,406,244	341,596
33300 - VOCATIONAL EDUCATION TRANSPORTATION	220,082	0	220,082	0	228,542	(8,460)
33700 - NON-PUBLIC SCHOOL TRANSPORTATION	207,058	0	207,058	0	134,291	72,767
33800 - MAGNET SCHOOL TUITIONS	531,275	(38,314)	492,961	0	391,551	101,410
33810 - PRINCIPALS / TEACHERS PROF. CONFERENCES	10,000	0	10,000	0	3,928	6,072
33900 - BOARD OF EDUCATION EXPENSES	8,200	0	8,200	0	6,511	1,689
33905 - ADMINISTRATIVE EXPENSES	1,000	0	1,000	0	0	1,000
33910 - CENTRAL OFFICE CONFERENCES AND TRAVEL	14,000	0	14,000	0	4,154	9,846
33920 - BUSINESS OFFICE TRAVEL EXPENSES	150	0	150	0	79	71
33925 - OTHER ADMINISTRATIVE TRAVEL EXPENSES	14,000	0	14,000	0	19,000	(5,000)
33930 - TEACHERS' TRAVEL EXPENSES	5,000	0	5,000	0	5,210	(210)
34100 - POSTAGE	22,000	0	22,000	0	22,696	(696)
34200 - TELEPHONE	246,000	0	246,000	0	179,581	66,419
35100 - RECRUITING	1,750	0	1,750	0	1,369	381
35200 - ADVERTISING	1,250	0	1,250	0	1,832	(582)
36100 - PRINTING EXPENSES	8,000	0	8,000	0	2,572	5,428
36200 - RECYCLING SERVICES	5,750	0	5,750	0	3,262	2,488
39200 - MIDDLE SCHOOL ATHLETIC TRANSPORTATION	16,810	0	16,810	0	16,068	742
39300 - HIGH SCHOOL ATHLETIC TRANSPORTATION	138,865	0	138,865	0	131,754	7,111
39440 - BAND & ORCHESTRA FIELD TRIPS	36,000	0	36,000	0	26,037	9,963
39450 - SYSTEMWIDE FIELD TRIPS	24,000	0	24,000	0	29,944	(5,944)
39470 - STUDENT ACTIVITIES	26,500	0	26,500	0	13,853	12,647
40110 - CENTRAL OFFICE CLERICAL SUPPLIES	17,000	0	17,000	0	20,219	(3,219)
40210 - AUDIO VISUAL SUPPLIES	12,705	0	12,705	0	5,674	7,031
40300 - GENERAL TEACHING SUPPLIES	207,375	0	207,375	0	164,618	42,757
40305 - CONTENT AREA LITERACY SUPPORT	73,390	0	73,390	0	320,095	(246,705)
40310 - KINDERGARTEN CLASSROOM SUPPLIES	13,000	0	13,000	0	10,057	2,943
40320 - COORDINATORS PROGRAM SUPPLIES	14,500	0	14,500	0	7,440	7,060
40400 - ART SUPPLIES	51,393	0	51,393	0	40,960	10,433
40600 - TECHNOLOGY EDUCATION SUPPLIES	55,682	0	55,682	0	40,991	14,691
40700 - FAMILY & CONSUMER SCIENCE SUPPLIES	30,353	0	30,353	0	23,523	6,830
40900 - MUSIC SUPPLIES	25,156	0	25,156	0	18,666	6,490
40910 - INSTRUMENTAL MUSIC SUPPLIES	11,780	0	11,780	0	4,413	7,367
40920 - PHYSICAL EDUCATION SUPPLIES	15,185	0	15,185	0	11,905	3,280
41100 - TESTING SUPPLIES	27,562	0	27,562	0	22,638	4,924
41150 - MATH SUPPLIES	19,550	0	19,550	0	16,227	3,323
41200 - SCIENCE SUPPLIES	77,012	0	77,012	0	67,722	9,290

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41300 - HEALTH SUPPLIES	19,290	0	19,290	0	20,050	(760)
41310 - OTHER HEALTH SUPPLIES	1,000	0	1,000	0	0	1,000
41410 - CUSTODIAL SUPPLIES	196,000	0	196,000	0	166,032	29,968
41420 - OPERATION OF VEHICLES	53,135	0	53,135	0	42,351	10,784
41430 - REPAIR OF BUILDINGS	230,000	0	230,000	0	249,323	(19,323)
41440 - ENVIRONMENTAL & SAFETY	24,000	0	24,000	0	17,628	6,373
41500 - OIL HEAT	135,315	0	135,315	0	142,973	(7,658)
41650 - GAS HEAT	520,150	0	520,150	0	403,199	116,951
41800 - MISCELLANEOUS EXPENSES	14,500	0	14,500	0	9,084	5,416
41850 - GRADUATION EXPENSES	17,000	0	17,000	0	24,131	(7,131)
41950 - COPIER SUPPLIES	32,000	0	32,000	0	31,371	629
42100 - TEXTBOOK REPLACEMENT	90,772	0	90,772	0	25,379	65,393
42250 - MATH CONSUMABLE WORKBOOKS	88,000	0	88,000	0	101,686	(13,686)
42300 - CONSUMABLE ACTIVITY BOOKS	55,710	0	55,710	0	27,364	28,346
42400 - PERIODICALS	825	0	825	0	0	825
42500 - SCHOOL BASED SOFTWARE	402,975	(20,000)	382,975	0	380,951	2,024
42600 - SCHOOL BASED COMPUTER SUPPLIES	29,850	0	29,850	0	15,874	13,976
42800 - HEALTH EDUCATION SUPPLIES	3,512	0	3,512	0	2,729	783
43100 - LIBRARY BOOKS	34,080	0	34,080	0	25,662	8,418
43200 - OTHER LIBRARY EXPENSES	6,098	0	6,098	0	5,056	1,042
44100 - SUBSCRIPTIONS	10,480	0	10,480	0	5,429	5,051
44200 - NEW MUSIC EQUIPMENT	11,000	0	11,000	0	7,601	3,399
46200 - ALTHLETIC EQUIPMENT HIGH SCHOOL	24,350	0	24,350	0	23,487	863
46470 - HIGH SCHOOL FIRST AID SUPPLIES	5,775	0	5,775	0	5,705	70
46472 - AWARDS AND PROGRAMS	10,500	0	10,500	0	5,928	4,572
46473 - OFFICIATING EXPENSES	47,000	0	47,000	0	45,500	1,500
46500 - ATHLETIC SUPPLIES MIDDLE SCHOOL	1,000	0	1,000	0	1,299	(299)
46600 - ATHLETIC SUPPLIES HIGH SCHOOL	35,700	0	35,700	0	32,991	2,709
46700 - ATHLETIC UNIFORMS	26,265	0	26,265	0	23,177	3,088
48100 - PETTY CASH	1,600	0	1,600	0	1,363	237
49310 - BUSINESS EDUCATION SUPPLIES	8,987	0	8,987	0	6,579	2,408
49600 - ALTERNATIVE EDUCATION PROGRAM	15,000	0	15,000	0	9,565	5,435
49700 - GUIDANCE SUPPLIES	9,653	0	9,653	0	7,330	2,323
54100 - EQUIPMENT ADMINISTRATION	10,500	0	10,500	0	87,504	(77,004)
54200 - SCHOOL BASED EQUIPMENT	0	63,314	63,314	0	74,959	(11,645)
54300 - TECHNOLOGY EQUIPMENT CONTING.	18,000	0	18,000	0	678	17,322
54400 - TECHNOLOGY EQUIPMENT PURCHASES	0	248,700	248,700	0	244,806	3,894
64000 - DUES & MEMBERSHIP FEES	48,000	0	48,000	0	49,298	(1,298)

Southington Public Schools
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70217 - MAINTENANCE DEPARTMENT CAPITAL PROJECTS	0	53,588	53,588	0	53,588	0
74400 - MAJOR PROJECTS & EQUIPMENT	0	120,297	120,297	0	120,297	0
80200 - JUMPSTART	22,000	0	22,000	0	12,602	9,398
81418 - ADULT EDUCATION	37,500	0	37,500	0	36,885	615
82113 - ASTE - TEACHER SALARIES	398,986	0	398,986	0	372,725	26,261
82116 - ASTE - CLERICAL SALARIES	43,756	0	43,756	0	43,756	0
82117 - ASTE - TECHNOLOGY ASSISTANT	33,979	13,680	47,659	0	47,659	0
82118 - ASTE - CUSTODIAL SALARIES	114,670	0	114,670	0	114,670	0
82119 - ASTE - SECURITY SALARIES	31,392	0	31,392	0	31,392	0
82203 - ASTE - HEALTH INSURANCE	197,764	0	197,764	0	198,906	(1,142)
82319 - ASTE - WATER & SEWER	2,200	0	2,200	0	2,006	194
82320 - ASTE - GAS	26,251	0	26,251	0	21,740	4,511
82321 - ASTE - ELECTRICITY	43,791	0	43,791	0	39,196	4,595
82323 - ASTE - PROPERTY SERVICES	10,000	0	10,000	0	9,945	55
82324 - ASTE - PROPERTY INSURANCE	7,232	0	7,232	0	7,232	0
82338 - ASTE - TRAVEL	3,615	0	3,615	0	3,287	328
82342 - ASTE - TELEPHONE	1,400	0	1,400	0	2,057	(657)
82394 - ASTE - FIELD TRIPS	4,500	0	4,500	0	3,717	783
82401 - ASTE - OFFICE SUPPLIES	800	0	800	0	801	(1)
82402 - ASTE - AUDIO VISUAL SUPPLIES	750	0	750	0	752	(2)
82403 - ASTE - TEACHING SUPPLIES	21,600	0	21,600	0	21,428	172
82414 - ASTE - CUSTODIAL SUPPLIES	4,000	0	4,000	0	3,854	146
82423 - ASTE - WORKBOOKS	500	0	500	0	442	59
82425 - ASTE - COMPUTER SOFTWARE	2,000	0	2,000	0	1,619	381
82426 - ASTE - COMPUTER SUPPLIES	500	0	500	0	499	1
82431 - ASTE - LIBRARY BOOKS	300	0	300	0	162	138
82440 - ASTE - PERIODICALS	200	0	200	0	191	9
82445 - ASTE EQUIPMENT	5,000	0	5,000	0	5,000	0
90100 - APPROPRIATED REVENUES	0	2,600	2,600	0	0	2,600
10 - REGULAR EDUCATION	79,624,464	(69,225)	79,555,239	0	79,144,852	410,387

15- SPECIAL EDUCATION	Adopted Budget	Ytd Adjustments	Adjusted Budget	Encumbrance YTD	Expenditures YTD	Available YTD
20110 - MUNICIPAL RETIREMENT ADMIN. FEE	1,510,455	(192,812)	1,317,643	0	1,250,816	66,827
20210 - SOCIAL SECURITY FEES	428,932	0	428,932	0	440,654	(11,722)
20230 - MEDICARE FEES	238,963	0	238,963	0	258,879	(19,916)
83110 - CLERICAL SALARIES	273,454	0	273,454	0	278,262	(4,808)

Southington Public Schools
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ACCTNUM	Adopted Budget	Ytd Adjustments	Adjusted Budget	Encumbrance YTD	Expenditures YTD	Available YTD
83111 - PRINCIPAL SALARY	61,811	0	61,811	0	61,811	(0)
83112 - ADMINISTRATIVE SALARIES	621,320	0	621,320	0	613,911	7,409
83113 - TEACHER SALARIES	5,024,420	257,926	5,282,346	0	5,560,057	(277,711)
83114 - OT & PT SALARIES	688,995	0	688,995	0	663,878	25,117
83115 - SPEECH PATHOLOGISTS SALARIES	786,453	0	786,453	0	773,873	12,580
83116 - PSYCHOLOGISTS SALARIES	858,751	32,500	891,251	0	928,396	(37,145)
83117 - SOCIAL WORKERS SALARIES	749,067	142,325	891,392	0	750,194	141,198
83118 - GUIDANCE SALARIES	221,418	0	221,418	0	205,467	15,951
83120 - PRESCHOOL TEACHER SALARIES	399,788	0	399,788	0	366,158	33,630
83121 - PARAPROFESSIONAL SALARIES	6,011,340	(353,317)	5,658,023	0	5,619,381	38,642
83122 - SUBSTITUTES SALARIES	165,000	0	165,000	0	165,000	0
83123 - HOMEBOUND INSTRUCTOR SALARIES	95,000	0	95,000	0	126,491	(31,491)
83124 - PARAPROFESSIONAL SUBSTITUTES	29,000	0	29,000	0	37,430	(8,430)
83125 - EXTENDED SCHOOL YEAR SALARIES	250,000	0	250,000	0	227,710	22,290
83126 - FAMILY RESOURCE SALARIES	17,000	0	17,000	0	0	17,000
83127 - NEXUS SALARIES	0	0	0	0	272,210	(272,210)
83129 - BCBA & ABA THERAPISTS SALARIES	1,149,306	185,203	1,334,509	0	1,215,094	119,415
83203 - HEALTH INSURANCE	4,379,160	0	4,379,160	0	4,393,734	(14,574)
83205 - WORKERS' COMPENSATION	142,071	0	142,071	0	142,070	1
83206 - LIFE & DISABILITY INSURANCE	35,000	0	35,000	0	36,451	(1,451)
83313 - OCCUPATIONAL / PHYSICAL THERAPY	2,000	0	2,000	0	2,768	(768)
83314 - EVALUATION & DIAGNOSTIC	65,000	0	65,000	0	95,101	(30,101)
83315 - VOCATIONAL SERVICES	5,000	0	5,000	0	0	5,000
83316 - SPEC ED FIELD TRIPS	0	0	0	0	854	(854)
83318 - LEGAL SERVICES	88,000	0	88,000	0	239,282	(151,282)
83319 - PURCHASED SERVICES	232,583	0	232,583	0	857,586	(625,003)
83320 - DIAGNOSTIC CENTER	195,000	0	195,000	0	279,515	(84,515)
83332 - IN-TOWN TRANSPORTATION	871,525	0	871,525	0	1,120,474	(248,949)
83335 - OUT OF TOWN TRANSPORTATION	2,242,508	0	2,242,508	0	1,777,100	465,408
83336 - TRAVEL FOR INSTRUCTION	24,631	0	24,631	0	23,746	885
83337 - PROFESSIONAL DEVELOPMENT	18,500	0	18,500	0	24,220	(5,720)
83338 - PROFESSIONAL MEETINGS	1,200	0	1,200	0	6,879	(5,679)
83339 - ADMINISTRATIVE TRAVEL	8,100	0	8,100	0	8,100	0
83340 - TRAVEL FOR INSTRUCTION	3,500	0	3,500	0	1,018	2,482
83350 - AUDIOLOGICAL SERVICES	55,160	0	55,160	0	41,861	13,299
83369 - APPLIED BEHAVIOR ANALYSIS PROGRAM	12,000	0	12,000	0	8,616	3,384
83370 - OUT OF TOWN TUITION	2,616,726	0	2,616,726	0	3,212,153	(595,427)
83372 - SPEC ED-RENTAL OF FACILITIES	96,650	0	96,650	0	83,355	13,295

Southington Public Schools
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83400 - CLERICAL SUPPLIES	2,000	0	2,000	0	19	1,981
83401 - OFFICE SUPPLIES	2,000	0	2,000	0	223	1,777
83403 - GENERAL TEACHING SUPPLIES	6,430	0	6,430	0	5,403	1,027
83411 - TESTING SUPPLIES	47,500	0	47,500	0	47,841	(341)
83412 - ACHIEVE SUPPLIES	3,000	0	3,000	0	3,019	(19)
83421 - TEXTBOOK REPLACEMENT	5,472	0	5,472	0	0	5,472
83425 - COMPUTER SOFTWARE	33,000	0	33,000	0	51,044	(18,044)
83431 - CLP SUPPLIES	1,500	0	1,500	0	1,437	63
83494 - SYSTEMWIDE SPEECH SUPPLIES	4,000	0	4,000	0	3,093	907
83495 - INSTRUCTIONAL SUPPLIES	18,000	0	18,000	0	18,544	(544)
83496 - SPECIALIZED MATERIALS	18,000	0	18,000	0	5,613	12,387
83497 - VOCATIONAL SUPPLIES	3,500	0	3,500	0	8,391	(4,891)
83498 - PRESCHOOL SPEECH SUPPLIES	1,000	0	1,000	0	776	224
83499 - PRESCHOOL PROGRAM SUPPLIES	8,000	0	8,000	0	8,052	(52)
83542 - EQUIPMENT FOR INSTRUCTION	8,000	0	8,000	0	14,119	(6,119)
90100 - APPROPRIATED REVENUES	0	442,142	442,142	0	(828,682)	1,270,824
15 - SPECIAL EDUCATION	30,836,189	513,967	31,350,156	0	31,509,446	(159,290)
TOTAL SOUTHINGTON PUBLIC SCHOOLS	110,460,653	444,742	110,905,395	0	110,654,298	251,097

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 12, 2024

Decision Requested X

Agenda Code 7 a.1.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Bid Award: BID 2025-04 Snow Removal & Sanding Services

Summary of Issue: Seven (7) school sites, (JAD, FES, SEES, OES, SES, TES, HES) and the Municipal Center went out to bid for Snow Removal and Sanding Services. The attachment includes the recommendation based on price, past performance, and the total number of sites for which a vendor will be responsible.

Background: Bids were accepted for eight (8) sites for Snow Removal and Sanding Services. Five bidders submitted timely bids, and four vendors are recommended to complete these services.

Alternative Strategies: N/A

Cost (if applicable): \$174,185 FY2024-25 **Funding Source:** Operating Budget

Beginning Date of Program or Project: November 2024

Ending Date of Program or Project: April 2027

Recommendation or Comment: Move that the Board of Education award BID 2025-04, Snow Removal & Sanding Services as recommended by the Administration, for a 3-Year term at each location.

Titles of Attachments:

1. Bid Award Request: BID 2025-04

Kyle Fickel
Signature of Staff Member Submitting Report

Steve Madansky
Signature of Superintendent of Schools

**Southington Public Schools
Purchasing Department**

**BID AWARD REQUEST
BID 2025-04 Snow Removal and Sanding Services**


The above bid is submitted for AWARD by the Superintendent of Schools, Board of Education Finance Committee and the Board of Education.

PROPOSED SUMMARY: This bid sought pricing for snow removal services at seven school sites and the municipal center. The bid was advertised in the newspaper, listed on both the Town of Southington website and the Southington Schools website, and on the online portal, Planet Bids. Notices of the bid were mailed to vendors on record.

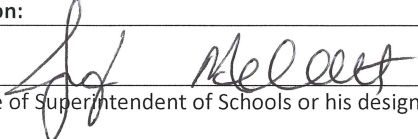
The recommendation of the Administration is to award BID 2025-04 as follows:

<u>Vendor Awarded</u>	<u>Location</u>	<u>Awarding Term</u>
Green Meadow Landscaping, LLC	DePaolo Middle School	3-year
Father & Son	Flanders Elementary School	3-year
Green Meadow Landscaping, LLC	South End Elementary School	3-year
Cheshire Concrete Inc.	Oshana Elementary School	3-year
Cheshire Concrete Inc.	Strong Elementary School	3-year
Cheshire Concrete Inc.	Thalberg Elementary School	3-year
JJS Tree and Lawn Service Inc.	Hatton Elementary School	3-year
Father & Son	Municipal Center	3-year


Beginning Date of Project:	November 2024	Ending Date of Project:	April 2025
Funding Sources:	Account 32910	Proposed Amount 2024-25	\$174,185
		Budgeted Amount 2024-25	\$174,586

 _____ 9/9/24
 Signature of Accounting Manager Date

Superintendent's Direction:
 Approved As Submitted
 Hold (pending future action as noted)
 Rejected _____ all _____ part (adjust as directed below)

Direction: _____
 _____ 9/9/24
 Signature of Superintendent of Schools or his designee Date

Finance Committee's Direction:
 Approved As Submitted
 Hold (pending future action as noted)
 Rejected _____ all _____ part (adjust as directed below)

Direction: _____
 _____ 9/9/24
 Signature of Finance Committee Chairperson Date

Board of Education's Direction:
 Approved As Submitted
 Hold (pending future action as noted)
 Rejected _____ all _____ part (adjust as directed below)

Direction: _____
 _____ Date
 Signature of Board of Education Chairperson

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 12, 2024

Decision Requested X Agenda Code 7 a.2.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Approval of FY24 Non-lapsing Account

Summary of Issue: The BOE closed the FY 2023-24 with an unexpended fund balance of \$251,097.

Background: The recent legislative change to CT General Statute 10-248a allows the BOE to deposit any unexpended funds into a non-lapsing account. The Town Council meeting on June 24 stated the Board of Education can now work directly with the Director of Finance at the town to set up our non-lapsing fund.

Alternative Strategies: N/A

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

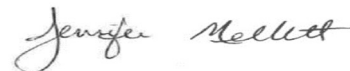
Beginning Date of Program or Project: September 2024

Ending Date of Program or Project: Ongoing use of FY 24 non-lapsing funds

Recommendation or Comment: Move that the Board of Education approve the FY 24 non-lapsing account in the amount of \$251,097. The uses of the funds are listed on the attached memo to the Finance Committee.

Titles of Attachments:

1. Memo included



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools



MEMO

TO: Board of Education Finance Committee
DATE: September 9, 2024
RE: Summary of Unexpended Funds FY 2023-24

The administration recommends approval by the Board of Education of \$251,097 to be deposited into the FY 24 non-lapsing account at the town.

The BOE’s May 23rd approved reallocation plan for the FY 2024-25 moved funding for several projects and equipment into FY 2023-24 or into the FY 24 non-lapsing account. Below is a summary of the unexpended funds and the summary of previously approved projects to be funded with the unexpended funds.

6/30/2024 Unexpended Funds in General Ledger for FY 2023-24		\$ 251,097
<u>Reallocated Projects Approved in May 2024:</u>		
5/23/2024 Technology Lab Equipment Replacements	(40,000)	
5/23/2024 School Furniture and Equipment	(29,000)	
5/23/2024 Contracted Painting	(12,500)	
5/23/2024 Walkways/Sidewalk Repairs	(17,500)	
5/23/2024 Repair Catch Basins	(9,250)	
Previously approved use of funds		(108,250)
Net Unexpended Funds FY 24		<u>\$ 142,847</u>

The administration is also requesting approval of two new projects:

NEW - <u>Administration Recommendation for use of Funds:</u>		
Transportation RFP/Bid: Consulting & Legal Services		(25,000)
Continued Elementary Project Work		(75,000)
Unallocated Funds at 09/09/2024		<u>\$ 42,847</u>

The transportation contract expires in June 2025. The administration recommends allocating funds toward consulting services to perform the RFP/Bid on behalf of the district and, if needed, funds for legal services related to the transportation contract. Funds are also being requested to continue work on the elementary school projects.

The administration recommends approval of the above projects with funding provided by the FY24 Non-lapsing Account.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 12, 2024

Decision Requested X

Agenda Code 7 a.3.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Approval of Consulting Services for Transportation RFP

Summary of Issue: The district's transportation contract expires in June 2025. We requested a proposal from Transportation Advisory Services (TAS) for their consultation and management services for assisting with the development, issuing, and compiling a transportation Bid/RFP.

Background: TAS has previously conducted an efficiency study of our transportation contract and is familiar with our district needs.

Alternative Strategies: N/A

Cost (if applicable): \$17,000

Funding Source: FY24 Unexpended Funds

Beginning Date of Program or Project: Fall 2024

Ending Date of Program or Project: Spring 2025

Recommendation or Comment: Move that the Board of Education approve the proposal submitted by Transportation Advisory Services for their consulting services for a Transportation Bid/RFP for the 2025-26 school year in the amount of \$17,000.

Titles of Attachments:

1. Recommendation to Award Memo

Kyle Fickel
Signature of Staff Member Submitting Report

Steve Madansky
Signature of Superintendent of Schools



MEMO

TO: Finance Committee, Board of Education
DATE: 09/05/2024
RE: Recommendation to Award Consulting Services, Transportation Bid/RFP Management Services

Southington Public Schools has reached out to Transportation Advisory Services (TAS) regarding their consultation and management services for an upcoming transportation bid.

TAS has worked with Southington previously on an efficiency study of the current transportation contract. Having conducted both efficiency studies or Bid/RFP management services in more than fifty Connecticut towns, their expertise of district needs, and knowledge of current contract settlements demonstrate the value of their services. Upon request, TAS has provided us with a proposal for their consultation and management services. These services include, conducting interviews with district stakeholders, review of the current program operations, development of our desired specifications, management of the bidding process, solicitation, and assistance with transition into the new contract.

The administration recommends awarding the proposal from Transportation Advisory Services (TAS) in the amount of \$17,000 for their comprehensive consulting bid/RFP management services. Additional costs may be incurred for attendance at on-site meetings and will be mutually approved if needed.

Funding for this project is being proposed as part of the FY24 unexpended funds.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 2024

Decision Requested X Agenda Code 8 a

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for the 2024-2025 school year. This report includes activity for the month of August 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

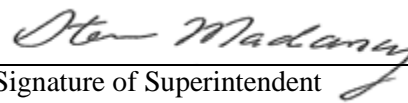
Beginning Date of Program or Project: N/A

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 – September 2024

**Personnel Report
August 2024**

APPOINTMENTS

	NAME	POSITION	SCHOOL	FTE	EFFECTIVE	DEGREE	SALARY
CLASS	Annunziato, Sophia	Paraeducator	DES	0.88	8-27-2024	N/A	\$18.86
CLASS	Bochman, Emily	Paraeducator, CLC	HES	1.0	9-6-2024	N/A	\$20.50
CLASS	Colasante, Cayden	Paraeducator	SES	1.0	9-3-2024	N/A	\$18.86
CLASS	Cusson, Theresa	Paraeducator	SHS	1.0	9-3-2024	N/A	\$18.86
CLASS	Czerniewski, Brittany	COTA	District	1.0	9-27-2024	N/A	\$39.13
CERT	Davis, Camryn	Special Education Teacher	SHS	1.0	8-26-2024	MA	\$59,300
CERT	DiGioia, Leah	Ag-Sci Teacher	SHS	1.0	8-29-2024	MA	\$56,000
CLASS	Dowd, Erica	Paraeducator	DES	0.88	8-27-2024	N/A	\$18.86
CERT	Elliott, Rebecca	Family & Consumer Science	SHS	1.0	9-20-2024	6 th	\$98,500
CERT	Gagne, Crystal	Special Education Teacher	HES	1.0	9-13-2024	MA	\$72,500
CLASS	Garcia, Alberto	Custodian	DES	0.49	8-29-2024	N/A	\$16.83
CLASS	Gay, Brad	Paraeducator	JFK	1.0	8-27-2024	N/A	\$18.86
CERT	Glowa, Amanda	Art Teacher	FES	0.2	9-10-2024	MA	\$13,180
CLASS	Johnson, Stephanie	Paraeducator	OES	1.0	8-27-2024	N/A	\$18.86
CLASS	Karantonis, Bethany	Paraeducator	FES	1.0	8-27-2024	N/A	\$18.86
CLASS	Lausier, Emalee	Paraeducator	SHS	1.0	8-27-2024	N/A	\$18.86
CLASS	Lord, Cody	Paraeducator, TLC	JAD	1.0	8-27-2024	N/A	\$20.50
CLASS	Makkar, Wesam	Paraeducator	SHS	1.0	8-27-2024	N/A	\$18.86
CERT	Marino, Tricia	Math Specialist	JAD	1.0	9-17-2024	6 th	\$101,996
CLASS	Maturo, Amedeo	Paraeducator	JFK	1.0	8-27-2024	N/A	\$18.86
CLASS	Michaud, Mark	ABA Therapist, SLC	HES	1.0	9-3-2024	N/A	\$20.50
CERT	Miller, David	Special Education Teacher	SHS	1.0	8-29-2024	BA	\$52,000
CLASS	O'Neill, Catherine	Administrative Assistant	SHS	1.0	8-12-2024	N/A	\$26.35
CLASS	Preston, Melissa	Paraeducator	TES	0.88	8-27-2024	N/A	\$18.86
CLASS	Rabel, Samantha	Paraeducator, CLC	JFK	1.0	8-27-2024	N/A	\$20.50
CLASS	Rennie, Victoria	Paraeducator	TES	1.0	8-27-2024	N/A	\$18.86
CLASS	Seltzer, Kenneth	District Registrar	CO	1.0	8-8-2024	N/A	\$54,000
CLASS	Slattery, Kathleen	Paraeducator, CLC	SHS	1.0	9-3-2024	N/A	\$20.50
CERT	Sokolowski, Kamryn	Kindergarten Teacher	FES	1.0	8-26-2024	BA	\$54,900
CLASS	Somal, Harpreet	Paraeducator	SHS	1.0	9-11-2024	N/A	\$18.86
CLASS	Torres, Alana	Paraeducator	SES	1.0	8-27-2024	N/A	\$18.86
CERT	Volmar, Jill	Special Education Teacher	HES	1.0	8-26-2024	MA	\$95,917
CLASS	Williams, Gina	Paraeducator, TLC	DES	1.0	9-3-2024	N/A	\$20.50
CERT	Winbourne, Melissa	Family & Consumer Science	JFK	1.0	9-4-2024	MA	\$62,600
CLASS	Xelhua, Lauren	ML Tutor	JAD	0.51	9-9-2024	N/A	\$18.86

RESIGNATIONS/RETIREMENTS

	NAME	POSITION	SCHOOL	EFFECTIVE	YRS	RET/RES
CERT	Abrantes, Alicia	World Language	SHS	8-27-2024	14	RESIGN
CERT	Beierle, Karen	Family & Consumer Science	JFK	8-12-2024	1	RESIGN
CERT	Bouffard, Kirsten	Family & Consumer Science	JFK	9-22-2024	22	RESIGN
CLASS	Buzzell, Adam	Custodian, PT	SHS	8-27-2024	1	RESIGN
CLASS	Concepcion, Anissa	Paraeducator	JAD	8-26-2024	1	RESIGN
CERT	Connolly, Christine	Special Education	SHS	8-26-2024	15	RETIRE
CERT	Dubois, Carlie	Paraeducator, FT	HES	8-8-2024	2	RESIGN
CERT	Grego, Melissa	Art	FES/KES	8-26-2024	2	RESIGN
CERT	Jayne, Holly	Business	SHS	8-8-2024	10	RESIGN
CLASS	Kopka, Lisa	Paraeducator, PT	HES	8-26-2024	4	RESIGN
CLASS	Korp, Julia	Paraeducator, FT	TES	8-21-2024	6 mo.	RESIGN
CERT	Lavery, Kelley	Literacy Specialist	District	8-21-2024	3	RESIGN

**Personnel Report
August 2024**

CLASS	Lebel, David	Custodian, PT	SHS	8-14-2024	4 mos.	RESIGN
CLASS	Miller, David	Paraeducator, FT	JAD	8-28-2024	3	RESIGN
CLASS	Musano, Caitlyn	Paraeducator, FT	SES	8-6-2024	1	RESIGN
CLASS	Nivison, Sharon	Attendance Admin. Asst.	SHS	8-5-2024	1	RESIGN
CLASS	O'Neill, Catherine	Paraeducator, FT	TES	8-9-2024	10	RESIGN
CLASS	Penksa, Kira	Paraeducator, FT	FES	8-20-2024	17	RETIRE
CLASS	Perez, Denora	ABA Therapist	HES	8-21-2024	6 mos.	RESIGN
CLASS	Pinto, Susan	Paraeducator, FT	SHS	8-19-2024	2 mos.	RESIGN
CLASS	Rodriguez, Ninoshka	Custodian, PT	FES	8-10-2024	8 mos.	RESIGN
CLASS	Salerno, Timothy	Custodian, PT	SHS	8-9-2024	5 mos.	RESIGN
CERT	Scotto, Courtney	Grade 5	SES	8-16-2024	3	RESIGN
CERT	Spagna, Salvatore	Technology Education	SHS	8-29-2024	16	RESIGN
CLASS	Stasi, Rocio	Paraeducator, PT	FES	8-23-2024	1	RESIGN
CERT	Tarfano, Stacy	Family & Consumer Science	SHS	8-8-2024	3	RESIGN
CERT	Tevlin, Kelley	Kindergarten	OES	8-20-2024	9	RESIGN
CLASS	Vasil, Sherlie	Paraeducator, FT	SES	9-20-2024	8 mos.	RESIGN

ASSIGNMENT CHANGE

NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE
Young, Robert	Science/JAD	1.0	Technology Education/SHS	1.0	8-29-2024

TRANSFERS

CERT NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE
<i>None to report</i>					

STIPENDS

COACHING

Resignations/Non-Renewals

Miller, David	Assistant Cross Country Coach	JAD	RESIGN
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Appointments

Horvath, Lindsey	Freshman Girls Field Hockey Coach	SHS	STIPEND
Madden, Allison	Assistant Girls' Soccer Coach	SHS	STIPEND
Wittneben, Meghan	Girls Swimming & Diving Assistant Coach	SHS	STIPEND

OTHER

Resignations/Non-Renewals

Pettit, Patricia	Junior Class Advisor	SHS	RESIGN
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Appointments

Murphy, Colleen	Freshman Class Advisor	SHS	STIPEND
Pettit, Patricia	Multilingual Learners (ML) Dept. Leader	District	STIPEND
Wittneben, Meghan	Freshman Class Advisor	SHS	STIPEND

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 12, 2024

Decision Requested X

Agenda Code 9 b.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Class Size Report

Summary of Issue: Projected enrollment through September 12, 2024 and staffing requirements are reflected in the attached chart.

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

Alternative Strategies: Board to recommend staff allocation adjustments.

Cost (if applicable): N/A

Funding Source: Budget

Beginning Date of Program or Project: September 2024

Ending Date of Program or Project: N/A

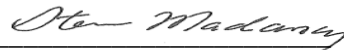
Recommendation or Comment: N/A

Titles of Attachments:

1. 2024-2025 Elementary Enrollment Chart



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

DRAFT
 Class Averages 2024 - 2025
 as of September 10, 2024

SCHOOL		GRADE K		GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		TOTALS	
		23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25
DERYNOSKI															
	TOTAL	90	74	89	89	113	92	100	112	93	98	107	95	592	560
	Class Avgs	15.00	14.80	17.80	14.83	18.83	18.40	20.00	18.67	18.60	19.60	21.40	19.00		
	FTEs	6	5	5	6	6	5	5	6	5	5	5	5	32	32
FLANDERS															
	TOTAL	38	40	49	39	34	50	44	34	52	43	45	53	262	259
	Class Avgs	12.67	13.33	16.33	13.00	17.00	16.67	14.67	17.00	17.33	14.33	22.50	17.67		
	FTEs	3	3	3	3	2	3	3	2	3	3	2	3	16	17
HATTON															
	TOTAL	64	49	54	64	60	55	56	56	77	57	66	76	377	357
	Class Avgs	16.00	16.33	18.00	16.00	20.00	18.33	18.67	18.67	19.25	19.00	22.00	19.00		
	FTEs	4	3	3	4	3	3	3	3	4	3	3	4	20	20
KELLEY															
	TOTAL	54	50	43	58	46	44	46	45	58	48	43	61	290	306
	Class Avgs	18.00	16.67	14.33	19.33	15.33	14.67	15.33	15.00	19.33	16.00	21.50	20.33		
	FTEs	3	3	3	3	3	3	3	3	3	3	2	3	17	18
OSHANA															
	TOTAL	34	30	45	33	46	44	47	46	38	46	42	37	252	236
	Class Avgs	17.00	15.00	15.00	16.50	15.33	14.67	15.67	15.33	19.00	15.33	21.00	18.50		
	FTEs	2	2	3	2	3	3	3	3	2	3	2	2	15	15
SOUTH END															
	TOTAL	42	36	43	40	35	43	45	36	45	43	37	46	247	244
	Class Avgs	14.0	12.0	14.3	13.3	17.5	14.3	22.50	18.0	22.50	21.50	18.50	23.00		
	FTEs	3	3	3	3	2	3	2	2	2	2	2	2	14	15
STRONG															
	TOTAL	40	42	50	39	55	50	48	57	46	49	44	48	283	285
	Class Avgs	13.33	14.00	16.67	13.00	18.33	16.67	16.00	19.00	23.00	16.33	22.00	24.00		
	FTEs	3	3	3	3	3	3	3	3	2	3	2	2	16	17
THALBERG															
	TOTAL	60	75	74	63	69	70	77	71	84	83	66	82	430	444
	Class Avgs	15.00	15.00	18.50	15.75	17.25	17.50	19.25	17.75	21.00	20.75	22.00	20.50		
	FTEs	4	5	4	4	4	4	4	4	4	4	3	4	23	25
ENROLLMENT															
	TOTAL	422	396	447	425	458	448	463	457	493	467	450	498	2733	2691
	Class Avgs.	15.07	14.67	16.56	15.18	17.62	16.59	17.81	17.58	19.72	17.96	21.43	19.92	17.86	16.92
	FTE TOTALS	28	27	27	28	26	27	26	26	25	26	21	25	153	159

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 12, 2024

Decision Requested X Agenda Code 10 a1.

AGENDA REPORTING FORM

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

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

- SHS - Southington FFA, Washington Leadership Conference – Washington, D.C.
 - 6/24/25 – 6/29/25

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

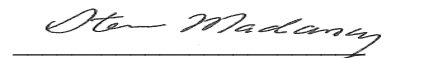
Ending Date of Program or Project: N/A

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 – Southington FFA**

Washington D.C.

(6/24/25 – 6/29/25)

Southington Public Schools
Southington, Connecticut

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

Submit to Director of Teaching and Learning

Date: 7/17/24

Out of State: Yes No
Overnight: Yes No

Miles Round Trip: 670

Southington High School School Southington FFA Class/Group June 24-29, 2025 Date of Trip

Name and Address of Destination Washington Leadership Conference - 2500 Calvert St NW, Washington, DC 20008

Recurring trip

Reasons for Field Trip Educational/Leadership growth and opportunities related to their involvement in the FFA

Itinerary _____

Annual

Departure Date/Time June 24th @ 7:00am Return Date/Time June 29th @ 7:00pm

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

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

#of Students: 8 #of Teachers/Chaperones: 1 #of Buses _____

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

Have met with nurse to address student health needs.

Nurse's Signature _____ Date _____

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

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

COST AND FINANCING

Source of Funds	Totals	Additional Notes
TOTAL Anticipated Cost of Trip	\$ _____	
Board of Education Contribution	\$ _____	
Other	\$ _____	
Fundraising Activity	(\$ <u>1000</u>)	<u>Will be fundraising opportunities</u>
BALANCE	\$ _____	
Student Contribution		
Transportation	\$ <u>1000</u>	<u>10 Students @ \$ 100</u>
Entrance Fees, Room & Board	\$ <u>1200</u>	<u>10 Students @ \$ 1200</u>
TOTAL Cost of Trip to Each Student	\$ <u>1300</u>	

PRINT NAME AND SIGN

Teacher Nicole Wilson Van WTS Date 7/17/24
 Dept. Head [Signature] O. Malougin Date 8/19/24
 Principal [Signature] R. Aronson Date 8/28/24
 Comments _____

Director of Teaching & Learning: _____

Date 8/28/24 Approved Not Approved

**Pending nurses final review (42)*

Board of Education Approval*** YES NO Date _____

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ X _____ Board Meeting Date September 12, 2024

Decision Requested _____ Agenda Code 10 b. _____

AGENDA REPORTING FORM

Agenda Topic: Policy 5117.1 – Homeless Children and Youth – New - First Reading.

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 5117.1 – Homeless Children and Youth – 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

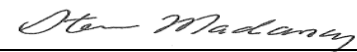
Recommendation or Comment: The Board of Education Policy & Personnel Committee is bringing the draft Policy 5117.1 to the full Board for a First Reading.

Titles of Attachments:

1. DRAFT Policy 5117.1



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policy 5117.1
Homeless Children and Youth
– New Policy

Draft

Series 5000: Students
HOMELESS CHILDREN AND YOUTH

In accordance with federal law, it is the policy of the Southington Board of Education (the "Board") to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

Legal References:

State Law:

Connecticut General Statutes § 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

Connecticut General Statutes § 10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 *et seq.*, as amended by Every Student Succeeds Act, Pub. L. 114-95.

Policy Adopted: September 2024

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 12, 2024

Decision Requested X

Agenda Code 10 c.

AGENDA REPORTING FORM

Agenda Topic: Approval of Job Description – Assistant Network Manager – New.

Summary of Issue: Approval of Job Description – Assistant Network Manager – New.

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

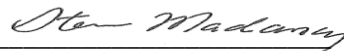
Recommendation or Comment: Move that the Board of Education approve the job description presented by the administration.

Titles of Attachments:

1. Job Description

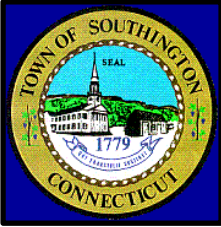


Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Assistant Network Manager - New



SOUTHTINGTON PUBLIC SCHOOLS JOB DESCRIPTION

STIPEND TITLE: Assistant Network Manager

REPORTS TO: Network Manager

JOB GOAL:

The Assistant Network Manager maintains and improves various district technologies. This will enable Southington Public School to remain secure and up to date.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a robust “always on” infrastructure for technology including integrated, interoperable systems for supporting teaching and learning, as well as management and operations.
2. Provide oversight for all networks and systems to ensure 24/7 uptime.
3. Complete tasks related to infrastructure and security, repair, and user support.
4. Monitor network and data security to ensure the integrity and reliability of systems.
5. Preserve the confidentiality of all proprietary and confidential data and information in accordance with district policy, and state and federal laws.
6. Research current trends in technology, inform staff and administration of those trends, and use knowledge of them to guide decision-making.
7. Remain knowledgeable about hardware and software and their compatibility when used for both educational and administrative purposes.
8. Perform ongoing evaluation of district hardware, software, and uses of technology.
9. Perform other duties as assigned by the immediate supervisor.

QUALIFICATIONS:

1. Bachelor’s degree in computer science, cyber security or related fields required.
2. Working knowledge of Windows™ 2019/2022, Windows™ 10/11, Office 365™
3. Minimum of five years’ experience in technology lifecycles.
4. Experience using a variety of technology hardware, software, and operating systems.
5. Experience managing multiple servers and complex network systems.
6. Working knowledge of CISCO switches.
7. Basic knowledge of instructional software usage in classroom environment, network topologies, current hardware, and software integration.

TERMS OF EMPLOYMENT:

Annual Appointments

EVALUATION:

Performance of the job will be evaluated annually by the Network Manager.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 12, 2024

Decision Requested X

Agenda Code 10 d.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Approval of AFSCME Nurses Contract

Summary of Issue: The Southington Board of Education and the AFSCME have been negotiating a contract for a three (3) year agreement beginning July 1, 2024 through June 30, 2027.

Background: _____ N/A _____

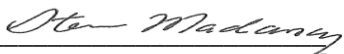
Alternative Strategies: _____ N/A _____

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

Beginning Date of Program or Project: July 1, 2024 _____

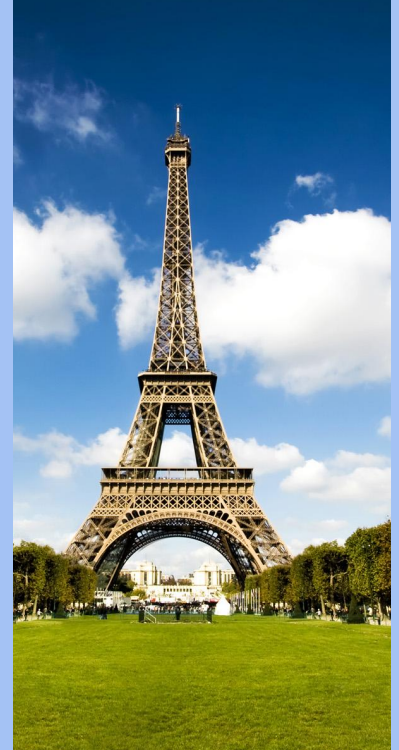
Ending Date of Program or Project: June 30, 2027 _____

Recommendation or Comment: Recommend approving the agreement between the Southington Board of Education and the AFSCME.



Signature of Superintendent of Schools

WL Trips Spring 2024



WL Trips Spring 2024

overview:

we had 4 trips abroad last spring through the WL department:

China, France, Italy, & Spain

All trips included cultural events and sightseeing.

The French and Spanish trips also included daily language classes and students lived with families - living abroad

The Chinese trip had a community service component at the Panda sanctuary.

New research from Northwestern University - 2024 - being multicultural (multilingual) positively improves problem solving & creative thinking skills

China



Sightseeing



Scavenger hunt



Learning Tai Chi
on the Great Wall



China

School visit



Making Chinese cuisine

Panda center volunteer



France



FRENCH CULTURE CLASS



MACARON BAKERY CLASS WITH CHEF ARNAUD



VISITING D-DAY CEMETERY

France



VISITING LE CHÂTEAU DE VERSAILLES



MOUNT SAINT MICHEL

ITALY



Impressive ancient ruins!



Beautiful art!



Adorable cats!



ITALY



Gorgeous
architecture



ITALY



Mock gladiator battles!



New friends!

Spain



Shopping &
sightseeing in
Madrid!



Salamanca - language classes &
host families

Spain

Tapas - cultural excursion

Segovia - day trip





Southington K-12 Summer Academy

Annual Update for Summer 2024

OUR AMAZING FACULTY



ELEMENTARY SUMMER ACADEMY @ JFK: Dan Murdzek (Associate Director), Kim Angelillo, Deven Bernaiche, Alexis Borelli, Sara Cavanaugh, Ana Connolly, Gabrielle Grasso, Mandy Hubeny, Rob Jacques, Kimberley Kelly, Lisa Kelly, Gina Krar, Melanie Krupinski, Angela McMinn, Valerie Moriarty, Keith O'Brien, Katie Prinzhorn, Rebecca Ruzzo



MIDDLE SCHOOL SUMMER ACADEMY @ JAD: Jennifer Bartlett, Amy Capobianco, Cara DaPonte, Rose Fox, Kristin Hardy, John O'Neill, Mary Richardson

HIGH SCHOOL SUMMER ACADEMY @ JAD: Tom Hinman (Program Director), Katie Bolduc, Mark Bugnacki, Erin Caouette, Christina Chase, Lisa Daigle, Jaime Hatch, Elisabeth Pasqua, Kathleen Reilly, Mary Richardson, Nathaniel Southard

“Educators of the highest caliber have helped to transform the student experience from that of ‘summer school’ to a true Summer Academy.”

K-5 SUMMER ACADEMY

PROGRAM HIGHLIGHTS:

- Creative Scheduling
- Individualized Intervention for Students
- Curriculum Provided by Specialists
- Teaching Staff
- Enrichment Courses Included
- Grant Funded
- Transportation Offered
 - 41/93 Families Utilized: ~44%

PROGRAM DIFFICULTIES:

- Shared JFK with ESY Program
- Timeline of Enrichment Offerings
- Competing with Local Summer Camps

GRADE LEVEL	ENROLLMENT
Rising 1	18
Rising 2	23
Rising 3	23
Rising 4	13
Rising 5	8
Rising 6	8
TOTAL ENROLLED	93

222 Families Invited for Literacy – 84 Enrolled (~38%)

99 Families Invited for Numeracy – 50 Enrolled (~50%)

6-8 SUMMER ACADEMY

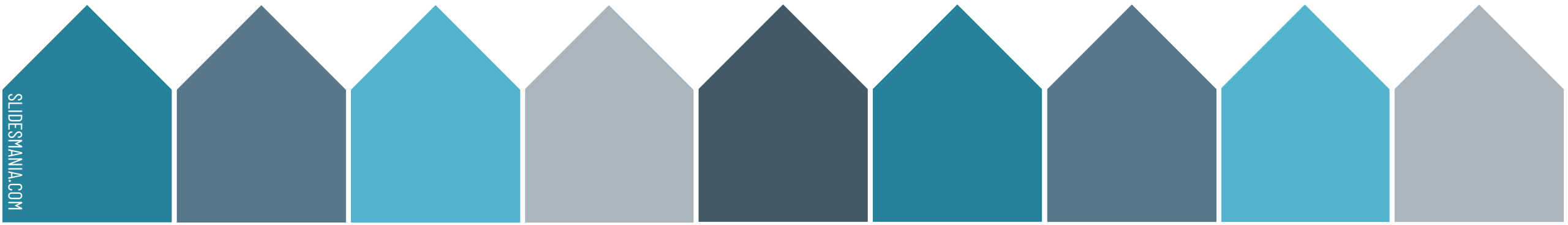
COURSE	GRADE 6	GRADE 7	GRADE 8
English/LA		1	5
Science		2	7
Mathematics		2	
Social Studies			6
Numeracy Int.	3	1	4
Literacy Int.	2	2	4

PROGRAM HIGHLIGHTS:

- Individualized Instruction for Students
- Course Recovery & Intervention Courses
- Curriculum Provided by Specialists
- Teaching Staff
- Enrichment Courses Included
- Grant Funded
- Transportation Offered
 - 10/34 Families Utilized: ~29%

PROGRAM DIFFICULTIES:

- Shared JAD with SHS Program
- Enrichment Opportunities & Courses



HIGH SCHOOL ACADEMY

COURSES RUN	ENROLLMENT
Biology	8
Earth Science	4
English I	4
English III	6
English IV	1
English Elective	3
Geometry	9
TOTAL CREDITS	35

PROGRAM HIGHLIGHTS:

- Creative Scheduling
- Focus on Credit Recovery
- Individualized Instruction for Students
- Curriculum Provided by SHS DLs
- Teaching Staff
- Full-Time Nurse

PROGRAM DIFFICULTIES:

- Return of Tuition Based Program
- Limited Grant Funding for Offset
- Impact of Block Scheduling
- Minimum Course Enrollment

SHS COURSES OFFERED: Foundations of Algebra, Algebra I, Algebra II, Modern US History, World History, Citizenship in Action, Physical Science I & II, Summer PE, Health I & II