

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

JULY 10, 2014

The regular meeting of the Southington Board of Education was held on Thursday, July 10, 2014 at 7:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

1. CALL TO ORDER

The meeting was called to order by Mrs. Terri Carmody, Vice Chairperson, at 7:00 p.m.

Board members present: Mr. David Derynoski, Mrs. Patricia Johnson (*arrived at 7:02 p.m.*), Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mrs. Patricia Queen, Mr. Zaya Oshana, and Mrs. Terri Carmody. Board members absent: Mrs. Colleen Clark, Mr. Brian Goralski.

Administration present: Mrs. Karen Smith, Interim Superintendent, Mrs. Kim Hunt, Personnel Manager (*left at 7:02 p.m.; returned to Executive Session at 7:23 p.m.*), and Mrs. Karen Veilleux, Technology Director (*arrived at 7:03 p.m.; left at 7:10 p.m.*).

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

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

Motion carried unanimously by voice vote.

2. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS ~ 7:00 p.m.

The Board went into Executive Session at 7:00 p.m.

Mrs. Carmody declared a recess of the Executive Session at 7:30 p.m. and the Board reconvened to public session.

3. RECONVENE MEETING ~ REGULAR SESSION ~ 7:30 P.M.

The regular session was reconvened at 7:35 p.m. by Vice Chairperson, Mrs. Terri Carmody.

Board members present: Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen. Board members absent: Mr. Brian Goralski, Chairperson, and Mrs. Colleen Clark.

Present from the administration: Mrs. Karen Smith, Interim Superintendent, Mrs. Sherri DiNello, Director of Business and Finance, and Mr. Peter Romano, Director of Operations.

There were approximately 8 people in the audience.

4. PLEDGE OF ALLEGIANCE

The audience recited the Pledge of Allegiance led by Mr. Romano.

5. APPROVAL OF MINUTES ~ June 26, 2014

MOTION: by Mrs. Notar-Francesco, seconded by Mrs. Queen:

“Move to approve the regular Board of Education minutes of June 26, 2014, as revised.”

ROLL CALL VOTE: YES – Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco, Mr. Oshana, Mrs. Queen. ABSTAIN: Mrs. Carmody.

Motion carried 6 – 0 with one abstention.

6. COMMUNICATIONS

a. Communications from Audience

Arthur Cyr, 103 Berlin Avenue, commented on the Stop and Shop Free Money Program for schools that he promoted several years ago to the school district. He pointed out that in 2012 the Southington Public Schools received a total of \$9,225; last year they received \$14,240 and this year the total to the various schools was \$17,504. Mr. Cyr noted that two years ago DePaolo Middle School received \$498 and last year \$1,030. He commented that DePaolo has overtaken all the PTOs with a total of \$3,859. He requested that the PTOs at each school and the principals, through their school newsletters, market this program so all the schools can receive this free money. His goal is for the school district to receive \$20,000. Mrs. Carmody thanked Mr. Cyr for all his efforts. Mrs. Smith stated that she will suggest to Mr. Connellan, the new Superintendent, that he invites Mr. Cyr to the first parent leadership meeting this school year to share this information with parent leaders so they can carry the message to their schools.

b. Communications from Board Members and Administration

Communication from the Board Members:

MOTION: by Mrs. Notar-Francesco, seconded by Mr. Derynoski:

“Move to move up Agenda Item 9.a. ‘Field Trip Approval’ to Agenda Item 6.c.”

Motion carried unanimously by voice vote 7 – 0.

Mrs. Johnson stated that the CIAC had posted the 2014 Senior Scholar-Athletes for the state. She announced that representing Southington High School was Sarah Mongillo who played Girls' Basketball, and Alex Queen, who played Boys' Soccer and Basketball.

Communication from Administration:

Mrs. Smith congratulated Mr. Peter Romano for a great beginning the past two weeks as the new Director of Operations and becoming acclimated with the job with the help of Mr. Cox giving him a tour of the entire district.

Mrs. Smith reported on the following:

1. Concussion Information and Update:

Mrs. Smith explained that she invited Mr. Eric Swallow, Athletic Director, to give a brief overview on concussions and keeping the student athletes safe. Mr. Swallow distributed a handout (*Attachment #1*) on the Southington High School Athletic Concussion Education Plan and Consent Form, Student and Parent 2014-2015. He explained that the state of Connecticut and the CIAC has taken a strong initiative to go beyond coaching education and looking at student-athlete education as well as parent education regarding concussions. He noted that head injuries were becoming more prevalent and there is the need for greater awareness. The state legislature has mandated that by the academic calendar year 2015-2016 that every student-athlete and their parent, as part of their medical eligibility, will have to read and sign a "Concussion Education Signs and Symptoms" form. Mr. Swallow explained what the form entailed.

Mr. Swallow noted that in 2010 the Connecticut Legislature passed a law requiring concussion management education for all coaches. He noted that, in order for a student-athlete to play a sport, they must submit three documents which are a Medical Emergency and Sports Participation Permission form (completed by the parent), the Student and Parent Concussion Education Plan and Consent form (signed by both parent and student), and the State of Connecticut Department of Education Health Assessment Record (completed by the physician). These documents will be implemented in the fall of 2014. Mr. Swallow and two athletic trainers have taken certification classes for this and will be attending individual team parent meetings to explain the new law and the forms. He noted that a couple of years ago Mrs. Queen took the initiative and instituted a meeting for parents for an educational plan on concussions, which was not mandatory at that time; however, the attendance was low.

Mrs. Carmody questioned if football helmet safety has improved. Mr. Swallow replied that the technology that has gone into the football helmets has improved substantially. He noted that Southington has replaced 80 to 100 helmets in the last three years. Mr. Swallow pointed out that a level of concussion could happen when the brain is reverberated against the skull. Even with the helmets, a concussion can occur at all different stages and variables, and that is why they are implementing greater parent awareness.

Mrs. Queen thanked Mr. Swallow for his leadership and work, and noted that he has been ahead of the curve around this important topic.

Mrs. Lombardi questioned if this would be addressed at the middle schools. Mr. Swallow replied that middle school athletes will be mandated to complete the form and that there will be a meeting at that level to implement this as well.

Mrs. Johnson questioned if the pre-season meetings were for students and parents. Mr. Swallow replied that his office mandates that every coach must have a parent meeting prior to the start of the season. It is an orientation to the specific sport. Mrs. Johnson asked if Mr. Swallow and the trainers would be able to talk to other athletic groups in town. Mr. Swallow replied that the other athletic groups are not under his jurisdiction. He knew that the Southington Youth Football Leagues have their own concussion education program for coaches.

2. Summer School:

Mrs. Smith gave an update on the Summer School program, and noted that this summer there are fewer students attending the high school and middle school Summer School due to lost credits. She noted that was a cause to celebrate; however, it was that program that was paying for the Elementary Summer School Enrichment Programs. There are 50 children who have signed up for elementary school enrichment programming at Hatton School this summer. Mrs. Smith explained that the Board would receive a full Summer School report from Mr. Dave DeStefano, Summer School Director, in early fall. She noted that the ultimate goal was to diminish the high school / middle school numbers and increase elementary numbers. She felt that "teaming" resulted in the fewer ninth graders attending Summer School. The last Summer School Enrichment program begins in August for one week and will be held at Strong School. It is called, "Camp Invention." There are 85 students who have signed up for this science enrichment program.

3. Hiring Update:

Mrs. Smith reported that the Personnel Office has been very busy. The Board of Education would be discussing elementary enrollment at their August 14 meeting. Mrs. Smith distributed a hand-out (*Attachment #2*) of the current elementary school enrollment projections as of July 10 and pointed out that they are getting daily updates. Mrs. Smith noted that the lightning rods on the hand-out were the "hot spots" and the three starred areas were the enrollments above the guideline. These numbers can change throughout the summer. This is informational and no action is required at this point in time.

Mrs. Johnson questioned how the number of Open Choice students affected the hot spots at the schools that accepted them. Mrs. Smith responded that there were no additional Open Choice children included in the current numbers. Children who were originally Open Choice, and are remaining in the schools, are already included in the numbers because they are considered students at those schools. No newly accepted Open Choice students are included in the numbers.

Mrs. Johnson questioned the number of high school students not taking the summer classes. She was interested in seeing if there are repeat customers at the beginning of the school year, children who should have taken summer classes and did not, and whether their needs might be addressed. It could be that these children did not have the funds to attend. Mrs. Smith stated that she would provide that information to the Board. Mrs. Queen noted that the Southington High School Cares program has helped

some students this summer with the cost of Summer School. Mrs. DiNello added that Community Services also helps with assistance when needed.

c. Field Trip Approval (*Moved from Agenda Item 9.a.*)

MOTION: by Mrs. Notar-Francesco, seconded by Mr. Derynoski:

“Move that the Board of Education approves the field trips for the Southington High School Wrestling Team to attend the tournament in Lowell, Massachusetts and Plaistow, New Hampshire during the 2014-2015 school year.”

Mrs. Queen thought that it was wonderful that the team was attending this tournament. She thanked the coach for giving the student-athletes additional opportunities to compete, especially, since it was the coach’s vacation time.

ROLL CALL VOTE: YES – Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco, Mr. Oshana, Mrs. Queen, Mrs. Carmody.

Motion carried unanimously 7 – 0.

7. REPORT OF THE INTERIM SUPERINTENDENT

a. Personnel Report

MOTION: By Mrs. Notar-Francesco, seconded by Mr. Oshana:

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

ROLL CALL VOTE: YES – Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco, Mr. Oshana, Mrs. Queen, Mrs. Carmody.

Motion carried unanimously 7 – 0.

8. OLD BUSINESS

a. Town Government Communications

There were no communications at this time.

b. Construction Update

Mrs. Smith invited Mrs. Karen Veilleux, Technology Director, to the podium to discuss the middle school Technology Plan.

Mrs. Veilleux thanked her team including Technology Consultant for Fletcher Thompson, Mark D’Agostino, for their help in putting the final proposal together for the FF&E Technology phase for both DePaolo and Kennedy Middle Schools. The final proposal consists of audio-visual (AV) classroom technology and interactive projectors with Whiteboards, which is different than the Smartboards, and is a newer technology. It also includes servers, wireless

infrastructure, video distribution system, desktop computers for offices, student computers, digital music, AV auditorium projector and sound system, and additional printers and scanners for the Unified Arts areas. She noted that it is over-budget right now and that they will have to make a cut from this list once the final bids come in. Mrs. Veilleux noted that it was important to include everything that was needed now and to get it to the state tomorrow for approval. Items will be cut when the final bid prices come in. She noted that the document required two motions by the Board, one for each school.

Mrs. Johnson stated that it was a monumental report that the committee put together. She noted that at Kennedy Middle School they are looking for 58 projectors with the mount for the audio-visual system classroom technology. She questioned if there were screens involved with the projectors. Mrs. Veilleux replied that they would be projected onto Whiteboards, which is part of the construction bid. Mrs. Johnson noted that on the DePaolo proposal there was no classroom technology section. Mrs. Veilleux stated that DePaolo and Kennedy Middle Schools should be exactly the same, and that there was a page missing from the information given to them by the architects. It will be included within the document going to the state. The dollars are exactly the same for both projects.

Mrs. Johnson noted that, on page 14, the digital music lab at Kennedy did not have 14 computers for the students to use. Mrs. Veilleux replied that the computers were separate under the student computers page.

Mrs. Johnson noted that the auditoriums had a projector and not a screen. Mrs. Veilleux replied that it was already included in the construction document, and there are pieces of technology that were done as part of the projects and part of the construction bid.

Mrs. Lombardi felt that the timing of this Technology Plan came out of nowhere. Mrs. Veilleux replied that there was a very short timeframe to do this. The middle school principals, technology team, and Mrs. Veilleux met the week before school ended to put everything together and contact vendors. She felt that the short timeframe was due to the turnover at the state level and because there was only one person reviewing projects at the state, which would extend the timeframe.

Mrs. Lombardi asked if they received input from the various department chairs at the schools. She noted that some software was built into the plan, and asked if the licenses would be included in the operating expenses for the school district budget going forward. Mrs. Lombardi noted that the Whiteboards would require training of the teachers and asked who would be doing the training and where in the budget would that support be coming from. Mrs. Veilleux replied that the state would not pay for software unless it is pre-installed on the computer. The computers that the Technology Education Department requested were added and will run CAD. As far as future costs or ongoing costs, it would have to be added to the operating budget for 2015-2016. Mrs. Veilleux stated that teacher training will be needed; however, the vendor will do the initial training and then the technology staff will hold afterschool workshops.

Mrs. Queen felt that it was important for the minutes and the public to know that the Whiteboard end result would be similar to the Smartboard, but a different form of technology. Mrs. Veilleux stated that this particular model was new; however, the technology has been out for more than one year. It will act like a Smartboard, but would be less expensive technology. Mrs. Queen added that the Board held off putting Smartboards into the middle schools because

of the renovation project, which would put them in the position to purchase the latest technology available. Mrs. Veilleux added that it is not that the Smartboards are outdated; it is because it is a different technology that functions very similarly.

Mr. Derynoski noted the delay in putting this plan together and thought that it was very unfair of the Building Committee to put the burden on Mrs. Veilleux to put this plan together with such short notice. He wanted to know from the Building Committee members why there was short notice. Mrs. Notar-Francesco interjected that no one from the Building Committee was present at the meeting and that in fairness he should hold his comments until someone was here to respond. Mr. Derynoski stated that he would ask that question at the next Board meeting when a representative from the committee will be present. He noted that the amount that was approved in the Technology FF&E Plan actually exceeded the budget by a considerable amount. Mrs. Veilleux replied that was correct; however, before purchase orders are cut, they are all going back to the Building Committee to stay under the original budget figure. Mr. Derynoski pointed out that they were asking approval from the state to spend more money (than they plan on spending) for items, which they may not be buying. Mrs. Veilleux replied that it was important to include everything and get it to the state for approval at this time. If it was not in the Technology FF&E Plan, then they could not buy it.

Mr. Derynoski asked if this plan exceeded the Educational Specifications that the Board approved. Mrs. Veilleux replied that it was possible in some areas, but in other areas they actually cut back because of curriculum changes.

Mrs. Lombardi noted that in the Vision 20/20 they talked about interactive teleconferencing and having programs between the schools. She asked if the hardware in the Technology Plan has that capability between the two middle schools and if the broadband is large enough to expand the WiFi if needed. Mrs. Veilleux replied that the video distribution system would allow them to do that between the two middle schools and in the internal building. They are finishing the upgrade of the bandwidth between the schools.

Mr. Oshana noted that the amount of almost \$832,000 is above what was originally planned and asked who will make the decision on how that \$832,000 is removed. Mrs. Veilleux replied that it would come from the input of the middle school administration and the technology department. These recommendations, similar to value engineering, will be brought back to the Building Committee. They will present the Building Committee with the amount that was originally budgeted.

a. JFK Technology Plan

MOTION: by Mrs. Notar-Francesco, seconded by Mrs. Queen:

“Move to approve the Technology FF&E as was approved by the Middle School Building Committee in the amount of \$1,531,045 for John F. Kennedy Middle School.”

Mr. Derynoski asked what the purpose of the motion was. Mrs. Carmody replied that the vote is to approve this motion to send the Technology FF&E Plan, as presented to the Board and approved by the Building Committee at their meeting on Tuesday, to the state, which has to be delivered by Friday, July 11, 2014. Mr. Derynoski did not understand why the Board has to approve this since this was a Building Committee project. He noted that the Board has already

approved the Educational Specifications and other facets of the construction. Mrs. Veilleux replied that the state requires Board of Education approval in addition to the Building Committee.

ROLL CALL VOTE: YES – Mr. Oshana, Mrs. Queen, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco, Mrs. Carmody.

Motion carried unanimously 7 – 0.

b. JAD Technology Plan

MOTION: by Mrs. Notar-Francesco, seconded by Mrs. Queen:

“Move to approve the Technology FF&E as was approved by the Middle School Building Committee in the amount of \$1,531,045 for Joseph A. DePaolo Middle School.”

ROLL CALL VOTE: YES – Mrs. Notar-Francesco, Mr. Oshana, Mrs. Queen, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Carmody.

Motion carried unanimously 7 – 0.

c. Administrator Evaluation Plan Update

d. Teacher Evaluation Plan Update

Mrs. Smith stated that at the August 14 Board of Education meeting a vote would be needed for both the Administrator and Teacher Evaluation Plans that are being revised for implementation in the 2014-2015 school year. The committees are working through July to tweak the new guidelines. Mrs. Carmody asked if there were many changes. Mrs. Smith replied that there were some smaller changes, but when added up together, they are significant.

e. Obsolete Textbooks

MOTION: by Mrs. Lombardi, seconded by Mrs. Queen:

“Move to approve the disposal of the outdated textbooks presented by the school administration, as submitted.”

Mrs. Johnson found it hard to believe that 363 college dictionaries are obsolete that were printed in 2005 for Grades 9 through 12. Mrs. Smith replied that the information came directly from the sources, and it was hard to track down a few people in the summer, but they were able to get as much information as possible. The school district has the dictionaries and can sell them or keep them; however, they are not being used. Mrs. Carmody noted that was because the students are using computers and not the dictionaries. Mrs. Lombardi felt that the space to store 363 dictionaries was costing the school district money. She was a proponent that, if they are not using them, then they should be recycled and given to students who can use it. Mrs. Johnson appreciated the rationale that was added to the obsolete book list. Mrs. Notar-Francesco asked what the school district would do with all the obsolete textbooks. Mrs. Smith replied that once the Board of Education makes the motion to approve this list, there are two or three vendors that come in and look to purchase the books that can be sold. The monies that are received go into the town coffers. Some books can be repaired; however, many of the books cannot be repaired.

For the books that could not be sold, there are a variety of resources available to donate the books to. There are third world countries that would receive them through the churches and community services.

ROLL CALL VOTE: YES – Mrs. Queen, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco, Mr. Oshana, Mrs. Carmody.

Motion carried unanimously 7 – 0.

9. NEW BUSINESS

- a. Field Trip Approval** (*Moved to Agenda Item 6.c.*)
- b. Full Day Kindergarten Update**

Mrs. Smith stated that in early fall they are going to survey the teachers, which is currently the missing data. She is reviewing end of year evaluations and collecting evidence that was shared by Kindergarten teachers in their end-of-year meetings regarding their experiences this year and what they would like to do for next year. There were 191 parents who responded to the survey, which will be offered again next year. There were seven or eight parents who were interested in a half-day program for next year; however, the school district would need a minimum of 13 students to offer the half-day program. As of now, they will not be offering a half-day program. It could change if there is an influx of parents who are interested in half-day.

Mr. Derynoski thought that this was great information and very positive across the board; however, he would be very interested in knowing what is going to happen at the end of next year, which would give the Board a trend of what to expect in the future. He would like to see tracking these first year full-day Kindergarteners into first grade to see what kind of improvements they had and to see the impact as they progress through the grades. He thought it would be interesting to see how the other towns that also implemented full-day Kindergarten are documenting the progression. Mrs. Smith stated that she would survey the surrounding communities. Mrs. Smith noted that other communities that are looking to implement the program have called her for her input. Mrs. Smith stated that they would be focusing on curriculum revisions for Grade 1 next year based on the impact. It is the focus of our district-wide elementary literacy specialist, Mrs. Chapman, who this year spent a lot of time in Kindergarten.

Mrs. Notar-Francesco hoped that administration would take a hard look at the parent comment pages because there was some very important information for the Board. It seemed like one parent thought that homework was a little excessive and another parent liked that the only homework was reading. She questioned if some schools did things differently. It seemed to her that the common thread was that better parent communication needed to happen. Mrs. Smith stated that she was working on consistency in parent communication.

Mrs. Queen noted that some parents question whether or not their child is ready for Kindergarten and asked if the district recommends to parents to repeat Kindergarten the following year. Mrs. Smith replied that they do.

The regular Board of Education meeting ended at 8:35 p.m.

The Board returned to Executive Session at 8:50 p.m. following the regular meeting.

Board members present: David Derynoski, Patricia Johnson, Terry Lombardi, Jill Notar-Francesco, Patricia Queen, Zaya Oshana, and Terri Carmody. Board members absent: Colleen Clark, Brian Goralski.

Administration present: Karen Smith.

Mrs. Carmody, Vice Chairperson, declared the Executive Session ended at 9:35 p.m. and the Board returned to public session.

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

"Move to add 'Contract Modifications for the Director of Technology' to the agenda."

Motion carried unanimously by voice vote.

9. c. Contract Modifications for the Director of Technology

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

"Move to amend the current contract for the Director of Technology to add five (5) days to her work year, utilizing the base salary of \$98,750 as the basis for adjustment, and removing Section II.C. from the current contract."

ROLL CALL VOTE: YES - Mr. Oshana, Mrs. Queen, Mr. Derynoski, Mrs. Johnson, Mrs. Notar-Francesco, Mrs. Lombardi, Mrs. Carmody.

Motion carried unanimously 7 – 0.

10. ADJOURNMENT

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

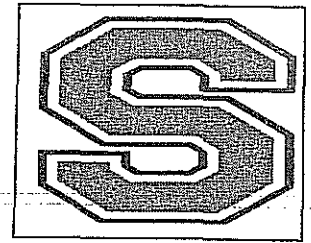
"Move to adjourn."

Motion carried unanimously on voice vote.

The Board adjourned at 9:39 p.m.

Respectfully submitted,

Linda Blanchard
Recording Secretary



**SOUTHINGTON HIGH SCHOOL
ATHLETIC CONCUSSION EDUCATION
PLAN AND CONSENT FORM
STUDENT AND PARENT
2014-15**

NOTE: A new form is required to be read, signed, dated and kept on file by their associated school district annually to comply with Public Act No. 14—66 AN ACT CONCERNING STUDENT ATHLETES AND CONCUSSIONS.

A concussion is the immediate and transient alteration of neurological function in the brain caused by mechanical acceleration and deceleration forces.

Part I – SIGNS AND SYMPTOMS OF A CONCUSSION

- A concussion should be suspected if any one or more of the following signs or symptoms are present, OR if the coach/evaluator is unsure.

1. Signs of a concussion may include (what the athlete looks like):

- Confusion/disorientation/irritability
- Trouble resting/getting comfortable
- Lack of concentration
- Slow response/drowsiness
- Incoherent/ slurred speech
- Slow/clumsy movements
- Loss of consciousness
- Amnesia/memory problems
- Act silly/combative/aggressive
- Repeatedly ask same questions
- Dazed appearance
- Restless/irritable
- Constant attempts to return to play
- Constant motion
- Disproportionate/inappropriate reactions
- Balance problems

2. Symptoms of a concussion may include (what the athlete reports):

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Oversensitivity to sound/light/touch
- Ringing in ears
- Feeling foggy or groggy

Note: Public Act No. 14-66 requires that a coach MUST immediately remove a student- athlete from participating in any intramural or interscholastic athletic activity who (A) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or (B) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred. **Upon removal of the athlete a qualified school employee must notify the parent or legal guardian within 24 hours that the student athletes has exhibited the signs and symptoms of a concussion.**

Part II – RETURN TO PARTICIPATION (RTP)

Currently, it is impossible to accurately predict how long concussions will last. There must be full recovery before someone is allowed to return to participation. Connecticut Law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (Physician, Physician Assistant, Advanced Practice Registered Nurse, Athletic Trainer) trained in the evaluation and management of concussions.

Concussion management requirements:

1. No athlete SHALL return to participation (RTP) on the same day of concussion.
2. Any loss of consciousness, vomiting or seizures the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. This should be monitored for an appropriate amount of time following the injury to ensure that there is no escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated from a licensed health care professional (Physician, Physicians Assistant, Advanced Practice Registered Nurse, Athletic Trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain an initial written clearance from one of the licensed health care professionals mentioned above directing them into a well defined RTP stepped protocol similar to one outlined below. If at any time signs or symptoms should return during the RTP progression the athlete should cease activity .
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions) , final written medical clearance is required by one of the licensed health care professionals mentioned above for them to fully return to unrestricted participation in practices and competitions.

Medical Clearance RTP protocol (Recommended one full day between steps)²

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic activity	Walking, swimming or stationary cycling keeping intensity <70% of maximal exertion; no resistance training	Increase Heart Rate
3. Sport Specific Exercise	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add Movement
4. Non-contact Training drills	Progression to more complex training drills, ie. passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full Contact Practice	Following final medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff

If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete's symptoms are gone the next day, s/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don't resolve, the athlete should be referred back to their medical provider

Part III - HEAD INJURIES

– Injuries to the head includes:

- Concussions: (See above information). There are several head injuries associated with concussions which can be severe in nature including:
 - a) Second impact Syndrome - Athletes who sustain a concussion, and return to play prior to being recovered from the concussion, are also at risk for Second Impact Syndrome (SIS), a rare but life-altering condition that can result in rapid brain swelling, permanent brain damage or death; and
 - b) Post Concussion Syndrome - A group of physical, cognitive, and emotional problems that can persist for weeks, months, or indefinitely after a concussion.
- Scalp Injury: Most head injuries only damage the scalp (a cut, scrape, bruise or swelling)... Big lumps (bruises) can occur with minor injuries because there is a large blood supply to the scalp. For the same reason, small cuts on the head may bleed a lot. Bruises on the forehead sometimes cause black eyes 1 to 3 days later because the blood spreads downward by gravity;
- Skull Fracture: Only 1% to 2% of children with head injuries will get a skull fracture. Usually there are no other symptoms except for a headache at the site where the head was hit. Most skull fractures occur without any injury to the brain and they heal easily;
- Brain Injuries are rare but are recognized by the presence of the following symptoms: (1) difficult to awaken, or keep awake or (2) confused thinking and talking, or (3) slurred speech, or (4) weakness of arms or legs or (5) unsteady walking" (American Academy of Pediatrics – Healthychildren, 2010) .

I have read and understand this document the "Student/Parent - Concussion Education Plan & Consent Form" and understand the severities associated with concussions and the need for immediate treatment of such injuries.

Student name: _____ Date _____ Signature _____

(Print Name)

Parent name: _____ Date _____ Signature _____

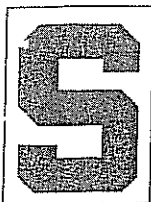
(Print Name)

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3. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*. http://www.cdc.gov/NCIPC/tbl/Coaches_Tool_Kit.htm.
4. U.S. Department of Health and Human Services Centers For Disease Control and Prevention. *A Fact Sheet for Coaches*. (2009). Retrieved on June 16, 2010.
http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf
5. American Academy of Pediatrics - Healthychildren. *Symptom check: Head Injury*. Retrieved on June 16, 2010.
<http://www.healthychildren.org/english/tips-tools/symptom-checker/pages/Head-Injury.aspx>

Resources:

- Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. Retrieved on June 16, 2010.
<http://www.cdc.gov/TraumaticBrainInjury/index.html>
- Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2010.



Southington High School
Athletic Department
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Principal
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Athletic Director
Eric J. Swallow

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Dear Parent(s) or Guardian(s):

Your son/daughter has expressed an interest in becoming a candidate for an athletic team in the Southington Public Schools. We require the completion and submission of the attached forms before your child may begin tryouts and practice:

- **The Medical Emergency and Sports Participation Permission form. (To be completed by the parent) (Parent Permission)**
- **The Student & Parent –Concussion Education Plan & Consent form for the upcoming year. (To be signed by BOTH the parent and the student-athlete)**
- **The State of Connecticut Department of Education Health Assessment Record. (To be completed by the physician and is only valid for 13 months)**

After the nurse receives these three proper forms, she will present a **yellow** card to the student. This card and a copy of the completed Sports Participation Permission form must be given to the coach by the student. The student will then be eligible to tryout and practice.

Forms are available in the Health and Athletic offices. Students are advised to take care of the pre-season essentials early so that they are ready to start tryouts and practicing on the first day. Coaches are instructed to prohibit anyone from practicing who has not submitted the properly completed forms. **No student athlete will be able to participate in ANY practice or game without the completed and updated Sports Participation Permission form and yellow card.**

If a student-athlete participating in intramural or interscholastic events will be carrying their (a) inhalant medications prescribed to treat respiratory conditions or (b) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death, be sure to have the prescriber's **self-administration authorization box checked** on the student's MDI or EpiPen Medication administration Authorization Form. The medication forms are available from the school nurse or online on the SPS website at <http://www.southingtonschools.org/admin.cft?tab-1> under *Medication Administration Forms*.

The preceding requirements are in place so that we may provide a safe athletic experience for your child. Thank you for your cooperation in this matter. If you have any questions, please call the school nurse.

Connecticut Interscholastic Athletic Conference

Concussion Education and Awareness for Student-Athletes and Parents

In 2010 the Connecticut Legislature passed a law requiring concussion management education for all coaches. Since that law our Coaching Education Program has provided over 13,000 coaches with the proper course developed in consultation with the State department of Education, the Connecticut Concussion Task Force and the Connecticut Athletic Trainers Association. Many states have followed with their own concussion legislation and they require education be extended to student athletes and parents. **Therefore, the Connecticut interscholastic Athletic Conference strongly urges all CIAC member schools require education about the signs and symptoms of concussions to all student-athletes and their parents prior to the student engaging in interscholastic activities.** We recommend that you spend time in each pre-season meeting to present pertinent information regarding the recognition of a concussion signs and symptoms, the means of obtaining proper medical treatment for a person suspected of sustaining a concussion, the nature and risks of concussion, including the danger of continuing to play after sustaining a concussion and the proper method of allowing a student athlete who has sustained a concussion to return to play. Supportive material which can aide in the dissemination of the information may include the following written materials and videos from the NFHS, CDC, CT. Concussion Task Force.

[Link To Uploaded File \(http://www.casciac.org/pdfs/AParent'sGuidetoConcussion-April2013\(a\)\(2\).pdf\)](http://www.casciac.org/pdfs/AParent'sGuidetoConcussion-April2013(a)(2).pdf)

[Link To Uploaded File \(http://www.casciac.org/pdfs/2013NFHSSMACPostionStatementonSoftHeadgear.pdf\)](http://www.casciac.org/pdfs/2013NFHSSMACPostionStatementonSoftHeadgear.pdf)

[Link To Uploaded File \(http://www.casciac.org/pdfs/InvasiveMedicalProceduresPositionStatement-April2013.pdf\)](http://www.casciac.org/pdfs/InvasiveMedicalProceduresPositionStatement-April2013.pdf)

<http://www.cdc.gov/Concussion/>

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

http://www.cdc.gov/concussion/headsup/online_training.html

[http://www.cdc.gov/concussion/headsup/pdf/Parent Athlete Info Sheet-a.pdf](http://www.cdc.gov/concussion/headsup/pdf/Parent_Athlete_Info_Sheet-a.pdf)

[http://www.cdc.gov/concussion/pdf/Parent Athlete Info Sheet Spanish-a.pdf](http://www.cdc.gov/concussion/pdf/Parent_Athlete_Info_Sheet_Spanish-a.pdf)

Link to the CCTS Video - <http://youtu.be/YcuLImP1jI8>

Link to the second Impact Syndrome Video - <http://youtu.be/639cMBUFW2I>

We are also providing you with a sample consent form, in addition to the CDC Info sheet above, that should be signed and collected as a part of your permission form process. Either sign-off form can be used. This consent form emphasizes the signs and symptoms of a concussion and the return to play protocol and requires both the student-athlete and the parent signature.

[Link To Uploaded File \(http://www.casciac.org/pdfs/SampleConcussionConsentForm.pdf\)](http://www.casciac.org/pdfs/SampleConcussionConsentForm.pdf)

PROJECTED ELEMENTARY ENROLLMENT 2014-2015

SCHOOL	KDG	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	TOTAL
Derynoski	16	18	19	18	20	20	
	16	18	19	18	20	20	
	17	19	19	19	20	21	
	17	19	19	19	20	21	
	17	19	19	19	21	21	
				19		21	
TOTAL	83	93	114	93	122	103	608
FTEs	5	5	6	5	6	5	32
Flanders	13	18	21	18	16	23	
	13	19	21	18	16	24	
	14	19		18	16		
TOTAL	40	56	42	54	48	47	287
FTEs	3	3	2	3	3	2	16
Hatton	19	19	20	21	22	17	
	19	19	20	21	23	17	
	19	19	21	22	23	18	
TOTAL	57	57	61	64	68	52	359
FTEs	3	3	3	3	3	3	18
Kelley	16	18	17	17	21	22	
	16	18	17	17	21	22	
	16	19	18	18	22	22	
TOTAL	48	55	52	52	64	66	337
FTEs	3	3	3	3	3	3	18
Plantsville	15	23	17	21	23	24	
	15	23	17	22	23	25	
	15		19				
TOTAL	45	46	53	43	46	49	282
FTEs	3	2	3	2	2	2	14
South End	15	16	18	19	21	23	
	16	16	18	20	21	24	
	16						
TOTAL	47	32	36	39	42	47	243
FTEs	3	2	2	2	2	2	13
Strong	15	16	21	21	18	18	
	15	16	21	21	18	18	
	15	16		22	19	18	
TOTAL	45	48	42	64	55	54	308
FTEs	3	3	2	3	3	3	17
Thalberg	15	19	17	19	21	24	
	15	19	18	20	21	24	
	15	20	18	20	21	24	
	15	20	18		21		
TOTAL	60	78	71	59	84	72	424
FTEs	4	4	4	3	4	3	22
ENROLLMENT TOTALS	425	465	471	468	529	490	2848
FTE TOTALS	27	25	25	24	26	23	150



= Class sizes that we are monitoring closely.