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# SOUTHINGTON PUBLIC SCHOOLS

## Board of Education Southington, Connecticut

### Policy & Personnel Committee Meeting Minutes Wednesday, March 2, 2022 - 5:30pm Superintendent's Conference Room

**Members Present:** Committee Chair Jasper Williams, Dawn Anastasio, Zaya Oshana **Absent:** David Derynoski

Mr. Williams called the meeting to order at 5:33 p.m.

1. The School Nursing Supervisor Job Description revision was reviewed. The additional qualifications could be considered characteristics. The Committee decided to leave as qualifications.
2. The Information Technology Secretary Job Description and the Technology Secretary Job Description revisions were presented. A recent retirement in the office prompted a review of both descriptions which were last revised in 2006. Restructuring of the office as well as the evolution of the district's student and staff technology use has redefined both existing positions. The suggested revisions accurately capture current job responsibilities respectively.
3. Capstone at SHS requires oversight of student online portfolios. As this is the first year of implementation, the administration actively monitors the time needed to oversee student progress and ultimately, successful completion of this graduation requirement. A time study demonstrates 2.5 hours required to review one "C" in 50 portfolios. Assuming during any month, 10% of the Freshman (502 students), Sophomore (486 students) and Junior (530 students) classes may require this additional oversight, 7.5 hours covers solely the review of information and does not include student meeting time and parent contact. Mr. Pepe proposed addressing this need through a Memorandum of Understanding with the SEA. This MOA would provide a current staff member appropriate reimbursement during the 2022-2023 school year, funded via grant monies. The administration will continue to monitor the time needed and return to the committee next year with further recommendations.
4. Meeting Adjourned at 5:54 p.m.

Respectfully Submitted,

Frank Pepe