

## Southington Board of Education Meeting

Thursday, February 20, 2014 6:30 PM  
Municipal Center Public Assembly Room 200 North Main Street  
Southington, CT 06489  
200 North Main Street  
Southington, CT 06489



### BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session to Discuss Personnel and Safety Matters ~ 6:30 p.m.
3. Board of Education Recognitions ~ 7:00 p.m.
4. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
5. Pledge of Allegiance
6. Approval of Minutes ~ January 23, 2014 (Regular Meeting) January 27, 2014 (Special Meeting) January 30, 2014 (Special Meeting) February 1, 2014 (Special Meeting) February 6, 2014 (Special Meeting)
7. Communications
  - a. Communications from Audience
  - b. Communications from Board Members and Administration
  - c. Communications from Student Representatives
8. Report of the Superintendent
  - a. Personnel Report
  - b. Curriculum & Instruction Meeting ~ February 10, 2014
  - c. Policy & Personnel Committee Meeting ~ February 10, 2014
9. Old Business
  - a. Town Government Communications
  - b. Construction Update
  - c. Administrator Evaluation Plan Update
  - d. Teacher Evaluation Plan Update
10. New Business
  - a. Overnight / Out of State Field Trip Approvals
  - b. Leveling at Southington High School
  - c. Student and Staff Use of Technology at Southington High School
  - d. Leonard and Gladys Joll Scholarship Committee Appointment
  - e. Timeline for Hiring Assistant Principal ~ Southington High School
  - f. Bid Award - BID #2014-BID-20 Lawn Mowing and Trimming for SHS, JAD, JFK, Kelley, Plantsville and South End Schools
  - g. Job Description Approval Superintendent of Schools
11. Adjournment

# SOUTHINGTON BOARD OF EDUCATION

## SOUTHINGTON, CONNECTICUT

### REGULAR MEETING

JANUARY 23, 2014

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The regular meeting of the Southington Board of Education with Executive Session was held on Thursday, January 23, 2014 at 6:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

1. **CALL TO ORDER**
2. **EXECUTIVE SESSION TO DISCUSS TRANSPORTATION CONTRACT AND SUPERINTENDENT OF SCHOOLS (NEXT STEPS) ~ 6:30 p.m.**

An Executive Session meeting was held from 6:31 p.m. through 7:01 p.m.

Board members present were Mr. Brian Goralski, Chairperson; Mrs. Terri Carmody, Vice Chairperson; Mrs. Jill Notar-Francesco, Secretary; Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi (*arrived at 6:35 p.m.*), Mr. Zaya Oshana and Mrs. Patricia Queen.

Present from the administration were Dr. Joseph Erardi, Jr., Superintendent of Schools (*left at 6:40 p.m.*); Mrs. Karen Smith, Assistant Superintendent (*left at 6:52 p.m.*); Mrs. Sherri DiNello, Director of Business and Finance (*left at 6:35 p.m.*); and Mr. Frederick Cox, Director of Operations (*left at 6:35 p.m.*).

### 3. **BOARD OF EDUCATION RECOGNITIONS**

At 7:05 p.m., in Celebration of Excellence, the Board of Education recognized Mr. Jeff Shaw, Southington High School Band Director, for being acknowledged by the national publication SBO (School Band and Orchestra) as Connecticut's recipient of the *SBOs 16<sup>th</sup> Annual 50 Directors Who Make a Difference Award*. One Band Director is selected from every state. State Representative David Zoni presented Mr. Shaw with a citation from the Connecticut General Assembly.

The Board of Education recognized Grade 8 students Christina Sack (Kennedy Middle School) and Tyler Peruta (DePaolo Middle School) as the recipients of the Martin Luther King Jr. Award at the 18<sup>th</sup> annual community celebration of Dr. Martin Luther King hosted by the First Baptist Church on January 12, 2014. They were selected as students who exemplify the outstanding qualities and beliefs that Dr. Martin Luther King, Jr. brought to this country. State Representative David Zoni presented the students with citations from the Connecticut General Assembly.

*At 7:15 p.m., Mr. Goralski called for a recess.*

**4. RECONVENE MEETING ~ REGULAR SESSION**

The regular session was reconvened at 7:35 p.m. by Chairperson, Mr. Brian Goralski. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen.

Present from the administration were Dr. Joseph Erardi, Jr., Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; and Mr. Frederick Cox, Director of Operations and Dr. Perri Murdica, Director of Pupil Services.

Student representatives present were Miss Abigail Harris and Miss Stephanie Krar.

There were approximately 55 people in the audience.

**5. PLEDGE OF ALLEGIANCE**

The audience recited the Pledge of Allegiance led by World War II Army Air Force Lieutenant Colonel Ret. Walter Hushak and cub scouts who were in the audience.

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

**“Move Agenda Item 9.e ‘Southington Board of Education/Veterans Partnership Long Range Planning – Vision Statement’ to Agenda Item 6.c.”**

**Motion carried unanimously by voice vote.**

**6. APPROVAL OF MINUTES ~ January 9, 2014**

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

**“Move to approve the Board of Education minutes of January 9, 2014, as submitted.”**

**Motion carried unanimously by voice vote.**

**a. Budget Workshop #1 Minutes ~ January 14, 2014**

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

**“Move to approve Budget Workshops #1 minutes of January 14, 2014, as submitted.”**

**Motion carried unanimously by voice vote.**

**b. Budget Workshop #2 Minutes ~ January 16, 2014**

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

**“Move to approve Budget Workshops #2 minutes of January 16, 2014, as submitted.”**

**Motion carried unanimously by voice vote.**

**c. Southington Board of Education/Veterans Partnership Long Range Planning - Vision Statement (formerly Agenda Item 9.e)**

Dr. Erardi distributed a copy of the Veterans Committee Mission Statement (*Attachment #1*). He explained that the mission statement came before the Board two weeks ago and is a partnership between the Board of Education, staff, administration and the veterans in Southington. He felt that this was a model for the school districts across the nation to replicate. He believed that this Mission Statement was the most powerful thing that has taken place since he arrived in the school district.

To share the history behind the formation of the Veterans Committee, Mrs. Queen, who represented the Board of Education on the Veterans Committee, described the tradition that Dr. Erardi brought to the high school graduation ceremony years before the formation of this committee. Each year, in the course of Dr. Erardi's speech, he asks the graduating seniors, who have enlisted in the military, to stand, then asks their parents, and finally all the Veterans in the audience. When all are standing, he invites the graduation attendees to show their appreciation. She described how a few years ago, there was a question around the school calendar when Veterans Day fell on the weekend. The Board was considering having school on the Monday following Veterans Day, which would have been a day off had Veterans Day been on a week day. When representatives of the veterans' community told the Board at that time that they were not in favor of that calendar plan because it did not honor the veterans, Dr. Erardi held a meeting with several veterans, the board chair, Mr. Goralski, and the board vice chair, Mrs. Carmody. What all parties discovered was that their goal was actually the same, to honor veterans. A formal partnership was created in the establishment of the Veterans Committee which included veterans from the community and staff from our schools. From this committee came many initiatives. While many veterans had been speaking in the schools, the Veterans Committee formalized this practice with a Veterans Speakers Bureau. Veterans now come into our schools to speak to our students district-wide throughout the year although there is a particularly coordinated effort around Veteran's Day. Mrs. Queen stated that we have incredible resources in the veterans, who are what historians would call a "primary source," and they share with our students what they have seen, heard, touched, smelled and felt in historical events. There is an annual concert that Mr. Shaw has organized around Veterans Day with the high school band. During the finale, the band plays the theme song from each branch of the military, and veterans in the audience who served in that branch stand during their song to be honored. The Veterans committee has also raised funds for the Fisher House [supports America's military in their time of need]. An annual luncheon is now held for students graduating high school who have elected to enter the military, so they can embark on their military service with the support of their community, words of wisdom from veterans and a sense of honor. Mrs. Queen noted that Mr. Hushak, a World War II veteran serving on the committee, suggested that the committee needed to define their mission, which resulted in the Mission Statement presented to the Board for approval at this meeting. Several members of the Veterans Committee formed a sub-committee to draft a mission statement which was unanimously endorsed by the Veterans Committee as a whole. Mr. Rick Terino, a member of the Veterans Committee and co-writer of the Veterans

Mission Statement came to the podium and read the Mission Statement. Mr. Goralski thanked the veterans for their past and present service and said that it was a privilege to have them in Southington’s classrooms giving firsthand accounts.

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

**“Move that the Board of Education endorse the Mission Statement of the Veterans Committee.”**

ROLL CALL VOTE: YES – Mrs. Notar-Francesco, Mr. Oshana, Mrs. Queen, Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mr. Goralski. **Motion carried unanimously.**

Mr. Goralski thanked Dr. Erardi and hoped that other superintendents will follow his lead to make this a part of every school system throughout the country. Dr. Erardi stated that he would like to send a copy of the Mission Statement to every federal delegate in Connecticut, encouraging them to share this document in Washington, D.C.

*Mr. Goralski called for a brief recess at 7:45 p.m.*

*The regular meeting resumed at 7:54 p.m.*

**7. COMMUNICATIONS**

**a. Communications from Audience**

Art Cyr, 103 Berlin Avenue: He stated that he hoped the “Labienc challenge” regarding the budget would start with the Board of Education tonight. He believed that Mr. Labieniec was looking for a change of budget philosophy. He stated that two years ago it was a leap of faith with the Board of Finance to not hack up Mr. Brumback’s budget. He stated that the Town changed their budget philosophy and it worked well, and that he hoped that the Board of Education would do the same.

John Myers, Executive Director of the Southington YMCA: He thanked the Board of Education and the public schools for supporting the YMCA’s Annual Polar Plunge last week, which was a great success. He stated that the school system raised \$5,000 to benefit the children this summer, and noted the amount of participation from the teachers, administrators and Board members who made the plunge. He announced that the 10<sup>th</sup> Annual Polar Plunge would be held January 17, 2015. Mr. Myers announced that the 85<sup>th</sup> YMCA Annual Meeting will be held Wednesday, January 28 and he invited the Board to attend. He announced that Lisa Carol is the “Person of the Year” and Diana Sheard is the “Unsung Hero.”

Denise Feltz, parent [39 Canterbury Lane]: She spoke of the success that her son and some other children with significant disabilities had in a special education self-contained classroom at Hatton School. For the first time, they saw the beginning of growth and development in their child. She stated that, as these students were approaching Grade 5, with the help of Carol Bagwell, Sandy Kujawski and the teacher, Kathy Kennedy, a similar program was created at Kennedy Middle School, which was a town-wide program for those students. Ms. Feltz stated that the Kennedy program, with support from Pam Aldi, Carol Bagwell and the

teacher, Desiree Daigle, absolutely compares to no other program; it is better than outplacement. This town did a fabulous job in setting up an appropriate in-town program. She noted that her son is in Grade 8 now and his days at Kennedy are fabulous because they created changes in his educational and social well-being. She noted that her son's disposition changed for the better and he loves to go to school where he feels success both functionally and socially. She felt the transition from elementary to middle school was flawless. This would have never happened if it were not for the conscientious planning of people who went above and beyond to create a program and smooth transition. She pointed out that the self-contained program is a language-based program with functional academic curriculum in communication skills, vocational and social skills, and recreation. She noted that his success was also attributed to the one-on-one adult support staff that is in place for their individual directed learning. Ms. Feltz wanted the Board to know about the successes with these programs because of the self-contained EASE program. This is in the 2014-15 budget and would continue these successes at Southington High School. She was thrilled with the support that they had, and excited with the support of creating a program at Southington High School. She appreciates the opportunity to keep the children in-town and still maintain that same level of support that they need.

**b. Communications from Board Members and Administration**

**Communication from the Board Members:**

Mrs. Notar-Francesco reported on the Uniform Regional School Calendar Task Force summary that was presented to the CREC Council on January 15, 2014. The Uniform Regional School Calendar was written into legislation and all six RESCs in Connecticut (CREC is one) has been charged with forming a task force to make recommendations to the legislature about the details surrounding the calendar. She noted that some of the recommendations to the Education Committee at the state legislature are:

- The deadline for this implemented be delayed to 2016-2017.
- There are no recommendations on a common end date, so that each school district can end school as needed depending on snow days, etc.
- There is a common start date of the last Wednesday in August; however, it could be a plus or minus of three days in either earlier or later.
- There will be a December break, April break, and a summer vacation.
- Election Day will be a Professional Development Day and there will be one other Professional Development Day developed within the calendar that could be common.

Mrs. Notar-Francesco pointed out that for the most part it follows the calendar that Southington currently has in place.

Mr. Goralski reported that there will be STEPS Advisory Board meeting on Saturday, January 25, 2014 from 8:00 a.m. through 1:00 p.m. at Hawk's Landing in preparation for their March conference.

**Communication from Administration:**

Dr. Erardi thanked the exceptional learners at the high school for providing treats for the Board of Education this evening.

Dr. Erardi recognized Mr. Brian Durbin, social studies teacher at Southington High School, who is an outstanding role model and teacher, and who now is an outstanding author. Dr. Erardi announced that a complimentary copy of Mr. Durbin's published book Paine - Time of Anarchy was available for the Board to read.

Dr. Erardi reported on the following:

1. Retreat – Saturday, February 1, 2014: Dr. Erardi reminded the Board that the Retreat arrival time was 8:30 a.m. with a 9:00 a.m. start time working through noon. At this time, the focus area will be on four different agenda items. He asked the Board to notify him as soon as possible if there are changes to the agenda.
2. Library Advisory Update: Dr. Erardi asked Stephanie Patterson, Library/Media Specialist at Southington High School, to come to the podium with her two student co-chairs. He noted that she volunteered to be Chair of the Library Advisory Committee. Mrs. Patterson introduced Alexa Taylor, Grade 11 student, and Jason Tosta, Grade 10 student, who were her co-chairs. She noted that the committee has been working hard and that Board member, Mrs. Queen, was a member of the committee. She will be bringing more information to the Board in the near future.
3. Diversity K-12 Update: Dr. Erardi announced that the district follows the ABC classrooms and the month of February 2014 is *Cultural Competence*, which is, “the young person has knowledge of and comfort with people of different cultural, racial, and ethnic backgrounds.” He stated that the person behind much of the work at the secondary level was Antoinette Delfino [teacher at Southington High School]. Dr. Erardi pointed out that in the Municipal Center lobby the showcase is about “Diversity.” He asked Ms. Delfino to come to the podium to share some of the work at the high school. Ms. Delfino reported that at the high school they held their Fifth Annual Celebration of Cultures. She noted that the families are very proud to represent their cultures and to connect with other families. The students are also taking a stance and recognizing cultures different from their own. They are currently working on the Second Annual Latin Night to be held in the spring. She thanked the Board for their support. Dr. Erardi noted that, when the club meets after school, it is a place of comfort and safety for all students, not just students of ethnic background. He thanked Ms. Delfino for her volunteer work.
4. AHCA Conference: Dr. Erardi explained that Connecticut Superintendents and their Business Managers would attend a conference on January 29, 2014 to better understand the fiscal impact of the Affordable Health Care Act. He noted that Mrs. DiNello was very instrumental in putting this conference together, along with the keynote speaker Joe Spurgeon, who is Southington's health insurance consultant.

Mr. Goralski advised the Board members that, if they had any intent to change the recommended agenda for the Retreat, they get that information to him and Mrs. Albaitis tomorrow [Friday] because they will be posting that agenda shortly.

Mr. Goralski thanked the students from the Library Advisory Committee and the Diversity Club for attending tonight's meeting. He noted that it was a tribute to Ms. Delfino to have so many students in attendance to support what she is doing.

**c. Communications from Student Representatives**

Miss Stephanie Krar reported on the following:

- She congratulated Mr. Shaw on his award. She is a member of the Band and personally thanked him for all his hard work and making the program something special as well as being an inspiration to the band and orchestra students.
- The “Let Us Know” boxes (LUK) have been implemented at the high school. It is a program that started at DePaolo Middle School. The boxes are positioned around the high school for students to anonymously write down their thoughts, concerns, and advice for school improvements. The boxes are checked twice a day with Dr. Semmel personally reading the comments. It is a way for administration to find out what is going on in the high school if the students don’t want to tell them in person.
- A Scholarship Assembly was held today after the last mid-term exam. She noted that Dr. Semmel informed the seniors of the local, regional and national scholarships available and how to access them on Naviance.

Miss Abigail Harris reported on the following:

- She thanked everyone, including Dr. Semmel, who took part in the Polar Plunge, which was a worthwhile event.
- The high school students are in the midst of mid-terms exams, and finished the second round today with two more days of mid-terms remaining.
- The students liked the 90-minute delay due to weather on Wednesday this week because the students were well rested and more focused on the mid-terms. She thought that it would be a good consideration for future mid-terms.
- She thanked the people who provided them with the treats tonight and the book authored by Mr. Durbin, which she was excited to read.

**8. COMMITTEE REPORTS****a. Curriculum & Instruction Committee Meeting ~ January 21, 2014**

Mrs. Carmody reported that the committee looked at the possible implementation of a World Language Pilot Program at South End Elementary School for the 2014-2015 school year. She acknowledged that Tina Riccio gave a well-prepared presentation to the committee in keeping with the district’s 20/20 Vision. It would be a phased-in Spanish language program, starting with students entering Kindergarten and Grade 1. District students who are not assigned to South End could participate in a lottery system for selection to attend this program at South End. Mrs. Carmody noted that the benefit of providing world language at South End School would also be to increase the school’s enrollment for state reimbursement purposes. The committee will explore other options to increase student enrollment at South End, such as the possibility of creating or moving a district-based preschool program.

Mrs. Carmody reported that the committee discussed the Southington High School Profile Report prepared by Mrs. Julie Robertson, Director of Guidance at Southington High School. A sub-committee comprised of Mrs. Robertson, Mrs. Queen and Mrs. Smith will meet to discuss updating the profile.

**9. OLD BUSINESS****a. Town Government Communications**

Mr. Goralski did not have anything to report.

**b. Construction Update**

Mr. Cox reported that the Architect and Construction Manager are focused on the first phase of moving into the new wings and are on schedule. Windows are starting to go into both wings and stairwells have been put into place in the classroom wing. They are starting to primer the walls on the inside. Next week, the Architect will go to Hartford to review the phone system and technology with the School Facilities Unit.

Mr. Derynoski asked if Mr. Cox has heard anything on the close-out of South End and Plantsville Schools since it has been going on eight years since they were completed. Mr. Cox replied that the work continues and they are getting closer with the state on that. He noted that Governor Malloy has removed 5,000 jobs in Hartford, which has slowed down the process.

**c. Administrator Evaluation Plan Update**

Dr. Erardi stated that there was no report.

**d. Teacher Evaluation Plan Update**

Mrs. Smith reported that they are in the mid-year status on the calendar for administrative observers to be meeting with all teachers. It is not the calendar mid-year, but the time when mid-year benchmark data has been given and analyzed. In some cases, mid-year conferences may not occur until the end of February; however, they are beginning the process.

**c. Southington Board of Education / Veterans Partnership Long Range Planning – Vision Statement (*Moved to Agenda Item 6.c*)****10. NEW BUSINESS****a. 2014-2015 Grade K Registration**

Dr. Erardi explained that, for the 2013-14 school year, the parents of entering Kindergarten students were given the option of a full-day or half-day of school. The parent option resulted in all students moving into a full-day program. He stated that administration was looking for direction from the Board on their intent to offer the same option to 2014-2015 parents or to follow the current trend of offering a full-day opportunity. In February, they will be holding planned informational evenings for Kindergarten parents.

Mr. Derynoski was not in support of a half-day because there is a lot of extra work with scheduling and housing a very small group of children. He thought that it should be all day; however, he thought that the Board should keep an open mind. Dr. Erardi noted that for 2013-2014 there were four students whose parents wanted half-day; however, they ended up sending their children to full-day Kindergarten. Mr. Oshana would like to see the half-day continued to

be an option to see what the turnout would be. Mrs. Notar-Francesco would like to offer the half-day Kindergarten for one more year and, if the parents overwhelmingly opt for the full-day, then the Board has their decision for the following year. Mrs. Clark asked if there was any input from parents of incoming Kindergarten students who were interested in a half-day. Dr. Erardi replied that he heard from one parent who has an interest. Mrs. Queen supported offering a half-day to see what the numbers look like again. Mrs. Lombardi, Mrs. Carmody and Mrs. Johnson would like to leave the half-day option. The consensus was to offer the half-day option again for the 2014-2015 school year.

**b. Transportation Contract Extension 2014-2015**

Mrs. DiNello stated that a transportation study was done by Transportation Advisory Services (TAS) in the fall of this year. TAS was very complimentary of the current services that the school district is receiving from New Britain Transportation. The recommendation from TAS was a one-year contract renewal and to look at negotiating a number of contract language changes in future years for a long-term contract.

**MOTION:** by Mrs. Notar-Francesco, seconded by Mrs. Carmody:

**“Move that the Board of Education approve a one-year contract extension and price adjustments for the 2014-2015 school year.”**

Mrs. Johnson asked when the new negotiations would begin. Mrs. DiNello replied that the long-term contract negotiations would begin in late February or early March.

**Motion carried unanimously by voice vote.**

**c. Review / Adoption of the 2014-2015 Board of Education Budget**

Mr. Goralski noted that the Board had 21 questions regarding the budget that were answered in follow-up communication through the workshop process. He asked if the Board members had any further questions. Mr. Goralski explained that he marked four areas in the budget that they would like to revisit in a consensus format.

Mr. Goralski asked the Board if there was anything on pages 10, 11 or 12 of the budget regarding new personnel that the Board would like to revisit. Mrs. Carmody stated that she would like to take the School-to-Career Counselor out of the budget.

**Consensus:** *To remove the School-to-Career Counselor*

YES – Mrs. Carmody, Mrs. Johnson, Mrs. Clark, Mrs. Notar-Francesco,  
Mrs. Lombardi, Mrs. Queen, Mr. Derynoski, Mr. Oshana, Mr.  
Goralski

Mr. Goralski explained that, when the Board takes these consensuses, it is not because they do not believe in the value and need for these personnel or items; it is the Board making decisions where they think the money needs to be allocated.

Mrs. Notar-Francesco stated that on page 12 she would like to reduce Teacher Leaders from four to three. Mrs. Johnson noted that the request was for two elementary, one middle

school and one high school teacher leader, and asked which one would be removed. Mrs. Notar-Francesco felt that she would like that decision to be at the discretion of administration.

**Consensus: To reduce Teacher Leaders from four to three**

YES – Mr. Oshana, Mr. Derynoski, Mrs. Queen, Mrs. Lombardi, Mrs. Notar-Francesco, Mrs. Carmody, Mrs. Clark, Mrs. Johnson, Mr. Goralski

Mrs. DiNello stated that the reduction would be \$46,750 and clarified that it is the replacement salary for that position, not necessarily the salary for a Teacher Leader.

Mrs. Carmody requested to remove the Administrative Secretary, which is a position at Central Office.

**Consensus: To remove the Administrative Secretary at Central Office**

YES – Mrs. Carmody	NO – Mrs. Queen
Mrs. Notar-Francesco	Mr. Derynoski
Mrs. Lombardi	Mr. Oshana
Mrs. Clark	Mrs. Johnson
Mr. Goralski	

Mrs. Johnson felt that the reason it was requested was because it is needed, and that the Board knows the amount of work that goes through the Central Office administration. She recommended that this be a half-time position and see how it works. Dr. Erardi explained that Central Office has taken on a number of responsibilities without staffing. He noted the central registration that comes out of Mrs. Smith’s office that takes a lot of time, the growth of technology that comes out of Mrs. Veilleux’s office, and that Mr. Cox is involved in many things including a \$90 million project. Dr. Erardi stated that his office has taken on a lot of partnerships that did not exist in previous years. He pointed out that it was a position that is needed.

Mrs. Lombardi noted that, when the Board looked at the list of all the requests that came in from the principals, she saw a need for additional office clerk time. She noted that there is a lot going on at Central Office with the principals also. The Board did not approve clerk time for the principals and that everyone across the school system was being strapped for more clerical time. She felt that the Board was trying to bring in technology to reduce labor time and processing. With the potential new Superintendent yet to be hired, they don’t know how that person would be restructuring Central Office staff. She thought that they should wait one year. Mrs. Clark felt the same way regarding the new Superintendent who may have new or different ideas on staffing. She would rather wait a year and revisit this in the next budget. Mr. Derynoski explained that this item in the budget was to allow funds for that position in the event that there is a need. If it becomes evident that there is a need and it is not in the budget, they will have to dig to find out how to fund it. He knows the amount of work that goes on in Central Office currently, and he did not think that the workload will get any lighter. In planning for 2014-2015, he thought that the funding should be put in place for that. Mr. Oshana thought that regardless of who is in that position going forward, his concern is, if they don’t get someone in Central Office to help out, it will continue to eat away at the time that each of the group leaders is trying to get their job done and push the new initiatives forward. Mr. Goralski noted that he sees how very hard everyone in Central Office works; however, he supports the elimination of the position. He is not interested in reducing any other position on the New Personnel requests

that impacts Central Office because he strongly supports the Technology Secretary position, Network Manager, and the high school Athletics Secretary's increased hours.

Mrs. DiNello noted that by consensus it eliminates the Administrative Secretary position at Central Office by five in favor and four against.

Mrs. Queen requested that a consensus be taken to add a half-time Administrative Secretary, Class I, at Central Office. Dr. Erardi explained that they could design a half-day secretary many different ways, but ideally it would be somebody that works Monday through Friday with a shortened day rather than two and one-half days. He stated that the person would have responsibility initially from the Superintendent's office and designation throughout all of Central Office, depending on whose office is busiest. His first thought is five-days a week, an A.M. or P.M. secretary.

***Consensus: To add a half-time Administrative Secretary to Central Office***

YES – Mrs. Queen	NO – Mrs. Carmody
Mrs. Johnson	Mrs. Notar-Francesco
Mrs. Clark	Mrs. Lombardi
Mr. Oshana	
Mr. Derynoski	
Mr. Goralski	

Mr. Goralski summarized that the Board just subtracted \$44,004 and added back \$22,000 to the budget. Mrs. Johnson asked if the half-time Administrative Secretary would have full benefits. Dr. Erardi replied that it would be structured that it would not be a benefit position.

Mrs. Johnson asked Mrs. Veilleux [Director of Technology] to talk about the Network Manager position. Mrs. Johnson referenced the graph that shows who reports to whom in technology that was in the budget workshop follow-up of January 14, 2014. She asked what positions that the Network Manager would oversee. Mrs. Veilleux replied that there would be some assistance from the Tech Assistants as far as scheduling of daily duties. Other tasks would be day-to-day network operations to make sure that everything is up and running, and network back-ups were performed, and overseeing the health of the overall network. For the long-term, this position would work with where the school system should be going with the network, virtualizing servers, things that are at a higher level that the Tech Analysts do right now. Mrs. Johnson was concerned that there were five analysts and three other people besides Mrs. Veilleux's secretary who report to her. She questioned if the Network Manager would relieve her of some of this responsibility or would this add to it. Mrs. Veilleux hoped that the Network Manager would assist with the Tech Assistants because there are four part-time and one full-time. Mrs. Johnson asked how Mrs. Veilleux decided that she needed a Network Manager at \$65,000, as opposed to one of her Technology Assistants who might be bumped up. Mrs. Veilleux replied that she originally requested both the Tech Analyst and the Network Manager position. She contacted other school districts the size of Southington regarding their structure. She pointed out that Southington's network is very sophisticated, and they need someone who is technical enough to lead some of the projects, such as the \$90 million middle school projects where they are designing the networks for those buildings. She needs someone in a technical position, but over the Technology Analysts and under the Director of Technology.

Mrs. Johnson had some concerns about initiating the half-time Library / Media Teachers at this time at the middle schools. She thought that the more sensible thing would be to wait until the new libraries were finished at the middle schools, so that the new staff would assist in a new library. Mr. Goralski responded that, as a member of the Building Committee, he has walked through the library/media centers that are not traditional libraries, but state-of-the-art, and will open in April 2014. Mrs. Johnson was concerned with the timing. Mr. Christopher Palmieri [Assistant Principal at DePaolo Middle School] who was in the audience and a member of the Building Committee stated that the space would be turned over to Kennedy and DePaolo Middle Schools in April, and the plan for this year is to maintain the current media centers that they have on the second floor. The space that is currently the media center will be converted into art classrooms, so that space will need to be taken over for the construction. The new space will be used as the media center for next year, and they would like someone in this position, which is half-time at Kennedy and half-time at DePaolo, to create a dynamic environment and work with the modern technology e-books, not necessarily traditional materials, to bring us into the 21<sup>st</sup> Century. Mrs. Clark stated that they need someone in these media centers who not only know books, but also media. She never realized the depth and breadth that the Library / Media Teacher needs to know. She would rather see a full-time position, but would be happy with a half-time because they need someone in the Library / Media Centers when they open. Mrs. Johnson stated that she did not want to take a consensus.

Mrs. Carmody requested to remove \$25,000 from Account 32301, Upkeep of Grounds, because she does not support the replacement of the turf. Mrs. Clark stated that the Board of Education takes their responsibilities very seriously. They know that they must provide a high quality education for all the students, while being mindful of the economic conditions facing the taxpayers of Southington. Almost two years ago, the Town installed a turf field at the high school that is now used not only by the students of Southington High School but also the entire community. She pointed out that the vision for this field that was presented to this Board two years ago was that a field could be used for the entire community and also be a revenue generating source with its rental to outside entities and the advertising opportunities available at the field. As a Board, that concept was what they agreed to. Yet, here they are including in their budget a line item for \$25,000 to fund the turf field replacement in eight to ten years. She knows that the students have received the largest benefit from the use of the field, and she felt that they should pay a share of the replacement; but, they are not only contributing the \$25,000 that is in the budget, they have also contributed \$6,000 by giving a dollar from every ticket sold at the athletic events held at the field. By the end of this year, the Board will have contributed well over \$30,000 to the replacement fund. She felt that they have the responsibility to maintain their facilities, even those facilities that they did not ask for. She wondered what the responsibilities were of the Turf Committee to fund the replacement. In this budget, the Board has stepped up, and she felt that they should, but she wondered when their partners in this endeavor will step up.

Mrs. Lombardi noted that this has been a subject with a great deal of passion. She pointed out that they know right now that the Town and Board of Education is sharing maintenance on this field. They know that all of their teams, whether they are town teams or high school teams, and hundreds of children are playing on this field. They know that they are in their first year of operating this field. They know that, as a Board, they did not want a penny to come out of their operating budget when they discussed this. However, after the installation was approved by the Town Council, an Advisory Board was formed and directed by the Town Council. It was directed to do three things: 1) to monitor field usage; 2) to control costs; and 3) to generate revenue. She noted that they monitored field usage with the high school teams using

the field as well as other teams in town. She noted that the Town Council said that the Board was to control the costs, and from the Board of Education perspective they have incurred approximately \$330 in costs. However, when it comes to generating revenue there has only been around \$7,000 that has been generated out of a \$50,000 estimate per year. She asked if the Board would be in a different place if they generated the revenue and did aggressive fundraising and had a financial plan that went after fundraising as the focus area chartered by the Town Council. She believed that they would, with goals and accountability for that fundraising. She would be willing to go forward with the \$25,000 for one year and give the task to the Town Council to direct this Advisory Committee to raise the \$25,000. For her, it would not be a recurring line item, but a revisit line item. She added that the people who are serving on this Advisory Committee are volunteers, and their intent is to do the best thing for this town and for the children. She felt that they needed to re-direct their efforts towards fundraising.

Mr. Oshana added that they were asking the Town for \$25,000 to come from the taxpayers to the Board budget that they are going to send back to the Town. He did not know why they don't leave it with the Town and have them do it and for the Board to use their budget to pay for education activities. He noted that it goes to the concept that it is coming out of the taxpayers' pocket whether it is the Board of Education's budget or the Town's budget. He was in favor of removing the \$25,000 for Upkeep of Grounds.

***Consensus: To remove the \$25,000, Upkeep of Grounds, from the budget***

YES – Mr. Oshana	NO – Mr. Derynoski (leave it for one year)
Mrs. Carmody	Mrs. Queen
Mrs. Johnson	Mrs. Lombardi (for one year)
	Mrs. Notar-Francesco
	Mrs. Clark
	Mr. Goralski

Mr. Goralski pointed out that he serves on the Turf Advisory Committee and admitted that the committee has not met the charge of the PowerPoint presentation that people keep talking about. He supported the \$25,000, and he would like to see fundraising, non-taxpayers dollars, stepped up. Mrs. Queen reiterated that this committee was a committee of volunteers so, if the charge was going to be to raise funds, they may need to spend funds to raise funds. She did not expect the five people who are on that committee to raise the money on their own and that the charge of the committee should be expanded.

Mrs. Clark requested to add a new line item "New Musical Equipment" in the amount of \$10,000. Mrs. DiNello stated that she could put a placeholder for a line item account 44200. Mrs. Clark felt that, if they have a line item for athletics, they should have a line item for musicians. Mrs. Johnson added that this was also a curricular item, not extracurricular, at the high school. Mrs. DiNello suggested that this be a system-wide account under the direction of Mr. Shaw for Grades K-12.

Mr. Derynoski stated that over the years they relied on the Band Backers to raise funds to supply some of the equipment. He agreed that it was a curricular issue and they need to support it because that is the Board's responsibility. The longer that they hold back doing this, they will end up in the same situation that they were a few years back to catch up to where they need to be.

**Consensus:** *To add a line item #44200 as a district-wide account in the amount of \$10,000 for New Musical Equipment*  
YES – Mrs. Johnson, Mrs. Clark, Mrs. Carmody, Mrs. Notar-Francesco, Mrs. Lombardi, Mrs. Queen, Mr. Derynoski, Mr. Oshana, Mr. Goralski

Mrs. Carmody asked for a consensus on removing the Special Education Coordinator. She would prefer to wait to see the restructuring with what they have before she would support this and then revisit it next year. Mr. Goralski stated that he would rather throw support more to teachers than administrators and that restructuring would be a better approach before they add another administrator.

**Consensus:** *To remove the Special Education Coordinator position*  
YES – Mrs. Carmody, Mrs. Notar-Francesco, Mrs. Lombardi, Mrs. Queen, Mr. Derynoski, Mr. Oshana, Mrs. Johnson, Mrs. Clark, Mr. Goralski

Mr. Goralski noted that would be a removal of \$113,640 from the budget.

Mrs. Notar-Francesco had questions regarding the Board Certified Assistant Behavior Analyst (BCaBA). She believed that there were a total of 31 students who were Southington Public Schools (SPS) owned in the ABA population and that the BCBA supports 24 of those students with K-12 receiving consultation throughout the district. It was her understanding that, when that program was brought in under the SPS last year, the program was going to support the entry-level students coming in Pre-Kindergarten or Kindergarten. She thought that it appears that they have now expanded the responsibilities of the BCBA. Dr. Murdica explained that last year, when they met with families around this big change, the challenge that they faced was to move forward with continuing with relationships with families and CREC and taking ownership of this program for their own staff. In that process, there was a particular group of students that received direct services from the BCBA from CREC, and they also had a CREC therapist assigned to them. In addition to those students, across the district K-12, there are also students who were being seen by CREC, but did not have a CREC therapist. In the commitment that they made with the families that had the direct service, which means they were being overseen by the CREC BCBA and they had a CREC-trained one-to-one therapist assigned that those students were the ones who would remain with CREC and any new students coming in to the Preschool would be part of the SPS program, and we would absorb any of the other families that were receiving consult services that did not have the direct service with an ABA Therapist from CREC assigned to them across the district. Nothing changes in their commitment or proposal it was just that there was a number of other students across the district, which has grown. Anytime there is a growth, the Southington Public Schools are picking it up. Officially, there are 31 students for which our BCBA has oversight. Five of them are in Preschool; two are in a self-contained program and these would be the CREC direct service students who have an assigned ABA-trained therapist with them and have oversight with our BCBA. There are still services for seven students across the district that remains with the CREC BCBA. Dr. Murdica stated that nothing has changed.

Mr. Goralski asked Dr. Murdica why they are not adding a teacher and adding this position instead. Dr. Murdica replied that they knew the numbers were bordering on potentially being difficult to manage, but they thought that they would be able to manage for the first year. The thought was that they would need an additional higher-trained staff member than just a

therapist to be able to teach the child, as opposed to providing support for the child. As they continue to grow their program, they thought that for the same cost there was another type of position that aligned to the model that CREC had that would be a more appropriate position to have because that person has a different skillset than a special education teacher has. Mrs. Smith added that now that they have had one year of experience with the BCBA, the rationale may change. At the conclusion of the half-year point, it is very clear that the BCBA that they hired, who is doing a great job, is not able to be as accessible on a call basis to the principals, schools, and students who are surfacing. With a BCaBA, that would be possible. Mr. Goralski asked what the odds were that they would find a BCaBA who has a special education certification. Dr. Murdica replied that it was a definite possibility. She added that it would be the absolute best-case scenario.

Mrs. Notar-Francesco requested a consensus on removing the BCaBA position and revisiting it again next year.

**Consensus: To remove the BCaBA position**

YES – Mrs. Notar-Francesco  
Mrs. Carmody  
Mrs. Lombardi

NO – Mrs. Queen  
Mr. Oshana  
Mrs. Johnson  
Mrs. Clark  
Mr. Derynoski  
Mr. Goralski

Mr. Goralski stated that the BCaBA position would remain in the budget.

Dr. Erardi pointed out that the present percentage increase after the consensus just taken is 3.37% with the work the Board has done so far this evening. Mrs. DiNello added that the starting point tonight, after the two adjustments the Board received earlier for the magnet school tuition and the equipment adjustment, was \$87,271,474. After tonight’s consensus, there was a reduction of \$199,469, bringing them to a current budget amount of \$87,072,005, which is a 3.37% increase.

Mrs. Lombardi asked if the \$87,271,474 included the grant funding. Mrs. DiNello replied that the 3.37% does include the increase in the budget for the increased grant-funding that will be recorded on the Town revenue side, but funding additional expenses within our budget. Mrs. Lombardi noted that the grant funding is not revenue that the taxpayers would be responsible for, and she would assume the percentage increase is down to 3.20%. Mrs. DiNello replied that was correct. Mrs. Lombardi summarized that the 3.20% would really be the impact to the taxpayers.

Mrs. DiNello stated that the grant amount was for \$142,706.

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

**“Move to approve the Board of Education budget for the 2014-2015 school year at \$87,072,005.”**

Mrs. Johnson would like to note that, based on the grants they would be receiving, that amount is actually a 3.20% increase. Mr. Goralski acknowledged that he would include that information in his cover letter to the other Boards and elected officials.

Mr. Goralski thought that it was powerful when this Board works together as a team and he is very proud of the work that they have done together as a team. He appreciated the work of the administration and he hoped that they understand that the Board's decisions are in no way a reflection on their work.

**ROLL CALL VOTE:** YES – Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco, Mr. Oshana, Mrs. Queen, Mrs. Carmody, Mrs. Clark, Mr. Goralski. **Motion carried unanimously.**

**d. Acceptance of Superintendent's Resignation ~ Dr. Joseph V. Erardi, Jr.**

**MOTION:** by Mrs. Carmody, seconded by Mr. Oshana:

**“Move to accept the resignation of Dr. Joseph V. Erardi, Jr., Superintendent of Schools, with April 11, 2014 as his last day.”**

**Motion carried unanimously by voice vote.**

Mr. Goralski stated that regrettably it was a unanimous acceptance.

Mr. Goralski stated that the Board was privileged this evening to have Mrs. Karen Smith as part of the discussion in Executive Session and the Board has asked her to consider serving as the Interim Superintendent on April 11, 2014. He noted that to the Board's great pleasure she graciously accepted, and between now and April 11 they will work through the details of that. He wanted the Southington community to know that they are confident that she will continue to guide the school system. With her leadership, direction, and teamwork with the Board of Education they are confident they will continue to do things that right way. He thanked Mrs. Smith for accepting the offer and look forward to planning the transition with Dr. Erardi. Mrs. Smith thanked the Board and stated that it was an honor.

**11. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 9:30 p.m.

Respectfully submitted,  
*Linda Blanchard*  
Recording Secretary

## Veterans Committee Mission Statement

*Lest they forget.*

We, the Southington Public Schools,  
join together with our community, veterans, and others  
to raise awareness that there is a cost to freedom,  
that there have been and are those who have paid, are paying, and will pay that  
cost  
while wearing the uniform of our armed services  
in war and in peace,  
in visibility and anonymity.  
These men and women deserve America's recognition, gratitude, and honor.

Herein lies our cause:

Neither their selfless sacrifices  
nor the impact they will continue to have on our lives and nation  
must ever be forgotten.

Therefore, we commit ourselves:

To inform and teach students in the schools of Southington the necessary and  
important role of military veterans in the preservation of the Constitution of the  
United States of America;  
To preserve the individual memories and collective history of our veterans; and  
To foster a sense of individual obligation to the community, state, and nation.



**SOUTHINGTON BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT  
SPECIAL MEETING OF THE BOARD OF EDUCATION  
January 30, 2014**

A Special Meeting of the Board of Education was held on Thursday, January 30, 2014 at 6:00 p.m. in Conference Room #2 of the Southington Municipal Center, 200 North Main Street, Southington, Connecticut.

**Board Members Present:** Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi (*arrived at 6:13 p.m.*), Mrs. Jill Notar-Francesco, Mr. Zaya Oshana, Mrs. Patricia Queen, and Mr. Brian Goralski.

**1. CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:06 p.m.

**2. SEARCH FIRM INTERVIEWS ~ EXECUTIVE SESSION ANTICIPATED**

**MOTION:** by Mr. Derynoski, seconded by Mrs. Clark:

**“Move that the Board go into Executive Session, excluding the public and the press for the purpose of search firm interviews and, upon conclusion, reconvene to public session.”**

**Motion carried unanimously by voice vote.**

*The Board went into Executive Session at 6:06 p.m.*

*At 9:10 p.m., Mr. Goralski declared the end of Executive Session. The Board went into public session at 9:10 p.m.*

**3. PROPOSED SEARCH FIRM APPOINTMENT ~ If Appropriate**

No action taken by the Board.

**4. ADJOURNMENT**

**MOTION:** by Mr. Derynoski, seconded by Mrs. Clark:

**“Move that the Special Meeting of the Board of Education be adjourned.”**

**Motion carried unanimously by voice vote.**

*The Special Meeting of the Board of Education adjourned at 9:10 p.m.*

Respectfully submitted,



Jill Notar-Francesco, Secretary  
Southington Board of Education

**SOUTHINGTON BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT  
SPECIAL MEETING OF THE BOARD OF EDUCATION  
February 1, 2014**

A Special Meeting of the Board of Education was held on Saturday, February 1, 2014 at 8:00 a.m. in the Technology Conference Room of the Public Assembly Room of the Southington Municipal Center, 200 North Main Street, Southington, Connecticut.

**Board Members Present:** Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana, Mrs. Patricia Queen, and Mr. Brian Goralski.

**Administration Present:** Dr. Joseph Erardi, Superintendent of Schools, and Mrs. Karen Smith, Assistant Superintendent of Schools. *Both Dr. Erardi and Mrs. Smith left the meeting at 10:00 a.m.*

**CALL TO ORDER:**

Mr. Brian Goralski, Chairperson, called the meeting to order at 8:00 a.m.

During the public session the Board discussed the following:

**BOARD OF EDUCATION SELF-EVALUATION: PUBLIC MEETING PROTOCOL  
REDISTRICTING TO BALANCE MIDDLE SCHOOL POPULATION  
MAGNET SCHOOL ~ CONCEPT AND TIMELINE**

**SUPERINTENDENT SEARCH ~ SOUTHINGTON PUBLIC SCHOOLS**

**MOTION:** by Mr. Derynoski, seconded by Mrs. Johnson:

**“Move that the Board go into Executive Session, excluding the public and the press for the purpose of the superintendent search and, upon conclusion, reconvene to public session.”**

**Motion carried unanimously by voice vote.**

*The Board went into Executive Session at 10:05 a.m.*

*At 11:35 a.m. Mr. Goralski declared the end of Executive Session. The Board went into public session at 11:35 p.m.*

**MOTION:** by Mr. Oshana, seconded by Mrs. Clark:

**“Move that the Board officially name the Board of Education as the Superintendent Search Committee and a Committee of the Whole.”**

**Motion carried unanimously by voice vote.**

**MOTION:** by Mr. Derynoski, seconded by Mrs. Queen:

**“Move to hire George Goens and Mary Broderick to serve as the search consultants for the superintendent search. The Board will negotiate the terms of their contract during the first meeting with them.”**

**ROLL CALL VOTE: YES ~ Mr. Oshana, Mr. Derynoski, Mrs. Queen, Mrs. Johnson, Mrs. Clark, Mrs. Lombardi, Mrs. Carmody, Mrs. Notar-Francesco, and Mr. Goralski.**

**Motion carried unanimously.**

**ADJOURNMENT:**

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

**“Move that the Special Meeting of the Board of Education be adjourned.”**

**Motion carried unanimously by voice vote.**

*The Special Meeting of the Board of Education adjourned at 11:40 a.m.*

Respectfully submitted,



Jill Notar-Francesco, Secretary  
Southington Board of Education

**SOUTHINGTON BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT  
SPECIAL MEETING OF THE BOARD OF EDUCATION  
February 6, 2014**

A Special Meeting of the Board of Education was held on Thursday, February 6, 2014 at 6:15 p.m. in Conference Room #2 of the Southington Municipal Center, 200 North Main Street, Southington, Connecticut.

**Board Members Present:** Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi (*arrived 6:35 p.m.*), Mr. Zaya Oshana, Mrs. Patricia Queen, and Mr. Brian Goralski.

**Board Member Absent:** Mrs. Jill Notar-Francesco.

**Others Present:** Mary Broderick, Ed.D., and George Goens, Ph.D., Search Consultants.

**1. CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:20 p.m.

**2. GENERAL PLANNING WITH SEARCH CONSULTANTS ~ EXECUTIVE SESSION ANTICIPATED**

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

**“Move that the Board go into Executive Session, excluding the public and the press for the purpose of general planning for the superintendent search and, upon conclusion, reconvene to public session.”**

**Motion carried unanimously by voice vote.**

*The Board went into Executive Session at 6:21 p.m. At 8:45 p.m., Mr. Goralski declared the end of Executive Session. The Board returned to public session at 8:45 p.m.*

**3. ADJOURNMENT**

**MOTION:** by Mr. Derynoski, seconded by Mrs. Johnson:

**“Move that the Special Meeting of the Board of Education be adjourned.”**

**Motion carried unanimously by voice vote.**

*The Special Meeting of the Board of Education adjourned at 8:45 p.m.*

Respectfully submitted,



Brian Goralski, Chairperson  
Southington Board of Education

**SOUTHINGTON BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**January 27, 2014**

A Special Meeting of the Board of Education was held on Monday, January 27, 2014 at 6:00 p.m. in Conference Room #2 of the Southington Municipal Center, 200 North Main Street, Southington, Connecticut.

**Board Members Present:** Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana, and Mr. Brian Goralski.

**Board Members Absent:** Mrs. Terry Lombardi and Mrs. Patricia Queen.

**1. CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:02 p.m.

**2. SEARCH FIRM INTERVIEW ~ EXECUTIVE SESSION ANTICIPATED**

**MOTION:** by Mr. Derynoski, seconded by Mrs. Clark:

**“Move that the Board go into Executive Session, excluding the public and the press for the purpose of superintendent search firm interviews and, upon conclusion, reconvene to public session.”**

**Motion carried unanimously by voice vote.**

*The Board went into Executive Session at 6:02 p.m.*

*At 7:01 p.m., Mr. Goralski declared the end of Executive Session. The Board returned to public session at 7:01 p.m.*

**3. ADJOURNMENT**

**MOTION:** by Mr. Derynoski, seconded by Mrs. Clark:

**“Move that the Special Meeting of the Board of Education be adjourned.”**

**Motion carried unanimously by voice vote.**

*The Special Meeting of the Board of Education adjourned at 7:02 p.m.*

Respectfully submitted,



Jill Notar-Francesco, Secretary  
Southington Board of Education

## **Board Report: Administration**

**February 20, 2014**



- 1. Middlesex Community College Enrichment Partnership**  
**Grade Six: JFK / JAD – March Launch – Meriden Campus**
  - a. World Economics or Using the NY Times for Critical Reading and Thinking
  - b. Creating Animation and Video Games in “Scratch”
  - c. Introduction to Video Production
  - d. Make Your Own Website
  
- 2. End-of-the-Year School Calendar**
  - a. Projected Last Day of School – Thursday, June 19<sup>th</sup> (7 Days /Weather)
  
- 3. Virtual STEM University / SEF Partnership**
  
- 4. STEPS Community Forum – Tuesday, March 4<sup>th</sup>**
  
- 5. SPS Spelling Bee – Thursday, March 20<sup>th</sup> - 7:00 PM – Thalberg Elementary School**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date February 20, 2014

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 2013 – 2014.

**Background:** The attached report lists personnel activity from January 1, 2014 through January 31, 2014.

**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 Personnel Report be approved as submitted.

*Kimberly D. Heent*

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

*Joseph V. Emond*

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

**Titles of Attachments:**

1. Personnel Report

Agenda – February 2014

**PERSONNEL ACTIVITY REPORT**  
**FOR: February 2014**

**APPOINTMENTS**

**Certified**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>FTE If Less Than 1.0</b>	<b>Effective Date</b>	<b>Highest Degree</b>	<b>University / School</b>	<b>Salary</b>
Brown, Robert	Social Studies Teacher	SHS		Rescindment of Retirement	6 <sup>th</sup> Yr + 30	Southern CT State University	\$89,635.00
Zipadelli, Kristina	Language Arts Teacher	JFK		January 27, 2014	MA	University of New Haven	\$46,750.00 prorated
Saucier, Brittany	Interim Business Teacher	SHS	.60	January 28, 2014	MA	Sacred Heart University	\$46,750.00 prorated
Adams, Sarah	Social Studies Teacher	SHS		February 3, 2014	BA	Central CT State University	\$43,200.00 prorated

**Classified**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Hours Per Week</b>	<b>Effective Date</b>	<b>Salary / Hourly Rate</b>
Nardi, Nancy	Interim Technology Assistant	District	19.50	To be determined	\$13.00
Padden, Linda	Interim Special Education Paraprofessional	JFK	19.50	January 27, 2014	\$10.50
Missal, Brande	Interim Library Paraprofessional	DES	15.75	January 30, 2014	\$10.50
Pylko, Mairead	Interim Special Education Paraprofessional	JFK	19.50	January 31, 2014	\$10.50

## RESIGNATIONS

### Certified

Name	Position	School	Effective Date	Years of Service	Retire
Knight, Paula	Kindergarten Teacher	Hatton	July 1, 2014	36 years	Yes
DiDomenico, Elizabeth	Music Teacher	DES	January 29, 2014	6 years	No

### Classified

Name	Position	School	Effective Date	Years of Service	Retire
Roy, Wendi	Full-Time Special Education Paraprofessional	Hatton	January 9, 2014	4 ½ years	No
Cardona, Edielynn	Part-Time Special Education Paraprofessional	JFK	January 18, 2014	4 months	No
O'Leary, Sean	Part-Time Special Education Paraprofessional	JFK	February 1, 2014	5 months	No
Lamb, Beth	Full-Time Special Education Paraprofessional	JAD	February 5, 2014	3 years	No

## TRANSFERS

### Certified

Name	From Position	From School	To Position	To School	Effective Date
No certified transfers in the month of January					

### Classified

Name	From Position	From School	To Position	To School	Effective Date
Dragon, Michael	Swing Shift Custodian	SHS	Evening Custodian	Thalberg	February 10, 2014
Stafko, Karen	10.0 hour/week Clerk	Hatton	15.0 hour/week Clerk	JAD	February 10, 2014
Emery, James	Evening Custodian	DES	Swing Shift Custodian	SHS	February 10, 2014

## UNPAID LEAVES OF ABSENCE

Name	Position	School	Start Date	End Date	Reason
Yanosy, Alexis	World Language Teacher	SHS	June 12, 2014	July 1, 2014	personal

## COACHING / STIPENDS

### Appointments

Name	To Position	School	Effective Date	Stipend
Maddalena, Marguerite	Unified Sports Site Coordinator / Winter Basketball / Bowling	SHS	January 21, 2014	\$700.00
Maddalena, Marguerite	Unified Sports Site Coordinator / Spring Track / Field / Golf	SHS	January 21, 2014	\$700.00
Maddalena, Marguerite	Unified Sports Site Coordinator / Unified CIAC	SHS	January 21, 2014	\$700.00

### Resignations

Name	From Position	School	Effective Date
Penta, Salvatore	Head Coach, Girls Soccer	SHS	January 7, 2014
Niro, Richard	Head Coach, Cross Country	SHS	January 7, 2014
Shea, Matthew	Assistant Coach, Boys Outdoor Track	SHS	January 7, 2014
Beaupre, Edward	Head Coach, Softball	JAD	January 7, 2014
Pryzbek, Nathaniel	Assistant Coach, Football	SHS	January 27, 2014
Allenback, Heather	Assistant Department Chair, Social Studies	SHS	June 30, 2014



# SOUTHINGTON PUBLIC SCHOOLS

## Southington, Connecticut Curriculum and Instruction Committee Meeting February 10, 2014

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 9:00 a.m.

**Members Present:** Mrs. Terri Carmody, Mrs. Patricia Johnson, Mrs. Jill Notar-Francesco, Mrs. Patricia Queen.

**Present from the administration and faculty:** Mrs. Karen Smith, Assistant Superintendent of Schools; Ms. Sally Kamerbeek, Principal, Hatton Elementary School; Mrs. Sandy Kujawski, Special Education Coordinator; Ms. Allison Gadbois, Board Certified Behavior Analyst, Hatton Elementary School.

### **ABA Program Review**

Allison Gadbois presented an overview of the existing ABA program at Hatton Elementary School in the preschool classes. Following the presentation, the committee toured the program where they were able to observe children in preschool who receive Applied Behavioral Analysis instruction from trained therapists. Data was shared that indicates good growth for all students who are receiving this intervention.

CREC staff continues to provide ABA support to students at Hatton School, as well as within other district schools. The Southington Public School ABA program, while primarily focused on Hatton's preschool programming, is also a district resource for students and staff who require consultation and/or services.

An external evaluation and review of the Southington based ABA program will be conducted this spring and results will be shared with the Curriculum and Instruction Committee.

The next meeting of the Curriculum and Instruction Committee is scheduled for Tuesday, March 11, 2014 and the agenda will include:

- Teacher Evaluation and Support Plan Update
- World Language at SHS

### **Motion:**

By Mrs. Johnson, seconded by Mrs. Notar-Francesco

"Move that the Curriculum and Instruction Committee meeting be adjourned."

***Motion carried unanimously by voice vote.***

The meeting was adjourned at 10:30 a.m.

Respectfully Submitted,

Karen L. Smith

Assistant Superintendent for Instruction and Learning

JOSEPH V. ERARDI, JR., Ed.D.  
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION AND LEARNING

### **BOARD OF EDUCATION**

BRIAN S. GORALSKI  
BOARD CHAIRPERSON

TERRI C. CARMODY  
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ZAYA G. OSHANA

PATRICIA A. QUEEN

200 NORTH MAIN STREET  
SOUTHINGTON, CT  
06489

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OFFICE TELEPHONE  
(860) 628-3202

FAX  
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# SOUTHINGTON PUBLIC SCHOOLS

## Southington, Connecticut Policy and Personnel Committee Meeting February 10, 2014

Committee chairperson, Mrs. Colleen Clark, called the Policy and Personnel Committee meeting to order at 5:00 p.m.

Committee Members Present: Mrs. Colleen Clark, Mrs. Patricia Johnson, Mrs. Patricia Queen.

Committee Members Absent: Mr. Zaya Oshana.

Administration Present: Mrs. Karen Smith, Assistant Superintendent of Schools; Dr. Perri Murdica, Director of Pupil Services; Mrs. Kim Hunt, Personnel Manager.

**JOSEPH V. ERARDI, JR., Ed.D.**  
SUPERINTENDENT OF SCHOOLS

**KAREN L. SMITH**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION AND LEARNING

### BOARD OF EDUCATION

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PATRICIA P. JOHNSON

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

### Job Description ~ Superintendent of Schools

Members of the Policy and Personnel Committee reviewed and revised the current job description for the Superintendent of Schools. The revised, draft job description will be presented to the full Board at the regular meeting on February 20, 2014. The goal is to have a newly adopted job description that can be used for the posting of the Superintendent of Schools vacancy notice. The committee will continue working on revising the job description for the assistant superintendent at a future committee meeting.

### Job Description ~ Lead ABA Therapist

The committee reviewed the job description for the Lead Applied Behavior Analysis (ABA) Therapist. Dr. Murdica explained that this position is currently part of the CREC contract. The goal is to have the ABA therapist become an employee of the Board of Education resulting in cost savings to the district. The committee will reconvene to further discuss this position and associated job description.

The next meeting of the Policy and Personnel Committee will be held on Tuesday, March 18, 2014 and the agenda will include:

- Job Description – Lead ABA Therapist
- Review of Attendance Policy and Regulation #5112 and #5113
- Other

### Motion:

By Mrs. Queen, seconded by Mrs. Johnson

“Move that the Policy and Personnel Committee meeting be adjourned.”

*Motion carried unanimously by voice vote.*

The meeting was adjourned at 6:20 p.m.

Respectfully Submitted,

Karen L. Smith  
Assistant Superintendent for Instruction and Learning

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**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date February 20, 2014

Decision Requested \_\_\_\_\_ Agenda Code 9 a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Town Government Communications

**Summary of Issue:** Communications (when applicable) will be discussed.

**Background:** N/A

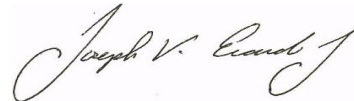
**Alternative Strategies:** N/A

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

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

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

**Recommendation or Comment:** N/A



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

BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT

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

Board Meeting Date \_\_\_\_\_ February 20, 2014 \_\_\_\_\_

Decision Requested \_\_\_\_\_

Agenda Code \_\_\_\_\_ 9 b. \_\_\_\_\_

**AGENDA REPORTING FORM**

**Agenda Topic:** \_\_\_\_\_ **Construction Update** \_\_\_\_\_

**Summary of Issue:** \_\_\_\_\_ Phase II Construction and Renovation/Expansion of buildings are listed below with their  
current status. \_\_\_\_\_

**Phase II Construction Projects:** \_\_\_\_\_

**South End Elementary School - New Construction:** \_\_\_\_\_

**Plantsville Elementary School – Renovation/Expansion:** \_\_\_\_\_

The State Construction Support Services Unit continues to review final change orders with Newfield Construction. \_\_\_\_\_

**Kennedy & DePaolo Middle School - Renovation/Expansion:** \_\_\_\_\_

Interior work continues on the classroom and media center additions. Schedules are being developed for the  
moving of staff and students into the additions in mid-April. \_\_\_\_\_

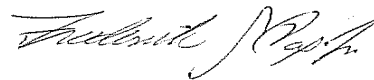
**Background:** \_\_\_\_\_ At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a  
permanent agenda report for school construction projects. \_\_\_\_\_

**Cost (if applicable):** \_\_\_\_\_ \$15,825,000 – Plantsville \_\_\_\_\_ \$16,860,000 – South End \_\_\_\_\_ \$89,725,000 – Middle Schools \_\_\_\_\_

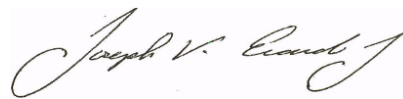
**Funding Source:** \_\_\_\_\_ State & Local \_\_\_\_\_

**Beginning Date of Program/Project:** \_\_\_\_\_ Varied \_\_\_\_\_ **Ending Date of Program or Project:** \_\_\_\_\_ Varied \_\_\_\_\_

**Recommendation or Comment:** \_\_\_\_\_



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



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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date February 20, 2014

Decision Requested \_\_\_\_\_

Agenda Code 9 c

**AGENDA REPORTING FORM**

**Agenda Topic:** Administrator Evaluation Plan Update

**Summary of Issue:** The State Department of Education developed a model for the evaluation and development of administrators in Connecticut. SEED is Connecticut's System for Educator Evaluation and Development and it's based on the Connecticut Guidelines for Educator Evaluation that was developed by a diverse group of educators in June 2012 and on best practice research from around the country. All districts are responsible for implementing a new educator evaluation system in the 2013-14 school year.

**Background:** As of July 2013, all Connecticut School Districts are required to have an evaluation plan in place that meets the State of Connecticut guidelines.

**Alternative Strategies:** \_\_\_\_\_

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

**Funding Source:** N/A

**Beginning Date of Program or Project:** \_\_\_\_\_

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

**Recommendation or Comment:** N/A

**Titles of Attachments:**

1. \_\_\_\_\_
2. \_\_\_\_\_

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

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



**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date February 20, 2014

Decision Requested X

Agenda Code 10 a

**AGENDA REPORTING FORM**

**Agenda Topic: Out of State:** Overnight/Out of State Field Trip Approvals

**Summary of Issue:** The Board of Education must give approval to field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented with this packet are the following field trips:

- **SHS Key Club** to Springfield Marriott, Springfield, MA ~ New England Key Club Convention ~ April 4-6, 2014
- **SHS Agriculture & Science students** to Louisville, KY ~ National FFA Convention ~ October 28-November 2, 2014

**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 approves the attached field trips for SHS Key Club to the New England Key Club Convention in Massachusetts and the SHS Agriculture and Science students to the National FFA Convention in Kentucky.

Titles of Attachments:

1. Field Trip Applications

  
Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools

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

Submit to Assistant Superintendent

Date: January 8, 2014

Out of State: Yes  No

Overnight: Yes  No

Miles Round Trip: 100

Southington High School Key Club April 4-6, 2014  
School Class/Group Date of Trip

Name and Address of Destination Springfield Marriott Hotel ~ Boland Way, Springfield, MA

This is the New England Key Club Convention. Students attend to more fully understand Key Club and its role in the community. There are full day workshops Saturday for incoming officers and those interested in a greater role in their school Key Club. Friday night includes welcome speeches and Keynote speakers. Saturday night culminates with award presentations. SHS Key Club has won many awards and are proud of student accomplishments.

Reasons for Field Trip awards and are proud of student accomplishments.

Itinerary (attach if needed) Attached

Departure Date/Time April 4, 2014 at 1:00 p.m. Return Date/Time April 6, 2014 at 1:00 p.m.

# of Students 20 Max. # of Teacher/Chaperones 1 per 10 # of Buses 1

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

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

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

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

\*\*\*\*\*

**COST AND FINANCING**

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
<b>TOTAL Anticipated Cost of Trip</b>	<b><u>\$3,200</u></b>	<u>Southington Kiwanis pays for the bus; students pay for their meals/lodging. Kiwanis &amp; SHS Cares have contributed in the past for students in need.</u>
Board of Education Contribution	<u>\$N/A</u>	
Other	<u>\$N/A</u>	
Fundraising Activity	<u>(\$N/A)</u>	
<b>BALANCE</b>	<b><u>\$3,200</u></b>	
<b>Student Contribution</b>		
Transportation	<u>\$0</u>	<u>20 Students @ \$0.00</u>
Entrance Fees, Room & Board	<u>\$3,200</u>	<u>20 Students @ \$160</u>
<b>TOTAL Cost of Trip to Each Student</b>	<b><u>\$160.00</u></b>	<u>Approximate costs.</u>

**SIGNATURES**

Teacher Petra Johnson & Elizabeth Hosmer (signatures on original) Date 1/9/14

Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

Principal Dr. Martin Semmel (signature on original) Date 1/9/14

Comments \_\_\_\_\_

Assistant Superintendent Karen L. Smith Date 2/10/14 Approved   
Not Approved

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

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

*Submit to Assistant Superintendent*

Date: September 13, 2013

Out of State: Yes  No

Overnight: Yes  No

Miles Round Trip: 850

Southington High School                      Agriculture Science                      October 28 - November 2, 2014  
School    Class/Group    Date of Trip

Name and Address of Destination National FFA Convention, Louisville, Kentucky

Reasons for Field Trip National FFA competition, a college and career show is part of the convention.

Itinerary (attach if needed) Tues & Sun, Travel Days; Wed-Sat include competitions, tours, workshops, and career show. The Southington group will be staying with the Connecticut delegation.

Departure Date/Time 10/28/14, Time TBD                      Return Date/Time 11/2/14, Time TBD

# of Students 5                      # of Teacher/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 \_\_\_\_\_

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>
<b>TOTAL Anticipated Cost of Trip</b>	<u>\$3,750</u>	_____
Board of Education Contribution	<u>\$</u>	_____
Other	<u>(\$1,000)</u>	AgSci Field Trip Account
Fundraising Activity	<u>(\$1,000)</u>	Anticipated amount when fundraising is complete
<b>BALANCE</b>	<u>\$1,750</u>	_____
<b>Student Contribution</b>		
Transportation	<u>\$1,500</u>	5 Students @ \$300
Entrance Fees, Room & Board	<u>\$250</u>	5 Students @ \$50
<b>TOTAL Cost of Trip to Each Student</b>	<u>\$350</u>	_____

**SIGNATURES**

Teacher Victoria Christian (signature on original)                      Date 9/13/13

Dept. Head Marion Stannard (signature on original)                      Date 9/13/13

Principal Dr. Martin Semmel (signature on original)                      Date 9/13/13

Comments \_\_\_\_\_

Assistant Superintendent Karen L. Smith                      Date 2/10/14                      Approved   
Not Approved

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

New England and Bermuda District

of

Key Clubs

Educational Conference

*Marriott Hotel*

*Springfield, MA*

*April 4, 5, and 6, 2014*

## *Annual Educational Conference Call*

**Dear Key Clubbers and Advisors:**

The 64<sup>th</sup> Annual New England and Bermuda District Key Clubs Educational Conference will convene in the Marriott Hotel, Springfield, MA on Friday night, all day Saturday, and Sunday morning, April 4, 5, and 6, 2014. Additional hotel accommodations will be provided within a reasonable distance of the main hotels. This is your District Conference Envelope. In it you will find all the materials necessary for attending the conference and participating in the various District contests.

**Your Key Club Representatives at this conference:**

Every Key Club in the New England and Bermuda District should have a minimum of TWO people present at this conference. You are invited to send as many of your Key Clubbers as possible. Enclosed in this envelope are registration information and contest forms. Please see that your members register for the conference on or before **February 21, 2014**.

**Conference Registration Form:**

Every Key Clubber and Adult must register using the registration forms found online at <http://nedkeyclub.homestead.com>, completing all required information. Registration fee for Key Clubbers is \$155 per person and adult registration is \$185 per person. Please make check payable to

### **New England District of Key Clubs**

and mail with a printed copy of the registration pages to the following address by **February 21, 2014**:

Mr. Timothy Daly	781-335-4077
Financial Counselor	<a href="mailto:tdkiwanis@comcast.net">tdkiwanis@comcast.net</a>
New England and Bermuda District of Key Clubs	
281 Broad Street	
Weymouth, MA 02188	

All candidates for any District office must be in attendance at the District Conference. All candidates are requested to register their candidacy with me by **February 21, 2014**.

The Conference registration deadline is **February 21, 2014**. Registrations postmarked after this date will be accepted based on availability. ***Absolutely no late registrations will be accepted at the Conference door on Friday without prior approval of Mr. Timothy Daly.***

Transportation to and from the Conference is the responsibility of the individual Key Clubber.

All entry forms for Conference awards must be mailed by the date indicated in the Conference Awards and Instruction packet which is enclosed. If necessary, some contest entry forms may be accepted in the Conference Office no later than 10:00 PM on Friday, April 4, 2014.

We sincerely hope to see you at our District Key Club Conference. It promises to be a great affair.

Miranda Roberts, Governor  
New England and Bermuda District of Key Clubs  
1834 Hammond St  
Hermon, ME 04401

## *Conference Rules*

The New England and Bermuda District of Key Clubs Board of Trustees, the Sergeant-at-Arms Committee, and the adult advisors urge every Key Clubber and visitor to enjoy the conference fully.

All Key Clubbers will be expected to conduct themselves in a manner which will be a credit to the Key Club organization.

The following regulations have been adopted to insure the comfort and pleasure of everyone in the hotel.

1. All Key Clubbers must be accompanied by a responsible adult advisor. Any Key Clubbers not accompanied by an advisor will be refunded the conference registration fee and sent home.
2. No intoxicants or drugs of any nature (including alcohol) will be permitted in the possession of anyone attending the conference. This rule will be strictly enforced.
3. Under no circumstances and at no time will male Key Clubbers be permitted in female Key Clubber rooms, or females in male rooms, (Key Clubbers or otherwise). This rule will be strictly enforced.
4. A retiring hour of 12:00 AM (midnight) will be observed and enforced. Key Clubbers are expected to be in their own rooms at this retiring hour, and they are expected to remain there. Unnecessary noises at any hour are prohibited.
5. Care shall be taken not to deface or destroy any property. Such things as water pistols, pillow fights, water fights, throwing objects from windows, the use of profanity or strong language are prohibited and will be dealt with promptly and effectively.
6. Every Key Clubber will be expected to attend all conference sessions and activities.
7. A coat, tie, shirt, and long pants are mandatory for male members, and a dress or pant suit for female members at all functions in the hotel. Neat dress is expected at all other times.

Infractions of the Conference Rules will be reported by the Sergeant-at-Arms committee to the District Board and Chairman and adult advisors. Appropriate action will be taken by them, if necessary, including the dismissal of any Key Clubber from the conference with notification to his/her parents, school authorities, and president of his/her sponsoring Kiwanis Club. Any Key Clubber caught violating any of the above rules will likewise cause his/her Key Club to forfeit any awards that it might have won; no member of his/her club will be eligible for District or International Office. If a Lieutenant Governor for his/her division has been elected from his/her club, he/she shall be automatically removed and a new Lieutenant Governor shall be elected from the other clubs of his/her division assembled at the conference.

Every Key Clubber shall respect the authority of the Sergeant-at-Arms Committee. This committee, under adult supervision, is authorized to confiscate any material, and this material will not be returned.

# New England and Bermuda District of Key Clubs

District Conference 2013 – 2014

## ANNUAL EDUCATIONAL CONFERENCE OVERVIEW

# SAVE THIS FORM FOR FUTURE INFORMATION

### BEFORE THE CONFERENCE

1. Send Mr. Daly registration forms BEFORE February 21, 2014.  
Indicate Males and Females on separate sheets with four (4) Key Club members per room.  
Identify adults as they will be roomed as doubles.
2. Identify delegates – they need to register as delegates as soon as they arrive at the Conference.
3. Decide who will participate in the District Contests. Follow directions and forward necessary forms to the appropriate people listed in the packet.
4. Make sure all students have completed medical forms and media consent forms – Collect these as they need to be turned in by the advisor upon registration, or mail to Mr. Daly with registration forms.
5. Candidates for District Office must request a “CANDIDATE PACKET” from the Governor in ample time to become familiar with the guidelines for running for office.

### UPON REGISTRATION

1. Adults will be given a packet and room keys as the rooms become available. Rooms are NOT available until after 3:00 PM. Sometimes the hotel will wait until giving us the keys until there is a large block of rooms available. Please plan accordingly.
2. Record room numbers for your students so the adult advisor knows the location for all members from the club. Sometimes rooms are not all on the same floor.
3. Turn in medical forms and media consent forms (if you have not mailed them ahead of time).
4. Students will need to take an inventory of their room—Advisors will need to sign these forms—students need to turn in these forms in person so they can receive Conference materials.
5. Have students review the conference program and “assign” or assist students so they are familiar with forums and sessions. They should try to attend sessions during all the time frames.
6. There is a food court available in Tower Square (attached mall) on the Second Floor as well as other restaurants – A list of restaurants will be available. Eat before General Sessions as these tend to run late.
7. There is a reception for Presidents – check for time and location in the Conference program.
8. There is a meeting for Candidates – check for time and location in the Conference program.
9. Delegates must register at the designated Key Club registration area on Floor 6 of the Marriott.

### GENERAL SESSION

1. All clubs must participate – introduction of Executive Officers, Lt. Governors, Administrators, etc.
2. Two (2) people nominate candidates for office – one offers the nomination, the second person seconds the nomination, and the person running accepts the nomination.
3. EVERYONE attends General Sessions so these are very crowded. Sometimes clubs are not able to sit as a group.

### CAUCUS

1. There are MANDATORY CAUCUS MEETINGS following the Friday General Session and on Saturday afternoon. Clubs are grouped according to states.
2. These caucuses are an opportunity for Clubs to ask the candidates questions. Come prepared.

### CONTESTS

1. Please read your packet carefully. Some contests and/or entry forms need to be turned in to Mr. Whitney before the conference. Others need to have information sent to the Governor. Other forms need to be turned in to the District Conference Office before 10:00 PM on Friday, April 4, 2014.
2. Oratory – NO NOTES are allowed during the contest.
3. Talent – ONE act per club.
4. Annual Achievement Report – All clubs must turn in a completed report to the Conference Office no later than 10:00 PM on Friday, April 4, 2014 (unless it was mailed earlier).

### GENERAL INFORMATION

1. There is a dress code. Men should bring a sports jacket and ties; ladies should bring dressy pants or skirts.
2. Advisors should be available to help at curfew. All members need to go to their rooms at the indicated times.
3. At CHECKOUT: Check rooms for forgotten items. Remember gratuity. Luggage can be stored.
4. **PARKING FEES ARE NOT INCLUDED IN THE REGISTRATION FEE!**

ADVISORS AND CLUB PRESIDENTS NEED TO MAKE THIS INFORMATION AVAILABLE TO ALL ATTENDING.



## CONTESTS AND AWARDS

Contests and awards are currently open to club and individual participation.

Check out the Key Club Guidebook for contest and award rules, deadlines, and judging criteria.

### Club Awards

All club awards must first be submitted to the district and judged at district convention. Winning submissions are then eligible for entry at the International level. The 2014 contest submissions are due to the Key Club International Office by Friday, April 25, 2014. They also can be sent with an administrator to the 2014 Governors and Administrators Training Conference (GATC). Scrapbooks will be judged at the 2014 Key Club International Convention. The following club awards will be judged at GATC:

- Video Contest
- Non-digital Poster Contest (18" x 24")
- Digital Poster Contest (18" x 24")
- Major Emphasis Award
- Single Service Award

### Individual Awards

Distinguished District Officer awards (Governor, Secretary, Treasurer, Secretary-Treasurer and Editor) are also due to the Key Club International Office by Friday, April 25, 2014 and can also be sent with an administrator to GATC. Robert F. Lucas Distinguished Lt. Governor awards are judged by individual districts prior to district conventions. Oratorical and Talent contests will be judged at the 2014 Key Club International Convention.

### All Contest Forms

- Club Annual Achievement Report
- Major Emphasis Award
- Year in review (scrapbook)
- Single Service Award
- Non-digital Poster
- Digital Poster
- Video Contest
- Member of the Month Certificate
- Distinguished District officers

### 2014 Key Club Oratorical Topic

The 2014 oratorical contest topic is, "What does a Key Club need to be strong?"

### Scholarship Information

While Key Club International is no longer distributing scholarships on an international level, Kiwanis International will participate in matching district scholarships administered by local Key Club districts. Students are encouraged to contact their local district to see what scholarships they are eligible to apply for at the district level. Each district is in charge of its own scholarship application process and distribution of funds. Find your district website. Scholarships available to all Key Club members will be posted in the News on [www.keyclub.org](http://www.keyclub.org) on a case-by-case basis.

# Trophies and Awards

## Platinum Section 86 or more members

### Annual Achievement Report (Distinguished Club)

1 Trophy and Ribbon  
2 Trophy/Plaque and Ribbon  
3 Trophy/Plaque and Ribbon

### Single Service Contest

1 Trophy and Ribbon  
2 Trophy/Plaque and Ribbon  
3 Trophy/Plaque and Ribbon

### Membership Growth Contest:

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

## Gold Section 61 – 85 members

1 Trophy and Ribbon  
2 Trophy/Plaque and Ribbon  
3 Trophy/Plaque and Ribbon

1 Trophy and Ribbon  
2 Trophy/Plaque and Ribbon  
3 Trophy/Plaque and Ribbon

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

## Silver Section 36-60 members

1 Trophy and Ribbon  
2 Trophy/Plaque and Ribbon  
3 Trophy/Plaque and Ribbon

1 Trophy and Ribbon  
2 Trophy/Plaque and Ribbon  
3 Trophy/Plaque and Ribbon

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

## Bronze Section 1 – 35 members

1 Trophy and Ribbon  
2 Trophy/Plaque and Ribbon  
3 Trophy/Plaque and Ribbon

1 Trophy and Ribbon  
2 Trophy/Plaque and Ribbon  
3 Trophy/Plaque and Ribbon

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

## Gold Section 61 or more members

### Monthly Report Awards:

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### District Project Contest:

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Club Poster Contest/ Digital:

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Local Publications Contest:

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Major Emphasis Involvement:

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Scrapbook Contest/Traditional

Division 1 – \$0 to \$150  
1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

## Silver Section 36-60 members

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Club Poster Contest/Non-Digital:

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Essay Contest:

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Video Contest:

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Scrapbook Contest/Non-Traditional

Division 2 – \$0 to \$250  
1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

## Bronze Section 1 – 35 members

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Talent Contest:\*

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Oratory Contest:\*

1 Trophy and Ribbon  
2 Ribbon  
3 Ribbon

### Advisor's Award:

3 Trophies

### Sandy Nininger Award:

3 Medals and Certificate

### Outstanding Officer Award:

1 Trophy

### Outstanding President Award:

3 Trophies

\*There is a cash award for the first place winner in this contest if he/she attends the Key Club International Convention in July. In the event that the first place winner cannot go, the cash award may go to the second place winner, and then to the third place winner. The cash award will be \$100.00.



# The Southington High School Leveling System

Redesigning and Redefining  
for the 21<sup>st</sup> Century

November 21, 2013

The Southington High School Leveling System  
Redesigning and Redefining for the 21<sup>st</sup> Century

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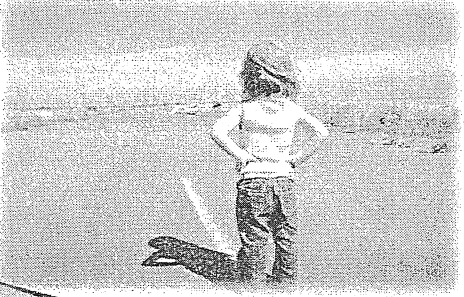
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A Look Back!!!



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Why does SHS need to change leveling practices?

- ▶ Secondary School Reform Act
  - Rigor, Engagement, 21<sup>st</sup> Century Skills
  - Model Curricula and Common Assessments
  - Student Success Plans
  - New Course and Credit Requirements
  - Capstone Experience
- ▶ Will Require:
  - High Expectations for ALL Students
  - Challenging Course of Study for ALL Students
  - Continuum of Academic Supports
  - Innovative Use of Instructional Time
  - Increased Use of Technology for Teaching & Learning

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### Why does SHS need to change leveling Practice?

- ▶ NEASC Report:
  - Review and revise student grouping practices to reflect the diversity of the student body, foster heterogeneity, reflect current research and best practices, and support the achievement of the school's mission and expectations for student learning.
  - Develop and begin to implement a plan, including professional development, to ensure all students, no matter the course or level in which they are enrolled, are engaged in higher-order thinking and have opportunities to apply knowledge and skills.

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### Why does SHS need to change leveling Practice?

- ▶ NEASC Report:
  - Develop and implement a plan to ensure that all students are engaging in higher order thinking to promote depth of understanding, provide opportunities to apply knowledge or skills, and to promote self-assessment and reflection.
  - Undertake an examination of the school's grouping practices in order to ensure they are equitable, inclusive, foster heterogeneity, reflect current research and best practices, and support the achievement of the learning expectations for all.

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### Leveling Committee Members

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|---|--|
| ☐ Teri Carmody, Board of Education Representative | ☐ Ana Polonio, Social Studies Teacher      |
| ☐ Dina DeGumbia, Parent                           | ☐ Dot Fontana, Family/Cons. Dept. Chair    |
| ☐ Christine Segal-Bailey, Parent                  | ☐ Suzanne Hodges, Science Dept. Chair      |
| ☐ John Miller, Parent                             | ☐ Bob Lasbury, Math Dept. Chair            |
| ☐ Leon Peschel, Student                           | ☐ Mary Anne Wysocki, Guidance Director     |
| ☐ Hannah Berg, Student                            | ☐ Chris Palmieri, Assistant Principal, JAD |
| ☐ Karen Cavanaugh, Special Education Teacher      | ☐ Helen Crowley, Assistant Principal, SHS  |
| ☐ Nancy Chiero, Special Education Teacher         | ☐ Dr. Marty Semmel, Principal              |
| ☐ Elizabeth Fancher, World Lang. Teacher          |  |
| ☐ Rebecca Migliaro, English Teacher               |  |
| ☐ Richard Niro, Science Teacher                   |  |
| ☐ Sara Ossias, Music Teacher                      |  |

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### Underlying Assumptions/Beliefs for Every Class at SHS

All students will have access to:

- › curriculum that prepares them to be college and career ready;
- › rigorous and relevant course content to develop their critical thinking skills and facilitate their intellectual curiosity;
- › quality instruction that is differentiated to meet a range of learning needs and interests;
- › authentic and challenging tasks that stimulate them to be active, life-long learners.
- › positive learning environments that encourage them to acquire the skills necessary to achieve their future goals and endeavors.

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### Rationale

- › Focusing on quality and effectiveness of core instruction
- › Positioning ourselves for realities of leveling changes/secondary school reform
- › Establishing a continuum of support reflective of the diverse strengths and needs of all learners
- › Providing equitable access to learning
- › Striving to be great/a school of distinction

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### Definitions of New Levels

- › Honors/AP/UConn ECE (H)
  - This instructional level balances individual inquiry and collaborative analysis, which will help students to discuss and exchange ideas effectively. Rigorous coursework is geared toward the mastery of state and national standards extending beyond the typical high school curricula including Advanced Placement and UConn Early College Experience courses. The pace of classes mirrors college level learning.
- › Competitive College Prep (CCP)
  - This instructional level balances individual and collaborative learning experiences, which will help students to strengthen their learning capacity. Challenging coursework is geared toward the mastery of state and national standards. The pace of classes prepares students for college level learning.
- › College Prep (CP)
  - This instructional level provides comprehensive instruction focusing on modeling and guided practice, which will help students to progress as independent learners. Engaging coursework is geared toward the mastery of core state and national high school standards. The pace of classes provides students with a strong foundation for college level learning.

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### Outcomes

- ▶ Staff Survey
- ▶ SHS Think Tank survey
- ▶ PTO survey
- ▶ Student Achievement
- ▶ # of students taking Honor level courses
- ▶ # of students taking AP Courses or prepared to take AP courses
- ▶ Letter from NEASC

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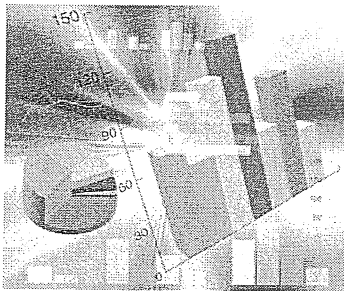
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### Staff Survey Results



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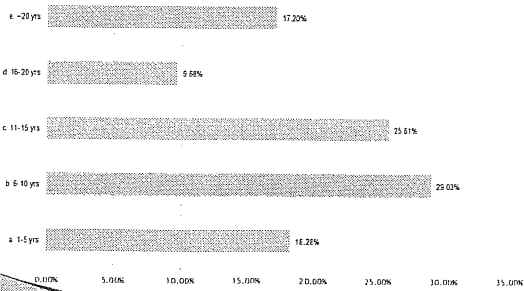
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### Years Teaching at SHS



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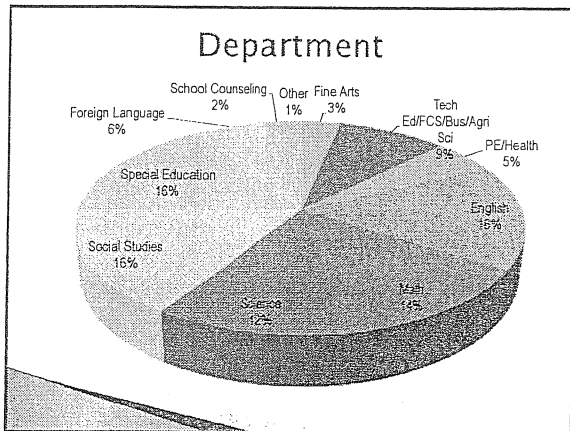
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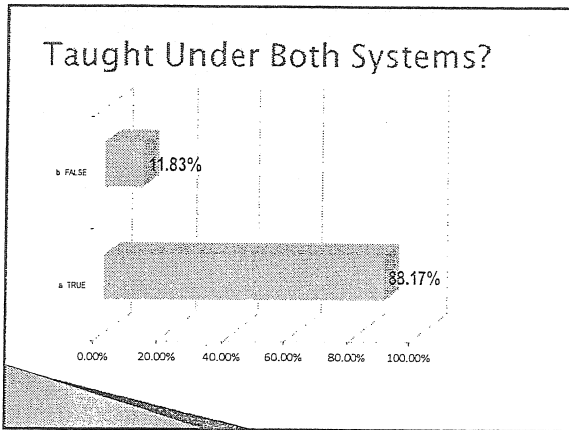
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### Staff Survey

**Positives from Leveling:**

- › Increased Rigor (37 respondents)
- › Increased DI (6)

**Recommendations:**

- › Data for level recommendations (6)
- › Keep co-taught classes and CP classes small (3)
- › Behavior in CP classes improved (3)

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### Student Reports

- ▶ SHS Think Tank Convened March, 2013
  - 50 students grades 9-12
  - Copy of Survey
- ▶ Group Responses reported the following:
  1. Students are adjusting well to the new leveling system
  2. Students, in general, were looking to move up in levels to challenge themselves and be prepared for college
  3. Consistency among the levels was good but more work was necessary

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### Parent Responses

- ▶ The PTO agenda for January 23, 2013 focused on leveling and parent perception
  - Parent Survey - Handout (with notes)
- ▶ Parent responses reported the following:
  1. Students were reporting to parents that the change was smooth and they were adjusting easily
  2. Hard part is the balance between how many and which Honors courses to take
  3. Parents want their kids challenged

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### Student Achievement

- ▶ See handout
- ▶ High Passing Rates in CCP and Honors courses
- ▶ Passing Rates between 2011-2012 and 2012-2013 are very similar
  - Continue to support students at CP level (Tier I and Tier II supports)

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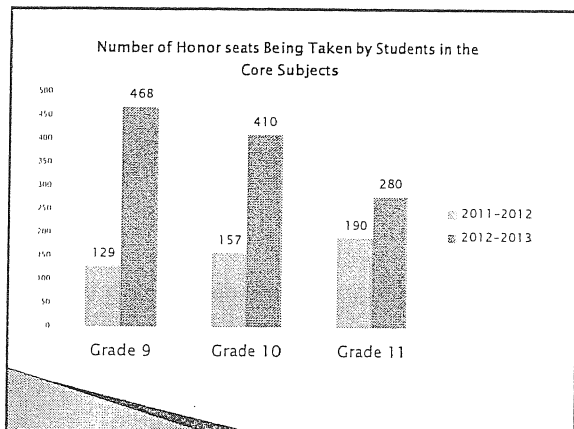
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### Advanced Placement

- ▶ SHS placed on College Board's 4<sup>th</sup> Annual District Honor Roll for Increased Access
  - 48.1% increase in number of students (2011 to 2013) taking AP courses
  - 41.1% increase in number of students (2011 to 2013) earning at least a 3 on an AP exam.
- ▶ Plans are in place to continue this growth in the coming years. The new leveling process significantly increased access to our students.

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### Moving Forward

- ▶ Grade 8/9 transition - continue with improved communication
- ▶ Continue to encourage all students to challenge themselves to higher levels of learning
- ▶ Continue to increase the number of students taking at least one college credit bearing course before graduation
- ▶ Provide teachers with continued curriculum and professional development opportunities (DI)
- ▶ Continue with EIP Efforts

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## Leveling System at SHS

### Background:

100%

During the 2011-12 school year a diverse group of teachers, parents, students and administrators developed a new leveling system at SHS. This work was the right thing to do and was a critical component of the NEASC recommendations (see below for two of those recommendations). The leveling committee developed our current three level system (Honors, CCP, CP) which was implemented for the 2012-13 school year.

### NEASC Recommendations:

1. Review and revise student grouping practices to reflect the diversity of the student body, foster heterogeneity, reflect current research and best practices, and support the achievement of the school's mission and expectations for student learning.
2. Develop and begin to implement a plan, including professional development, to ensure all students, no matter the course or level in which they are enrolled, are engaged in higher-order thinking and have opportunities to apply knowledge and skills.

As we continue to learn and grow as a school, please answer the following questions.

### \* 1. Approximately how many years have you taught at SHS?

- a. 1-5 years
- b. 6-10 years
- c. 11-15 years
- d. 16-20 years
- e. More than 20 years

### \* 2. Which Department are you most associated with?

- a. Fine Arts
- b. Tech Ed/FCS/Business/Agri Sci
- c. PE/Health
- d. English
- e. Math
- f. Science
- g. Social Studies

- h. Special Education
- i. Foreign Language
- j. School Counseling
- k. Administration
- l. Other

**\*3. I taught at SHS under both the 4-Level and 3-Level systems.**

- a. True
- b. False

**\*4. What positive outcomes have you seen as a direct or indirect outcome from our change in levels? You may include as much information as you would like.**

**\*5. What suggestions do you have to refine or improve our 3-level system in the coming years? You may include as much information as you would like.**

Done

Powered by **SurveyMonkey**  
Check out our [sample surveys](#) and create your own now!

Think Tank  
March, 2013  
Leveling Feedback

Directions: You will be asked to complete this as an individual first so you have the opportunity to think through each answer on your own (10 minutes). You will then have an opportunity to work with a group of four to five to discuss and prioritize your answers (10 minutes). Finally we will share out the information from each group and capture your ideas.

Please read the definitions for each of our levels below and think about these definitions when you answer the questions.

▶ Honors/AP/UConn ECE (H)

- This instructional level balances individual inquiry and collaborative analysis, which will help students to discuss and exchange ideas effectively. Rigorous coursework is geared toward the mastery of state and national standards extending beyond the typical high school curricula including Advanced Placement and UConn Early College Experience courses. The pace of classes mirrors college level learning.

▶ Competitive College Prep (CCP)

- This instructional level balances individual and collaborative learning experiences, which will help students to strengthen their learning capacity. Challenging coursework is geared toward the mastery of state and national standards. The pace of classes prepares students for college level learning.

▶ College and Career Prep (CP)

- This instructional level provides comprehensive instruction focusing on modeling and guided practice, which will help students to progress as independent learners. Engaging coursework is geared toward the mastery of core state and national high school standards. The pace of classes provides students with a strong foundation for college level learning.

**Questions:**

1. How closely do the definitions of the levels above match your experience (please be as specific as possible).

Honors/AP	CCP	CP

2.a. (Grade 9 only) – I am adjusting to the leveling system used at Southington High School. **T or F and explain why you answered that way.**

2.b. (Grade 10-12 only) I believe that I am adjusting to the new leveling system. **T or F and please explain why you answered that way.**

2. The change in the leveling system was designed, in part, to increase the level of challenge for all students at SHS. **Comment on one or both below.**

I <b>do</b> believe that I have been challenged as evidenced by...	I <b>do not</b> believe that I have been challenged as evidenced by...

3. Do you plan to take the same level course(s) next year as you did this year? Please explain

4. If you are taking classes at more than one level this year, do you see a difference among those classes and if so describe those differences.

5. What else would you like to add about the leveling system that was not covered (positive or areas for change)?

**Circle the best response for each question**

A. What gender are you?

*male*                      *female*

B. What grade are you in?

*Grade 9*                      *Grade 10*                      *Grade 11*                      *Grade 12*

C. What category represents most of your classes? (Circle one response only)

*Honors*                      *CCP*                      *CP*

D. What is the minimum grade that you feel you need to achieve in order to feel successful in a course?

A                      B                      C                      D

PTO Meeting  
January 23, 2013  
Leveling Feedback

Directions: You will be asked to complete this as an individual first so you have the opportunity to think through each answer on your own (5 minutes). You will then have an opportunity to work with a group of three to discuss and prioritize your answers (10 minutes). Finally we will share out the information from each group and capture your ideas.

Questions:

1. My son/daughter seems to be adjusting well to the new leveling system. T or F and please explain why you answered that way.

Summary Discussion: There have been no complaints from kids. It was a balancing act to get my child into the appropriate level (student has multiple levels in schedule) but he is adjusting well and reports that there are good classroom discussions.

Individual Comments

All TRUE

- Very good pace for them. So far successful.
- She is able to take honors classes so it's pretty straightforward. However, deciding on how to balance which honors classes to take and how many is our current challenge, but that would be the case no matter what.
- It seemed seamless for him and didn't mention there were any difficulties.
- He is a freshman in all honors classes – definitely rising to the challenge and did not know the difference.
- Freshman knew no other way; junior – some of his classes are most challenging.

2. The change in the leveling system was designed, in part, to increase the level of challenge for all students at SHS. Comment on one or both.

I believe that has been occurring as evidenced by...	I do not believe that has been occurring as evidenced by...

Summary Discussion: Level 1 was not at all challenging; CP level is more challenging. Challenge has increased in all levels. There is a different mix of kids. Lively discussions occur in class on a regular basis (senior student).

Individual Comments

- Increased Challenge. Level 1 courses were not challenging. CP courses have more expectations and go at a productive pace.
- I do not have any evidence for either case.
- Increased Challenge. He took his first honors course and agreed to take it on his own without any parental encouragement.

- Increased Challenge. Personally, my son is being challenged much more than my daughter was with her mixture of level 3 and AP classes.
  - Increased Challenge. Choices of courses taken.
3. As a parent, the most significant change in my child's academics/learning that I have seen with the new leveling system at SHS is \_\_\_\_\_ . **Fill in the blank and use the space below to explain why.**

Summary Discussion: Student (in all honors classes) is more self-motivated compared to older sibling in level 3 classes a few years back.

Individual Comments

- More challenge. I think the teachers are happy with the changes also. A good mix of students at all levels.
  - The availability of AP classes earlier in a student's career at SHS.
  - He wanted to take an honors class on his own.
  - Self-motivation. He is definitely challenged more here than in middle school and is showing the maturity needed to rise to the occasion to continue to do well in school at this new higher level.
  - Both are challenged.
4. Other ideas about the leveling system that I/we want the administration to be aware of (positive or areas for change) would be...

Summary Discussion: This system is more streamlined. It reduces labeling (a student assigned a number (e.g., level 1) is not good.).

Individual Comments

- Ensuring that the CCP level classes maintain the rigor that they are supposed to have.
- It is more streamlined and reduces labeling. It's more personal without being assigned a number.
- As a parent of a former SHS graduate, I was not impressed at first with the change but now that I see it in action, I find it to be very positive and good for all children, regardless of level or ability.
- Technology upgraded to meet the levels.

## Grade 9

2011-2012			2012-2013		
Course	% Passing	Passing Ratio	Course	% Passing	Passing Ratio
Algebra I L1	77	48/62			
Algebra I L2	80	95/119	Algebra I CP	83	119/143
Algebra I L3	97	155/160	Algebra I CCP	92	167/182
Algebra I L4	100	53/53	Algebra I H	98	85/87
Fr English L1	81	42/52			
Fr English L2	89	149/167	English I CP	86	137/160
Fr English L3	97	220/226	English I CCP	97	214/220
Fr English L4	100	76/76	English I H	97	110/113
Civics L1	100	30/30			
Civics L2	95	161/169	Civics CP	89	119/134
Civics L3	100	311/312	Civics CCP	100	223/224
			Civics H	100	130/130
Earth Science L1	98	54/55			
Earth Science L2	85	142/167	Earth Science CP	86	113/132
Earth Science L3	100	297/297	Earth Science CCP	96	207/215
			Earth Science H	100	138/138

## Grade 10

2011-2012			2012-2013		
Geometry L1	93	41/44			
Geometry L2	98	143/146	Geometry CP	92	127/138
Geometry L3	100	189/189	Geometry CCP	100	209/209
Geometry L4	100	111/111	Geometry H	99	88/89
So English L1	79	19/24			
So English L2	93	155/167	English II CP	92	145/157
So English L3	99	247/249	English II CCP	91	226/248
So English L4	100	46/46	English II H	99	78/79
World History L1	93	13/14			
World History L2	98	126/129	World History CP	91	68/75
World History L3	99	271/273	World History CCP	100	242/242
			World History H	100	100/100
Biology L1	96	53/55			
Biology L2	95	148/155	Biology CP	95	131/138
Biology L3	100	274/275	Biology CCP	97	213/220
			Biology H	100	142/142

# Grade 11

2011-2012			2012-2013		
Course	% Passing	Passing Ratio	Course	% Passing	Passing Ratio
Algebra II L1	83	40/48			
Algebra II L2	98	152/155	Algebra II CP	88	123/139
Algebra II L3	98	169/173	Algebra II CCP	97	224/230
Algebra II L4	100	117/117	Algebra II H	99	95/96
Jr English L1	71	25/35			
Jr English L2	89	146/164	English III CP	92	121/132
Jr English L3	99	224/227	English III CCP	99	285/288
Jr English L4	100	32/32	AP Lit & Comp	100	54/54
US History L1	97	37/38			
US History L2	95	140/147	US History CP	98	95/97
US History L3	100	237/237	US History CCP	100	345/346
AP US History	98	40/41	AP US History	100	39/39
Chemistry L1	96	45/47			
Chemistry L2	92	121/131	Chemistry CP	94	107/114
Chemistry L3	99	243/245	Chemistry CCP	99	196/198
			Chemistry H	100	91/91

# Grade 9

2011-2012		2012-2013	
Course	Level Enrollment as % of Subject Enrollment	Course	Level Enrollment as % of Subject Enrollment
Algebra I L1	16		
Algebra I L2	30	Algebra I CP	35
Algebra I L3	41	Algebra I CCP	44
Algebra I L4	13	Algebra I H	21
Fr English L1	10		
Fr English L2	32	English I CP	32
Fr English L3	43	English I CCP	45
Fr English L4	15	English I H	23
Civics L1	6		
Civics L2	33	Civics CP	27
Civics L3	61	Civics CCP	44
		Civics H	27
Earth Science L1	11		
Earth Science L2	32	Earth Science CP	27
Earth Science L3	57	Earth Science CCP	44
		Earth Science H	28

## Grade 10

2011-2012		2012-2013	
Course	Level Enrollment as % of Subject Enrollment	Course	Level Enrollment as % of Subject Enrollment
Geometry L1	9		
Geometry L2	30	Geometry CP	32
Geometry L3	39	Geometry CCP	48
Geometry L4	23	Geometry H	20
So English L1	5		
So English L2	34	English II CP	32
So English L3	51	English II CCP	51
So English L4	9	English II H	16
World History L1	3		
World History L2	31	World History CP	18
World History L3	66	World History CCP	58
		World History H	24
Biology L1	11		
Biology L2	32	Biology CP	28
Biology L3	57	Biology CCP	44
		Biology H	28

# Grade 11

2011-2012		2012-2013	
Course	Level Enrollment as % of Subject Enrollment	Course	Level Enrollment as % of Subject Enrollment
Algebra II L1	10		
Algebra II L2	31	Algebra II CP	33
Algebra II L3	35	Algebra II CCP	54
Algebra II L4	24	Algebra II H	23
Jr English L1	8		
Jr English L2	36	English III CP	28
Jr English L3	50	English III CCP	61
Jr English L4	7	AP Lit & Comp	11
US History L1	8		
US History L2	32	US History CP	20
US History L3	51	US History CCP	72
AP US History	9	AP US History	8
Chemistry L1	11		
Chemistry L2	31	Chemistry CP	28
Chemistry L3	58	Chemistry CCP	49
		Chemistry H	23



For Immediate Release: November 15, 2013

## **Southington High School Placed on the College Board's 4th Annual AP<sup>®</sup> District Honor Roll for Significant Gains in Advanced Placement<sup>®</sup> Access and Student Performance**

### **477 School Districts Across the Nation Are Honored**

Southington, CT — Southington High School is one of 477 school districts in the U.S. and Canada being honored by the College Board with placement on the 4th Annual AP<sup>®</sup> District Honor Roll for increasing access to AP<sup>®</sup> course work while simultaneously maintaining or increasing the percentage of students earning scores of 3 or higher on AP Exams. Reaching these goals indicates that the district is successfully identifying motivated, academically prepared students who are likely to benefit from rigorous AP course work. Since 2011, Southington Public Schools has increased the number of students participating in AP by 48.9% while improving the number of students earning AP Exam scores of 3 or higher by 41.1%.

In 2013, more than 3,300 colleges and universities around the world received AP scores for college credit, advanced placement and/or consideration in the admission process, with many colleges and universities in the United States offering credit in one or more subjects for qualifying AP scores.

Southington Superintendent of Schools, Dr. Joseph Erardi commented, "This type of recognition truly embodies the team effort taking place at Southington High School. I am incredibly proud of the leadership, mentorship, and learners at SHS and applaud the work of all as the district accepts this prestigious award for the second straight year."

Data from 2013 show that among African American, Hispanic, and Native American students with a high degree of readiness for AP, only about half of students are participating because their schools do not always offer the AP course for which they have potential. Southington Public Schools is committed to expanding the availability of AP courses among prepared and motivated students of all backgrounds.

"We applaud the extraordinary efforts of the devoted teachers and administrators in this district who are offering more students the opportunity to engage in rigorous college-level course work," said Trevor Packer, the College Board's senior vice president of AP and Instruction. "These outcomes are a powerful testament to educators' belief that a more diverse population of students is ready for the sort of rigor that will prepare them for success in college."

Helping more students learn at a higher level *and* earn higher AP scores is an objective of all

members of the AP community, from AP teachers to district and school administrators to college professors. Many districts are experimenting with a variety of initiatives and strategies to determine how to simultaneously expand access and improve student performance.

Inclusion on the 4th Annual AP District Honor Roll is based on the examination of three years of AP data, from 2011 to 2013, for the following criteria.

Districts must:

- Increase participation/access to AP by at least 4 percent in large districts, at least 6 percent in medium districts, and at least 11 percent in small districts;
- Increase or maintain the percentage of exams taken by African American, Hispanic/Latino, and American Indian/Alaska Native students, and;
- Improve performance levels when comparing the percentage of students in 2013 scoring a 3 or higher to those in 2011, *unless* the district has already attained a performance level at which more than 70 percent of its AP students are scoring a 3 or higher.

When these outcomes have been achieved among an AP student population in which 30 percent or more are underrepresented minority students (Black/African American, Hispanic/Latino, American Indian/Alaska Native) and/or 30 percent or more are low-income students (students who qualify for free or reduced-price lunch), a symbol has been affixed to the district name to highlight this work.

### **About the Advanced Placement Program<sup>®</sup>**

The College Board's Advanced Placement Program<sup>®</sup> (AP<sup>®</sup>) enables willing and academically prepared students to pursue college-level studies — with the opportunity to earn college credit, advanced placement or both — while still in high school. Through AP courses in 34 subjects, each culminating in a rigorous exam, students learn to think critically, construct solid arguments, and see many sides of an issue — skills that prepare them for college and beyond. Taking AP courses demonstrates to college admission officers that students have sought the most rigorous curriculum available to them, and research indicates that students who score a 3 or higher on an AP Exam typically experience greater academic success in college and are more likely to earn a college degree than non-AP students. Each AP teacher's syllabus is evaluated and approved by faculty from some of the nation's leading colleges and universities, and AP Exams are developed and scored by college faculty and experienced AP teachers. Most four-year colleges and universities in the United States grant credit, advanced placement, or both on the basis of successful AP Exam scores — more than 3,600 institutions worldwide annually receive AP scores. In the last decade, participation in the AP Program has more than doubled and graduates succeeding on AP Exams have nearly doubled. In May 2013, 2.2 million students representing 18,920 schools around the world, both public and nonpublic, took approximately four million AP Exams.

### **About the College Board**

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the

College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT<sup>®</sup> and the Advanced Placement Program<sup>®</sup>. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools. For further information, visit [www.collegeboard.org](http://www.collegeboard.org).

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Founded in 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.  
COMMISSION ON PUBLIC SCHOOLS  
COMMITTEE ON PUBLIC SECONDARY SCHOOLS

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March 27, 2013

Martin Semmel  
Principal  
Southington High School  
720 Pleasant Street  
Southington, CT 06489

Dear Dr. Semmel:

The Committee on Public Secondary Schools, at its January 27-28, 2013 meeting, reviewed the Two-Year Progress Report of Southington High School and continued the school's accreditation.

The Committee was pleased to commend the following:

- the comprehensive review of leveling practices within the school that reduced the school's levels from four to three
- the significant input from five stakeholder groups in the leveling discussions
- the purchase and installation of sixty-one SMART boards which included the training for teachers to use them
- the development of online seminars to assist teachers in using technology
- the purchase of new computer hardware including a MacBook cart, Ti-92 calculators and twenty additional desktop computers for the library media center
- the design of a 3-year technology plan for the library
- the creation of a literacy lab using repurposed space in the library
- the completion of at least one-hundred walk-through observations per year by every administrator in order to provide timely feedback on classroom instruction
- the professional development program designed to improve instruction
- the establishment and work of the instructional time committee that put forward a recommendation which added minutes to every class
- the implementation of the advisory program that personalizes the school experience for all students and through which the Student Success Plans are implemented



## **Information acquired through a BYOD survey of Southington High School teachers given in January**

*\*More than 60% of respondents have used BYOD at least 6 times this year.*

### **A. Current common uses of BYOD**

- Quick Look up - 72% of respondents
- Dictionary - 64%
- Access internet for assignments and/or PowerSchool - 55%

### **B. Common Advantages/disadvantages according to our teachers**

#### **Advantages**

- Lack of computer lab availability (especially with SBAC coming)
- Do not have to leave classroom (saves instructional time)
- Makes research fun and students are engaged
- Instant access to information
- Aligns with 21st Century skills

#### **Disadvantages**

- Lack of technological equity for students
  - More than 30% of respondents said they noticed greater equity issues with CP level students.
- Difficulty monitoring student use of technology in the classroom

### **C. Recommendations**

- PR on improved Wifi (WiFi reliability has been dramatically improved this year). Teachers need to know this
- Equity (increase number of mobile computer carts available for SHS)

### **D. Professional Development Opportunities**

- Training on different tools to use in the classroom
  - Use of camera for notes/homework
  - graphing calculator
  - Continue updating training as new Apps become availability
  - Training on monitoring students (ex. Google shared drive, Schoology)
    - Only 35% of respondents have utilized Google drive this year
- Technologically based lesson plans utilizing BYOD
  - Ex. Access to or annotating primary source documents
- Use of technology to create formative classroom assessments
  - Ex. Socrative or Poll Anywhere
- Creative classroom seating conducive to the monitoring of technology

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

**Board Meeting Date** February 20, 2014

**Decision Requested**     X    

**Agenda Code**     10 d    

**AGENDA REPORTING FORM**

**Agenda Topic:** Leonard and Gladys Joll Scholarship Committee Appointment

**Summary of Issue:** The Leonard and Gladys Joll Scholarship applications will be reviewed prior to the April 24, 2014 meeting and a recipient will be selected to be recommended for Board approval.

**Background:** Annually the chairperson of the Board of Education appoints a committee of the Board to select a recipient for the Leonard and Gladys Joll Scholarship.

**Alternative Strategies:** Reject

**Cost (if applicable):** \$300.00      **Funding Source:** Joll Scholarship Fund

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

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

**Recommendation or Comment:** The Chairperson of the Board will appoint a committee to select a recipient for the Joll Scholarship.

*Karen L. Smith*

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

*Joseph V. Eardley, Jr.*

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  \_\_\_\_\_ Board Meeting Date February 20, 2014

Decision Requested \_\_\_\_\_ Agenda Code 10 e.

**AGENDA REPORTING FORM**

**Agenda Topic:** Timeline for Hiring Assistant Principal ~ Southington High School

**Summary of Issue:** Helen Crowley, Assistant Principal at Southington High School will retire effective July 1, 2014.

**Background:** The application deadline to apply for this position is March 14, 2014 with a starting date of July 1, 2014. The Board of Education will be interviewing candidates at a Special Board meeting to be held on April 23, 2014. The Board will appoint the recommended candidate at their April 24, 2014 Board meeting.


**Alternative Strategies:** N/A

**Cost (if applicable):** N/A      **Funding Source:** 2014-2015 Budget

**Beginning Date of Program or Project:** July 1, 2014

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

**Recommendation or Comment:** Timeline information.

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date February 20, 2014

Decision Requested X Agenda Code 10 f

**AGENDA REPORTING FORM**

**Agenda Topic: Out of State:** Bid Award - BID #2014-BID-20, Lawn Mowing and Trimming for SHS, JAD, JFK, Kelley, Plantsville, and South End Schools

**Summary of Issue:** Six sites were put out for three-year bid for lawn mowing and trimming services. The attachment includes the recommendation based on price, past performance, and the total number of sites a vendor will be responsible for.

**Background:** N/A

**Alternative Strategies:** N/A

**Cost (if applicable):** 2014-2015 Est. \$30,210 **Funding Source:** Operating Budget

**Beginning Date of Program or Project:** April 2014

**Ending Date of Program or Project:** June 2016

**Recommendation or Comment:** Move that the Board of Education approve BID #2014-BID-20, lawn mowing and trimming for SHS, JAD, JFK, Kelley, Plantsville, and South End Schools as presented.

**Titles of Attachments:**

1. Bid Award Request
2. Bid Compilation Spreadsheet



*Signature of Staff Member Submitting Report*



*Signature of Superintendent of Schools*



BID COMPILATION  
 Lawn Mowing and Trimming - Bid 2014-BID-20  
 Opened February 4, 2014

**Awarded Vendor in Bold**

Site	Vendor	Per Mowing Year 1 2014 Season	Per Mowing Year 2 2015 Season	Per Mowing Year 2 2016 Season
Southington High School	B&A Paving/Ldscp main site	275.00	275.00	275.00
	fields	900.00	900.00	900.00
	Green Meadow main site	450.00	475.00	500.00
	fields	750.00	775.00	800.00
	Schmidt Lawn Care main site	375.00	375.00	375.00
	fields	450.00	450.00	450.00
	T&A Lawn Care main site	400.00	400.00	400.00
	fields	600.00	600.00	600.00
	<b>Total Lawn Care main site</b>	<b>150.00</b>	<b>165.00</b>	<b>181.50</b>
<b>fields</b>	<b>578.00</b>	<b>635.80</b>	<b>699.38</b>	
JA DePaolo Middle School	B&W Paving and Landscaping	675.00	675.00	675.00
	<b>Cheshire Concrete</b>	<b>75.00</b>	<b>75.00</b>	<b>75.00</b>
	Green Meadow	90.00	95.00	100.00
	Schmidt Landscaping	95.00	95.00	95.00
	T&A Lawn Maintenance	100.00	100.00	100.00
	Total Lawn Care	300.00	330.00	363.00
JF Kennedy Middle School	B&W Paving and Landscaping	425.00	425.00	425.00
	<b>Cheshire Concrete</b>	<b>80.00</b>	<b>80.00</b>	<b>80.00</b>
	Green Meadow	90.00	95.00	100.00
	Schmidt Landscaping	95.00	95.00	95.00
	T&A Lawn Maintenance	125.00	125.00	125.00
	Total Lawn Care	257.00	282.70	311.00
Kelley Elementary	B&W Paving and Landscaping	525.00	525.00	525.00
	<b>Cheshire Concrete</b>	<b>125.00</b>	<b>125.00</b>	<b>125.00</b>
	Green Meadow	140.00	145.00	150.00
	Schmidt Landscaping	130.00	130.00	130.00
	T&A Lawn Maintenance	150.00	150.00	150.00
	Total Lawn Care	257.00	282.70	311.00
Plantsville Elementary	B&W Paving and Landscaping	435.00	435.00	435.00
	Cheshire Concrete	105.00	105.00	105.00
	Green Meadow	105.00	110.00	115.00
	<b>Schmidt Landscaping</b>	<b>105.00</b>	<b>105.00</b>	<b>105.00</b>
	T&A Lawn Maintenance	100.00	100.00	100.00
	Total Lawn Care	257.00	282.70	311.00
South End Elementary	B&W Paving and Landscaping	375.00	375.00	375.00
	Cheshire Concrete	110.00	110.00	110.00
	<b>Green Meadow</b>	<b>105.00</b>	<b>110.00</b>	<b>115.00</b>
	Schmidt Landscaping	115.00	115.00	115.00
	T&A Lawn Maintenance	125.00	125.00	125.00
	Total Lawn Care	172.00	190.00	208.00

BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT

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

Board Meeting Date February 20, 2014

Decision Requested X

Agenda Code 10 g

**AGENDA REPORTING FORM**

Agenda Topic: Job Description Approval Superintendent of Schools

Summary of Issue: The Policy & Personnel Committee has reviewed the job description for the Superintendent of Schools.

Background: The Policy and Personnel Committee regularly reviews job descriptions 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: Upon Board approval


Ending Date of Program or Project: N/A

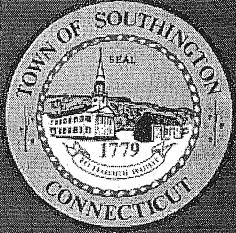
Recommendation or Comment: The Board of Education approves the job description for Superintendent of Schools, as recommended by the Policy & Personnel Committee.

**Titles of Attachments:**

1. DRAFT Job Description, Superintendent of Schools
2. Current Job Description, Superintendent of Schools

  
Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools



# SOUTHTON PUBLIC SCHOOLS JOB DESCRIPTION

**TITLE: SUPERINTENDENT OF SCHOOLS**

**QUALIFICATIONS:**

1. Possess, or be qualified for, certification as a superintendent of schools in the State of Connecticut.
2. Have completed academic study in the liberal arts and/or sciences and have had extensive preparation in educational leadership.
3. Have had successful experience as a superintendent, assistant superintendent or in a major district-wide administrative line position.
4. Be an administrator of high integrity with a record of success and proven dynamic leadership in public school administration.
5. Possess excellent interpersonal skills and be capable of motivating and working effectively with all staff.
6. Have demonstrated leadership skills in managing all aspects of a quality educational program.
7. Possess the ability to synthesize information, to analyze problems, recommend practical solutions, and engage in both short and long term planning.
8. Be a leader with excellent communication skills.
9. An earned doctorate is desirable.

**REPORTS TO:** Board of Education

**SUPERVISES:** All staff either directly or on a delegated basis.

**JOB GOAL:** Develop and administer an educational program designed to meet the goals of the school system and the needs of the community, and to carry out the policies and plans of the Board. Establish and maintain a comprehensive plan for monitoring the progress of the schools in achieving stated goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Report to the Board at regular meetings on all matters which require its approval or action.
2. Lead in the planning, revision or initiation, and evaluation of all school system programs, services and operating procedures.
3. Subject to amendment by the Board in accord with its rules and regulations, prescribe the duties of all other employees, and provide for supervision and coordination of the work of all personnel in order that the school system may operate as a unified whole.

4. Attend, participate, and advise where appropriate, at meetings of the Board and committees of the Board.
5. Arrange for the preparation of the annual budget, interpret requests to the Board, meet with the Town Board of Finance, Town Council, assist in explaining the budget at public hearings, and assume responsibility for administration of the budget when adopted.
6. Advise the Board in the formation of policies and regulations for consideration and action.
7. With the assistance of staff, interview, screen and nominate candidates for positions. Directly evaluate or provide oversight for evaluation of all personnel.
8. Be responsible for the enforcement of all legislation and regulations affecting the schools.
9. Execute and administer all policies and plans adopted by the Board of Education and carry out such other duties as directed by the Board.

TERMS OF EMPLOYMENT: Twelve (12) months, two hundred twenty-five (225) days, work year with salary, benefits and working conditions established by the Board of Education.

EVALUATION: Performance to be evaluated annually by the Board of Education.

DRAFT

## CURRENT

### **SOUTHINGTON PUBLIC SCHOOLS Southington, Connecticut**

#### JOB DESCRIPTION

TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Possess or be qualified for certification as a superintendent of schools in the State of Connecticut.
2. Have completed academic study in the liberal arts and/or sciences and have had extensive preparation in educational leadership.
3. Have had successful experience as a superintendent, assistant superintendent or in a major district-wide administrative line position.
4. Be an administrator of high integrity with a record of success and proven dynamic leadership in public school administration.
5. Be skilled in human relations and especially capable of motivating and working effectively with instructional and support staff.
6. Have demonstrated leadership skills in managing all aspects of a quality K-12 educational program.
7. Possess the ability to synthesize information, to analyze problems, recommend practical solutions, and engage in both short and long term planning.
8. Be a statesmanlike leader with excellent oral and writing skills.
9. An earned doctorate is deemed highly desirable.

REPORTS TO:

Board of Education

SUPERVISES:

All certified and classified staff either directly or on a delegated basis.

JOB GOAL:

To provide leadership for all Board of Education programs and services so as to enable all students to be as successful as their abilities permit.

PERFORMANCE RESPONSIBILITIES:

1. Report to the Board at regular meetings on all matters which require its approval or action.
2. Lead in the planning, revision or initiation, and evaluation of all school system programs, services and operating procedures.
3. Subject to amendment by the Board in accord with its rules and regulations, prescribe the duties of all other employees, and provide for supervision and coordination of the work of all personnel in order that the school system may operate as a unified whole.

4. Attend all meetings of the Board of Education except when the Superintendent's tenure may be under consideration, and also meet with special committees of the Board. Excepting the power to vote, the Superintendent shall participate in discussions and provide advice regarding the effect of the proposed action by the Board.
5. Arrange for the preparation of the annual budget, interpret requests to the Board, meet with the Town Council, assist in explaining the budget at public hearings, and assume responsibility for administration of the budget when adopted.
6. Lead in the formation of policies and regulations for consideration and action by the Board of Education.
7. With the assistance of the staff, interview, screen and nominate candidates for positions, and evaluate all personnel.
8. Furnish construction leadership in mobilizing community resources to produce an educational system to meet the needs of the people.
9. Be responsible for the enforcement of all state laws and regulations affecting the schools.
10. Execute and administer all policies and plans adopted by the Board of Education and carry out such other duties as directed by the Board.

TERMS OF EMPLOYMENT:

Twelve (12) months, two hundred twenty-five (225) day, work year with salary, benefits and working conditions established by the Board of Education.

EVALUATION:

Performance to be evaluated annually by the Board of Education.