

## Southington Board of Education Meeting

Thursday, March 27, 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 MEETING

1. CALL TO ORDER
2. Executive Session at 6:30 p.m. to Discuss 2-Way Radio Project, Contract Renewals, Student Matter and Real Estate Investment
3. Celebration of Excellence ~ 7:15 p.m.
4. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
5. Pledge of Allegiance
6. Approval of Minutes ~March 13, 2014
  - a. Approval of Special Meeting Minutes ~ March 18, 2014
7. Communications
  - a. Communications from Audience
  - b. Communications from Board Members and Administration
  - c. Communications from Student Representatives
8. Report of the Superintendent
  - a. Board of Education Finance Committee Meeting ~ March 10, 2014
    1. Apple Equity Lease Proposal
  - b. Policy and Personnel Committee Meeting ~ March 18, 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. Energy Performance Contracting Proposal
  - b. Adoption of 2015 Board of Education Meeting Dates
  - c. Non-Renewal of Interim Teachers
  - d. Substitute Teachers ~ Retired SPS Educators
  - e. Establishment of 2014 Graduation Date / Last Day of School / End of the Year Dates
  - f. Job Description ~ Assistant Superintendent ~ First Reading
11. Adjournment

**SOUTHINGTON BOARD OF EDUCATION**

**SOUTHINGTON, CONNECTICUT**

**REGULAR MEETING**

**MARCH 13, 2014**

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The regular meeting of the Southington Board of Education with Executive Session was held on Thursday, March 13, 2014 at 6:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

**1. CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:33 p.m.

**2. EXECUTIVE SESSION TO DISCUSS CONTRACTS, STUDENT MATTERS, SAFETY AND ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS CONCERNING BOARD DISCUSSION OF LAWN MOWING BIDS ~ 6:30 p.m.**

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

**"Move to go into Executive Session, excluding the public and press, for purposes of discussing Contracts, Student Matters, Safety, and Attorney-client privileged communications concerning Board discussion of Lawn Mowing Bids, and upon conclusion the Board will return to public session."**

**Motion carried unanimously by voice vote.**

An Executive Session meeting was held from 6:33 p.m. through 7:20 p.m.

Board members present were Mr. Brian Goralski, Chairperson; Mrs. Terri Carmody, Vice Chairperson; Mrs. Jill Notar-Francesco, Secretary; Mrs. Colleen Clark (*arrived at 6:34 p.m.*), Mr. David Derynoski, Mrs. Terry Lombardi, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent: Mrs. Patricia Johnson.

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

Present from Shipman & Goodwin was Board attorney, Rich Mills, Esq.

**3. BOARD OF EDUCATION RECOGNITION**

At 7:24 p.m., the Board of Education recognized Nicole Proffitt, a teacher at Southington High School, for being selected as Advisor of the Month from Best Buddies of Connecticut. Dr. Erardi stated that Nicole Proffitt is smart, conscientious and compassionate in her work. Under her leadership, over 50 youngsters take part in our chapter. This is one of the most impressive programs we have, giving students an opportunity to work on meaningful activities.

*At 7:28 p.m., Mr. Goralski called for a recess.*

#### **4. RECONVENE MEETING ~ REGULAR SESSION**

The regular session was reconvened at 7:42 p.m. by Chairperson, Mr. Brian Goralski. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent: Mrs. Patricia Johnson.

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, Mr. Frederick Cox, Director of Operations and Dr. Perri Murdica, Director of Pupil Services.

Student representatives present were Miss Gabrielle Baker and Miss Abigail Harris.

There were approximately 36 people in the audience.

#### **5. PLEDGE OF ALLEGIANCE**

The audience recited the Pledge of Allegiance led by two Boys Scouts in attendance.

#### **6. APPROVAL OF MINUTES ~ February 20, 2014 Regular Meeting**

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

**“Move to approve the Board of Education Regular meeting minutes of February 20, 2014 as submitted.”**

**Motion carried unanimously by voice vote.**

#### **7. COMMUNICATIONS**

##### **a. Communications from Audience**

There was no communication from the audience.

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

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

**“Move Agenda Item 9c. Lawn Mowing Bid #2014-BID-20 to 7d., and Agenda Item 10c. Lawn Mowing Trimming DES/JVP Bid #2014-BID-21 to 7e.”**

**Motion carried unanimously on voice vote.**

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

**“Move to add Agenda Item 10d. Student Expulsion 2013-2014-05 to the agenda.”**

**Motion carried unanimously on voice vote.****Communication from Board Members:**

Mrs. Notar-Francesco received a flyer from CABA / CAPSS on their Convention taking place on November 14 and 15, 2014. They are asking districts to send talented groups of students to perform at the Convention. She asked the administration to consider sending students in the district to perform at the sessions on Friday and Saturday morning.

Mrs. Carmody took a moment to acknowledge the STARS program at Southington High School and thank them for providing the Board with wonderful treats at the last few meetings. These students are thrilled about the Unified Theater performance on Friday evening when all children in Unified Arts will be stars. All are invited to the show, which begins at 7:00 p.m. in the high school auditorium.

Mr. Oshana stated a concern that has been raised at a parent safety meeting concerning parent pick up. Dr. Erardi stated safety is always at the forefront and is taken very seriously. Mr. Cox is investigating the protocol used at dismissal at each elementary school, as every building is unique. Mr. Oshana stated that one issue came up at dismissal time where students are walked out and cars are coming into a paved play area. This is confusing to students and a concern to parents. Dr. Erardi stated that the Southington Police Department, along with Mr. Cox, reviewed the dismissal protocol and both felt very comfortable with the procedure. However, this doesn't mean that there can't be improvements or changes with recommendations being brought back to the Board. From administration's perspective, they welcome the expertise of the parents who they believe have a very interesting skill set that they can bring to administration. Administration takes this very seriously. There is an ongoing dialogue that will be taking place with recommendations coming forward.

Mrs. Lombardi stated that she visited a number of schools last Friday, looking at the new Smarter Balanced practice testing underway. She observed a class taking a practice test at Kelley School. One technology piece that stood out to her was that keyboarding skills are delaying students writing quickly. She could see a good writer being set back by not being quick enough on keyboarding. She noticed the content to be a bit harder, reading digitally vs. paper. She also visited DePaolo where she observed really great things occurring. She didn't realize how much progress has been made in the building process.

Mr. Goralski gave the following updates:

- Superintendent Search – Focus group meetings have been completed by the consultants; meetings have been held in Executive Session and a profile has been established for our next leader.
- SEA partnership has expanded out to our community and in a meeting with the Board of Finance. On Saturday, March 15 they will be hosting a brunch to say thank you to our local officials.
- Middle Schools' color panels are on display this evening. Thank you to Kate Ryan and Dan Casinelli from Fletcher Thompson for being at the meeting tonight. Board members had an opportunity prior to the meeting to speak with and review colors in detail with them. The Building Committee formally accepted all panels. The colors are lively and vibrant and will bring much life into the buildings.

**Communication from Administration:**

Dr. Erardi reported on the following:

- Veterans Partnership:
  - a. Posting – Mission Statement – All Schools  
Through this partnership, a framed copy of the newly-adopted mission statement will be placed in every school in the district.
  - b. Regional Collaboration  
An agenda item addressed at the last committee meeting regarding what was a slanted argument from a history teacher in a surrounding community. The committee has chosen to invite members from the American Legion and VFW in three contiguous communities to learn what they are doing and share with them what we are doing.
- Unified Theater – SHS Students as Partners:
  - a. Anti-bullying Skits – Friday, March 14<sup>th</sup> at 7:00 p.m. A very special evening and great way to start the weekend off feeling terrific; he encourages all to attend.
- Math Olympiad Grant – Grades 4 and 5:
  - a. Two Year Award - \$64,000  
Through the hard work of an administrative aspirant, Kim Kalat, 45 youngsters will launch the program at Middlesex Community College this Saturday. In partnership with Christine Boulanger, grant writer, we will have the Math Olympiad program for the next two years at no cost to the district. The enrichment programs are coming to fruition through the very hard work of our cohort panel.
- c. **Communications from Student Representatives**

Miss Baker reported the following:

- She is excited for the middle schools, and the colors look awesome.
- Winter sports are coming to a close with a very successful season. Zach Maxwell received first place in states for wrestling for the second year in a row; our cheerleaders placed fifth in the state; the gymnastics team placed first in the state. Spring sports begin on March 24.
- A dodgeball tournament with Cheshire High School will be held on March 19 in Cheshire. Students and faculty will be playing, with all proceeds going to Relay for Life.
- Knights at the Round Table – Two student representatives from each sport will meet to talk about the Southington athletic program, what they appreciate, and what can be changed.

Miss Harris reported on the following:

- On March 18, CAPT testing begins; juniors and seniors can come in late or are encouraged to attend AP sessions.
- First Robotics competition is next weekend, Friday through Sunday. Forty schools will be attending, and admission is free.

- Theater news – *Aida* will be held March 28-29. SHS students are directing the Flanders Drama Club *Alice in Wonderland* to be held March 22 & 23.
  - Miss Harris encourages everyone to come to the Unified Arts show on Friday. It is an awesome show, and it will be a beautiful night.
- d. **Lawn Mowing Bid #2014-BID-20 for Southington High School, Joseph A. DePaolo Middle School, John F. Kennedy Middle School, Kelley, Plantsville, and South End Elementary Schools (formerly agenda item 9c.)**

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

**“ Move to approve Lawn Mowing Bid #2014-BID-20 for Southington High School, JAD, JFK, Kelley, Plantsville, and South End Schools, as presented.”**

Mr. Oshana asked to amend the motion to vote on each school separately. He stated in the past he tried to bring information on bids to the Board and was told facts should be vetted out to the Finance Committee. He stated that there were some scheduling issues, but neither of these bids came to the Finance Committee.

Mr. Oshana stated that he has been involved in loss control since 1984, the purpose of which is to minimize and eliminate risk to provide a safe environment. The fact that we never had language in the bid contract about legal issues involving vendors until recently concerns him; in addition, the fact that we continue to contract with vendors with lawsuits against them that involve our town shock him as a Board member. We say that safety is our main concern and, when we know facts and still continue to do things the way we do them, it concerns him. Sometimes cases in the loss control realm are settled with no admission of guilt and while there huge settlements that may be made, when a victim is affected, we have to take that into account when we review a bid that takes place in our town. What was the cause, and how can we prevent them from happening again? One way to do that is not to do business with people who have cost our town, residents and employees, sometimes seriously. In the past ten years there have been multiple slips and falls on ice causing injury to our people, with lost service time of teachers and staff out of work totaling 11.05 years. This does not include people who have lost their careers beyond their injury. Did we do any analysis as to slips and falls on the ice, what schools they were in, who the vendors were and what the injuries were, what caused them and what we can do to prevent them? Why do we choose not to award on the normal protocol of low bidder? If we are aware of a lawsuit against a vendor, what is our liability as a Board for not putting that information out there? Safety involves transparency, we need to let our residents, staff and students know who is on our property and if there are issues. It is critical to their safety and security. It is hard to believe we do not keep a list of vendors involved with lawsuits involved with our town. Issues are out there and not using that information known to us when we go out to look at who gets the bids in our town affects students, staff and residents, this includes after school activities. We say over and over that safety is our number one priority and it is our responsibility to vet out all vendors. When we vote on it, we determine who comes on our property. This is a major responsibility and should be taken very seriously. We need to review injuries incident by incident, and annually we should be reviewing injuries that happen on our property and determine what it is that we can do to prevent them from happening again. We have seen multiple injuries of the same sort and we need to look at the cause of those injuries, whom the vendors are, and if we should continue to do work with those people. It does not serve

our town, residents or staff well and gives the impression in his eyes that safety is not our number issue, and he knows that it is.

Finally, with much respect to our Board attorney, Mr. Oshana finds it disturbing that, as a Board of Education, we had to seek legal advice on how to proceed with this topic. If we're presenting the truth, why do we need legal counsel or fear any reprisals? The truth is the truth. Members of our community have the right to know what we do and why we do it. Transparency is critical. He stated that he is very proud to be on this Board, all members are very committed to the work that we do, his concern has to do with safety.

Mr. Goralski thanked his colleague for his remarks. He stated that this Board holds nothing higher than safety, just as the Superintendent spoke to earlier regarding safety and the research they do regarding dismissal and the use of parking lots. We get these ideas from parents, from Board members and, whenever we get them, we act on them. Safety is our number one priority. He stated that the administration has taken notes on Mr. Oshana's comments and, if there is an opportunity for better practice through research, it will become part of our regular practice. As a Board, we have an obligation that practice always improves. Regarding separate motions on items and bids, our typical practice is to do our motions as a whole. Mr. Oshana asked for a friendly amendment to the motion which can be considered by the Board members who made the motion. Regarding the Finance Committee meeting, they could not meet because of scheduling issues around Committee members' work habits and the snowy winter, and were unable to reschedule. Further, actions from the committee level are recommendations only, and only the Board can take action. Oftentimes things come to the Board as a whole. Bid language is a new item, and he personally invited the Board attorney to the meeting. Mr. Goralski stated that it is his obligation as Chairman to protect the Board and see that the Board acts in the best interest of the community. It is his obligation to protect each person in the Southington Public Schools. He asked the Board attorney to be present to be sure the bid document reflects language that is appropriate, and that each member act in the best interest of the Board, the community and themselves. Mr. Goralski thanked Mr. Mills for attending tonight.

Mr. Goralski continued that the safety issues Mr. Oshana speaks of are serious. Our number one priority is safety, and the administration is exemplary in their ability to be sure safety is number one. It is an important item when we hire people. It is an important item when we watch how people perform their duties. Why don't we go to low bidder? Our bid document states we must hire the 'most qualified' and we count on our experts on the administrative team to determine who are most qualified based on their service, performance and insurance. Lawsuits are followed and, based on legal advice from our Board attorney and our town attorney, we keep track of what we are required to, perhaps that may be broadened. We do annual reviews, perhaps we could come up with some ideas for those as a Board.

As the person who made the motion to approve the lawn mowing bid award, Mrs. Notar-Francesco declined to amend the motion and approve the awards separately, stating that it is their normal practice to do as she presented. Seconded by Mrs. Carmody.

Mr. Oshana asked for an explanation of how the particular vendors were selected. Mrs. DiNello stated that bids are reviewed at Central Office and recommendations are made based on price and the level of performance that we have received. Mr. Oshana asked if the award didn't go to the low bidder was it awarded to a vendor we didn't have complaints with or performance issues in the past. Mrs. DiNello did not state that; she stated that, based on the most recent evaluations and input from Central Office staff, there is a situation where they decided not to

give the award to a low bidder. Mr. Oshana asked if we are selecting vendors who have ever had issues with our town in their performance of work. Mrs. DiNello stated that in regards to lawn mowing she is not aware of any complaints. Mrs. Oshana asked if we were selecting a vendor who had ever had issues with our town, whatever it may be: lawn mowing, snow plowing, grass planting. Mrs. DiNello stated that regarding issues there are protocols for follow up at school buildings to find out how performance is going and at times vendors will be called back. Especially with the snowy winter, there are times when we ask vendors to return to the property to do additional plowing / sanding. They've had issues with many vendors depending upon the type of storm. And, there have been other storms with the same vendors where there were no issues. Mr. Goralski asked Mr. Cox if he had a general practice for procedures for following up that we get the services we need and that, when necessary, he has a procedure for remedying performance. He asked Mr. Cox if his office, in collaboration with other staff, gives recommendations to the Board based on which vendors do good work for us. Mr. Cox stated that the general practice is to follow up on performance with principals and custodians. Reference checks are done, and site-by-site visitations are done after storms. They are out all the time to check walkways, driveways and the like. The same applies to lawn mowing. Mr. Oshana asked if a vendor for lawn mowing was not selected due to poor performance? Mrs. DiNello stated no.

Mrs. Notar-Francesco requested that they move the question.

**ROLL CALL:** NO – Mr. Oshana. YES – Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Notar-Francesco, Mr. Goralski, Mrs. Lombardi, Mrs. Queen.

**Motion carried 7-1.**

**e. Lawn Mowing and Trimming DES/JVP Bid #2014-BID-21 (formerly agenda item 10c.)**

Mrs. Notar-Francesco deferred to administration on the next bid. Mrs. DiNello stated that Bid #2014-BID-21 Lawn Mowing and Trimming for Derynoski Elementary School and the John V. Pyne Center was inadvertently omitted in the original bid document. They are in year three of a three-year contract with the current vendor and had to issue an additional bid document. Board members have the bid results in front of them and administration is recommending to award to the low vendor.

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

**“Move to approve Lawn Mowing and Trimming at DES/JVP Bid #2014-BID-21, as presented.”**

Mr. Oshana asked to have his comments from the last motion placed again with this motion. Mr. Goralski made the same request for his comments to also be added here. Both comments are referenced above.

**ROLL CALL:** NO – Mr. Oshana. YES – Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Notar-Francesco, Mr. Goralski, Mrs. Lombardi, Mrs. Queen.

**Motion carried 7-1.**

## **8. REPORT OF THE SUPERINTENDENT**

### **a. Personnel Report**

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

**“Move to approve the Personnel Report, as presented.”**

**Motion carried unanimously by voice vote.**

### **b. Policy & Personnel Meeting ~ February 24, 2014**

Mrs. Clark stated that the committee met on February 24, along with the Curriculum and Instruction Committee and invited Dr. Murdica to come and respond to questions both committees had on the Lead ABA Therapist position and ABA program. Dr. Murdica is in the process of gathering information from this meeting and will get back to us. Mrs. Clark requested an amendment to the minutes to add Mrs. Lombardi as being present at the meeting.

### **c. Curriculum & Instruction Committee Meeting ~ March 11, 2014**

Mrs. Carmody reported that the committee met on Tuesday and received an update from Mr. Halloran on changes in the World Language Department at the high school and the vacancies that exist. He stated that all classes are covered and postings will remain active until filled. Also discussed was an update to the Teacher Evaluation plan and recent changes coming from the State Department of Education. She was very proud of the teachers on the Teacher Evaluation Committee who attended the meeting and stated that they want to continue the evaluation process as it was started, and that they believe in excellence in our system. She commends them for their dedication. They agreed to select one, not two, SLOs which will not preclude end-of-year conversations, and will not use CMT or CAPT data during the 2013-14 school year. Smarter Balanced testing will begin in the spring. CMT and CAPT will not be administered in the areas of language arts and math. We need to continue to contact our legislators and urge them to leave the evaluation process up to the district.

Mrs. Queen echoed Mrs. Carmody's comments regarding teacher evaluation and commended the administration to establish the committee with participation of both teachers and administrators. Mrs. Queen stated that she is very proud of the work and fidelity of this committee and that teachers want to continue to work with the evaluation program put in place this year and not change it mid stream, even though that option is now available. She thanked everyone involved for working through a very difficult and challenging set of circumstances.

Mrs. Lombardi asked about the numerical scoring in each domain and if we have to follow that process and if we have the ability to reduce the number of observations. Mrs. Smith stated that the committee debated the pros and cons at length and unanimously agreed to the number of observations required, even as the state recommended flexibility now. For the sake of fairness and fidelity of the program, the committee opted at this time not to make that level of change, even as the requirements of administrators is extraordinary. The committee has made the decision to have flexibility with the option of SLOs, which could, upon mutual agreement, be changed from two to one. The committee will meet over the summer and may re-write our total

plan. This would require approval of the Board of Education and the Connecticut State Department of Education. The Southington plan complies with the intention of the law, to determine categories, but feels defining a teacher by a number is insane. They are not in favor of assigning a numerical score. There will be a narrative dialogue and an overall status as a teacher.

Mrs. Notar-Francesco questioned if the Board needed to vote on the change in the plan for this current school year. Mrs. Smith said that the Board does. Mr. Goralski stated that this can be put back on as an agenda item under Old Business to have an in-depth discussion. Mr. Derynoski stated that it is not tied to Curriculum and Instruction and, to go as in-depth as we did, it should have its own agenda item. Dr. Erardi stated that it was opted to be on the agenda once a month. Mr. Goralski stated that it would be an agenda item for the next meeting.

## **9. OLD BUSINESS**

### **a. Town Government Communications**

Mr. Goralski stated that the budget season is ongoing. Last evening there was a Board of Finance workshop. Communication between the Board of Education and Board of Finance is outstanding. The Finance Board asked in-depth questions and supports the work we are doing.

Important upcoming dates:

- March 27 – Board of Finance – Town Hall, 7:00 p.m. – Vote on budget recommendations
- April 28 – Town Council Public Hearing on budget - Derynoski Auditorium - 7:00 p.m.
- May 12 – Town Council votes on budget
- May 14 – Last official meeting of the budget season, Board of Finance sets mill rate

The Turf Advisory Committee met last week and discussed in great detail the fundraising piece. Mr. Goralski reached out to the high school rugby team regarding a dual fundraiser, as well as other leagues in town for both entities; more information will be forthcoming. He stated that the Turf Advisory will be reconfigured, becoming more in depth in future planning and expansion of shared services, as the field serves the entire community. On the new Committee, Mr. DeFeo will represent the Parks Board, Mrs. Miceli will represent the Town Council, Athletic Director Mr. Swallow will also serve, and Mr. LePrey will represent Parks and Rec. He asked that any Board members let him know if they are interested in joining as the representative from the Board of Education.

Mrs. Lombardi publicly acknowledged Mrs. DiNello for the enormous amount of work she has done on the Board's behalf this budget season.

### **b. Construction Update**

Mr. Cox stated that the move into new additions would be in one month. Front faces of the buildings will look dramatically different within the next four weeks. Mr. Goralski stated that, at the Building Committee meeting last week, a new phasing plan was approved, turning over more areas and beginning earlier in other areas. Newfield has done an amazing job so far; this plan is excellent.

- c. **Lawn Mowing Bid #2014-BID-20** (moved to agenda item 7d.)

**10. NEW BUSINESS**

- a. **Approval of Sabbatical Leave**

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

**“Move to approve the Sabbatical Leave of Absence for Franca Imme from August 25, 2014 to January 19, 2015.”**

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

**Motion carried unanimously.**

- b. **South End Elementary School World Language Magnet**

Dr. Erardi stated that South End Elementary School would be enrolling three sections of Kindergarten in the 2014-2015 school year. Currently, 39 students have enrolled, with a placeholder of 18 students per class. This pilot will offer an opportunity to parents from around the district to fill another 15 seats, with the understanding they must provide transportation. If the Board is comfortable, Mrs. Karen Smith and Mr. Jim Quinn will organize a letter of opportunity to be sent to all parents of incoming Kindergarten students, with a lottery system in place depending on the response. These students will be approved to attend South End through fifth grade. The salary cost will be absorbed through existing staff at the high school. The recommendation is to start in Grades K and 1, the following year Grades K, 1 and 2, and eventually adding an additional grade each year. Dr. Erardi thanked Mrs. Tina Riccio, Mr. Jim Quinn, and Mrs. Karen Smith for their extraordinary work, and gave a strong endorsement from administration to move forward.

Tina Riccio and Jim Quinn gave a presentation on incorporating a pilot program to introduce Spanish to students in Grades K and 1 at South End School.

**MOTION:** by Mrs. Carmody, seconded by Mrs. Clark:

**“Move to approve World Language Pilot Program at South End Elementary School, as presented.”**

Mr. Derynoski stated that he is favor of the pilot, and the presentation was great. However, he has not seen an outline of the curriculum. Mrs. Smith stated that they are asking the Board to endorse the concept of the pilot and then a curriculum will be created and brought back to the Board.

Mrs. Clark stated that she loves the idea and is excited about giving students an opportunity to learn another language. As a nursery school teacher, she reads many books to her students in Spanish and thinks that this is fabulous.

Mr. Oshana stated that it is much easier to learn a second language at a young age and feels that it is so important for students to have once they get in the working world.

Mrs. Lombardi thanked Mrs. Riccio for her vision and her passion. She gives her full support and feels that this has a much bigger potential if we attract students from contiguous areas with funding from the outside as a magnet school, and not wait for this pilot to end, but do it in concert while the pilot is going on. We should use this as a funding avenue in our budget.

Mrs. Queen stated that she endorses the program 100%, and that students need a global education to be bilingual speakers. She sees this as a good starting point, not only as a magnet school at South End, but sees it taking on a life of its own with demand increasing across the district.

Mrs. Notar-Francesco stated Dr. Erardi spoke to staff costs being neutral, but what about transportation costs? Dr. Erardi stated that this is contingent on the parent responsibility for transportation as so many parents already drive their children to school. Mrs. Notar-Francesco thanked them and encouraged them to fill those seats with children.

Mr. Goralski asked why South End School was chosen. Dr. Erardi explained that, when the educational specifications were made for South End, it was projected to have an enrollment of 300 students. With spot redistricting, the present enrollment is 235 students. The school has the space, and it will be an opportunity to meet the projected enrollment. Mr. Goralski stated that World Language is an area of greatest need for teachers, as science was years ago. Does Mrs. Riccio see this pilot as a way of attracting teachers to Southington? Mrs. Riccio absolutely thinks so. In fact, three or four former students are trying their best to graduate in May to apply for our openings. Mr. Goralski thanked Mr. Quinn and Mrs. Riccio for being a part of this, and stated that he strongly endorses it.

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

**Motion carried unanimously.**

c. **Lawn Mowing Trimming DES/JVP Bid #2014-BID-21** (moved to agenda item 7e.)

d. **Student Expulsion 2013-2014-05**

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

**“Move to expel student 2013-2014-05, as stipulated by the Superintendent of Schools.”**

**Motion carried unanimously on voice vote.**

## 11. ADJOURNMENT

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 9:26 p.m.

Respectfully submitted,  
*Patricia Smolinski*  
Recording Secretary

**SOUTHINGTON BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT  
SPECIAL MEETING OF THE BOARD OF EDUCATION  
March 18, 2014**

A Special Meeting of the Board of Education was held on Tuesday, March 18, 2014 at 6:30 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, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana, Mrs. Patricia Queen, and Mr. Brian Goralski.

**Board Members Absent:** Mr. David Derynoski and Mrs. Patricia Johnson.

**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 6:36 p.m.

**2. DISCUSSION WITH SEARCH CONSULTANTS ~ EXECUTIVE SESSION ANTICIPATED**

**MOTION:** by Mrs. Carmody, seconded by Mrs. Clark:

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

**Motion carried unanimously by voice vote.**

*The Board went into Executive Session at 6:37 p.m. At 8:12 p.m., Mr. Goralski declared the end of Executive Session. The Board returned to public session at 8:12 p.m.*

**3. ADJOURNMENT**

**MOTION:** by Mrs. Carmody, 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 8:12 p.m.*

Respectfully submitted,



Jill Notar-Francesco, Board Secretary  
Southington Board of Education

**Board of Education**  
**Administrative Report**  
**March 27, 2014**



1. CAPSS Position – AHCA (Attachment #1)
2. Out of District Staff Survey (Attachment #2)
3. Kindergarten 2014-2015
4. SEF / Community Y / BOE Partnership –

**The Southington Education Foundation Continues to Partner with the Southington YMCA**

I have some very exciting news to share! At last week's Executive Board meeting of the Southington Education Foundation, the Directors approved a \$20,000 donation, the remaining funding needed to complete the Camp Sloper Nature Center. The 750 square-foot building, previously a pavilion, will be enclosed for year-round use. Additionally, the Nature Center building has the potential for expanding the Science at Sloper initiative. Currently, all fourth graders are bussed to this site in the fall and spring; in the future students may be able to participate in winter enrichment activities. The SEF Board approval of the Nature Center brings a type of closure to the STEM Center Project launched in 2010. Needless to say, the Executive Board is very excited about this endeavor which allows for continued enrichment opportunities for Southington Public School students. I want to send a huge shout out to Dawn Miceli who has worked diligently with Mark Pooler to make this project happen!

5. Thalberg Elementary School – Technology Club - Kate Wakefield

*Joseph V. Grand*  
3/24/14

## ***CAPSS Position Statement on the Affordable Care Act***

The stated purpose of the Affordable Care Act (ACA) is to provide affordable health care for every American. Indeed the title of the Act articulates the goal. While this position statement is not a political statement in favor or against the act, CAPSS clearly supports the goal of providing affordable health care to all - especially the most vulnerable and our children.

However, there are several areas that will result in additional cost to budgets that are already strained under many years of no or limited growth. A couple of areas in particular concern us and we would urge our Congressional delegation to seek remedies to these areas. If Connecticut schools need to spend money on these areas then it will result in the diminution of other needed services to the school children of our great state.

The first area of concern and the one that is likely to have the greatest impact on our budgets is commonly referred to as the High Cost Plan Excise Tax (a.k.a. "Cadillac Tax".) As school systems we have more exposure to the Cadillac Tax than other employers because of a significant number of retirees on the plan, the higher than average age of active employees and because the Northeast has the highest health care costs in the Nation. Additionally, the inclusion HSA, FSA and HRA contributions/reimbursements in the Cadillac Tax calculation create administrative burdens and also undermine a shift towards consumer directed plans. We strongly encourage our delegation to find a remedy to this tax that would not require the reduction of services to our students.

The second significant concern is the "Pay to Play" provision. This has two areas that will result in a greater expenditure from school budgets:

\*The definition of "full time" employee is those individuals who work 30 or more hours. This would include substitute teachers and those individuals who combine two jobs from the system such as bus drivers and cafeteria aides. Many negotiated contracts already define full time as 37.5 or 40 hours.



\*The second concern with this provision of the law is that no more than 9.5% of an employees' wages can be spent on health insurance. Basing the employee cost only on wages does not account for the fact that: a) union contracts dictate both wages and benefits which limit the school system's options, b) our health care costs are typically higher for the same reasons mentioned above thus making it harder to satisfy the 9.5% limit and c) school systems have employees who have traditionally accepted lower wages for more comprehensive benefit plans. This change will require a new round of negotiations in order to maintain balance with the rest of the positions in the school system.

We strongly encourage our delegation to find a remedy to the concerns CAPSS has regarding "Pay to Play". We would suggest that the definition of full time employee be raised to 40 hours per week and that the limit on the amount of employee wages that can be expended for health care insurance be increased or at the very least subject to agreement in a new round of negotiations.



While CAPSS is strongly in favor of affordable health care for the children in our schools we are keenly concerned with the unintended consequences that the above-mentioned provisions of the law will have.

Adopted: March 7, 2014 by CAPSS Board of Directors



**1. Do you live outside of Southington and have school-aged children?**

		Response Percent	Response Count
Yes		27.8%	116
No		72.2%	302
answered question			418
skipped question			2



**2. If an option was made available to you to have your child/children attend Southington Public Schools', would you consider making this move with your child/children?**

		Response Percent	Response Count
Yes		74.1%	80
No		25.9%	28
answered question			108
skipped question			312

**3. If the cost per child was equal to or greater than \$5,000 and less than \$10,000, would you look to make this move with your child/children?**

		Response Percent	Response Count
Yes		3.8%	3
No		96.2%	76
answered question			79
skipped question			341

4. If the cost per child was equal to or greater than \$2,500 and less than \$5,000, would you look to make this move with your child/children?

		Response Percent	Response Count
Yes		64.6%	51
No		35.4%	28
		answered question	79
		skipped question	341



SOUTHINGTON BOARD OF EDUCATION  
Southington, Connecticut

**FINANCE COMMITTEE MEETING**

Monday, March 10, 2014, 6:30 p.m.  
Municipal Center Conference Room #2  
200 North Main Street, Southington, CT 06489

Board Members Present: Jill Notar-Francesco, Chairperson; David Derynoski, Terry Lombardi, Zaya Oshana, Patricia Queen  
From Administration: Dr. Joseph Erardi, Superintendent of Schools; Sherri DiNello, Director of Business & Finance; Karen Veilleux, Director of Technology; Lisa Jones, Accounting/Purchasing Manager

The Finance Committee meeting was called to order at 6:31 p.m.

1. **SELF INSURANCE REPORT:**

The committee reviewed the January Self Insurance Report. Claims for the Southington Board of Education are \$779,318 less than budgeted. The overall fund claims are \$343,248 less than budgeted. Mrs. DiNello explained that the Self Insurance Committee will be discussing the status of our health benefit consulting firm Lindberg & Ripple. Mr. Joseph Spurgeon, who is the individual that primarily worked on the Town of Southington account, has moved to Milliman Benefits.

2. **APPLE EQUITY LEASE PROPOSAL:**

Mrs. DiNello explained to the committee that in the past we have participated in the Apple Equity Program that allows us to receive new equipment prior to the lease expiration and then adding additional payments to the lease. She explained that we have three leases with the last payment due July 2014, which means that in the summer of 2015 we would be getting over \$700,000 of technology equipment with new leases. This happens to be the same time the two middle schools will be receiving all of their new technology. In an effort to phase-in the timing of equipment, and receive new equipment sooner, this is a great time to take advantage of the Apple Equity Program.

Mrs. Veilleux reviewed a spreadsheet of our current lease arrangements with Apple and the options of the Equity Program. She is requesting the committee's support to renew Apple Leases 5 and 6 in 2014-2015, and Apple Leases 7 and 8 in 2015-2016, earlier than the scheduled lease end date. In addition, \$85,000 is budgeted for the 2014-15 year Major Projects and Equipment for a new Apple Lease. This will stagger the purchase of equipment so that it can be installed during the summer and winter breaks. Purchases can be made up to six months after payment of lease, and equipment is not limited to Apple products.

The committee had a number of questions and asked how long we will continue to add new leases. Mrs. Veilleux responded that the plan is to add a new lease payment of \$85,000 each year until 2016-2017, which is presented in the annual Major Projects and Equipment request. We should then have the appropriate dollar amount in our budget to have a funded replacement cycle.

There was discussion on whether BYOD would impact future purchases. Mrs. Veilleux responded that she did not believe that every child would bring a device to school; therefore, the need for the district to supply equipment would remain. Mrs. Veilleux has requested to make an annual recommendation to the Finance Committee regarding the status of the Apple leases and revisit the Equity Program.

The committee endorsed the proposal and requested simplified spreadsheets to share with the full Board of Education.

**3. TIME AND ATTENDANCE – TimeCentre, Inc.:**

Mrs. DiNello presented and reviewed the quote from TimeCentre, Inc. that was included in the Finance Committee packet. She explained that quotes were also received from Kronos for \$110,986 and TimeClock Plus for \$74,545 and that the quotes were for the 500 employees with 25 hardware devices. Mrs. DiNello received insight from Milford Public Schools after a conference call that included payroll staff. She shared that Milford upgraded all of their hardware to proxy cards because they had too much trouble with the biometric scan. Since Milford's original purchase, TimeCentre has upgraded the hardware.

Mrs. DiNello also discussed additional topics shared in the conference call such as:

- Number of Clocks (Milford doubled order based on staff complaints)
- Substitute staff (Milford not using system)
- Number of Licenses
- Lunch break (Milford put in ½ hour lunch break for paras as auto instead of staff clocking in and out for ½ hour lunch)
- Exception Sheets
- Training Time

Mrs. DiNello explained the document in the packet included where the funds were budgeted in both the 2013-2014 and 2014-2015 operating budget to cover the purchase. Additional clocks may be necessary and she suggested not utilizing the clocks for substitutes. There are a number of implementation questions that remain open.

The committee plans to recommend endorsing the Time and Attendance System from TimeCentre, Inc. to the full Board and Mrs. DiNello will continue to collect information and references on the product.

**4. VOAG TUITION ESTIMATE 2014-2015:**

Mrs. DiNello reviewed the tuition projection for the 2014-2014 year which is based on a student base of 69 and revenue of \$556,200. This information will be shared with Emilia Portelinha, Town Finance Director.

**5. TRANSPORTATION CONTRACT:**

Mrs. DiNello followed-up on the committee's concern about liability of having children of bus drivers riding the buses. The Town Attorney was consulted and confirmed that it was a longstanding practice here in Southington and in many districts and that he was not concerned. We have insurance and the right to change the practice with New Britain Transportation if there is a concern.

In addition, Mrs. DiNello wanted to confirm the expectations of the committee in the upcoming contract negotiations. The administration will conduct negotiations with the intent of incorporating the recommendations made by TAS into a draft contract for negotiations. The Finance Committee will be updated on the progress. A draft of the negotiated contract would come back to the Finance Committee and then to the full Board for approval.

6. **OAK HILL UPDATE:**

Due to Oak Hill's decreased enrollment, the space being considered at Strong School is no longer needed. The lease with Oak Hill will end on June 30, 2014. Mrs. DiNello shared that the 2014-2015 budget will have a \$33,000 deficit in Thalberg Schools electricity account because of the lack of rental revenues. The out-of-town special education transportation account may also increase now that two students will need to be transported out-of-town.

7. **VOAG GRANT UPDATE:**

Ms. Jones shared that requisitions for the equipment grant are being processed by the town. Ms. Marion Stannard is awaiting approval of a requested budget revision from the Connecticut State Department of Education before submitting final requisitions.

Ms. Jones also shared a revised spending plan for the ASTE Grant that is part of the Board of Education operating budget. Ms. Stannard has delayed the purchase of a large shed to meet other academic needs and have a better timeline to work with the Southington Planning and Zoning office on placement of the shed.

The committee was comfortable with the purchasing recommendations made by Ms. Stannard.

8. **FINANCIAL UPDATE:**

Mrs. DiNello shared a financial update report with the committee. She explained there are a few adjustments pending but the major change since the last update was a projected deficit in the fuel oil account of \$70,000 due to increased fuel oil usage. We have a two-year usage history of 74,000 gallons which has been sufficient; however, by mid-February that was all used and now we are paying \$3.40 per gallon. Extreme cold and construction has increased usage at DePaolo Middle School. We are looking into the opportunity to recoup funds from the project.

Mrs. DiNello stated that the first payment of our Excess Cost has been received and it appears that the reimbursement rate is 80%. However, Mrs. DiNello has to confirm the per pupil number used by the state.

A spending freeze is not being requested as of this date but we will continue to hold back 25% of supply funds.

The question was asked as to the status of a presentation on Solar Energy to the committee. The administration is working with the town to coordinate efforts so there is not a duplication of efforts.

9. **MISCELLANEOUS:**

Future meeting dates of the Finance Committee are:

- a. Tuesday, May 20, 2014 at 6:30 p.m.
- b. Monday, June 9, 2014 at 6:30 p.m.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,



Sherri P. DiNello  
Director of Business & Finance



# SOUTHTON PUBLIC SCHOOLS

TECHNOLOGY DEPARTMENT

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## MEMORANDUM

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**TO:** THE BOARD OF EDUCATION FINANCE COMMITTEE  
**FROM:** KAREN VEILLEUX, DIRECTOR OF TECHNOLOGY *KV*  
**SUBJECT:** APPLE LEASES  
**DATE:** MARCH 6, 2014

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In the past I had met with the finance committee to review our Apple Leases. Since these are equity leases, we are able to renew leases at an earlier date to purchase new equipment without affecting the budgeted payment schedules. The current lease schedule has large fluctuations in the amount of equipment that can be purchased each year. I plan to attend the finance committee meeting to discuss the attached lease schedule and how it can be adjusted to better fit our needs.

Account 32510 - Equipment Leases

Lease Payments/Equipment Purchases

Apple Inc.

			<<-----CURRENT LEASES (2013-14)----->>>								<<<<-----2014-15 Fiscal Year----->>>>>>				<<-----2015-16 Fiscal Year----->>>							
											Combine ALL into Lease 009				Combine ALL into Lease 10							
			Lease 5 Upgrade DES/SHS		Lease 6 Upgrade DES/SHS		Lease 7 Upgrade DES/SHS		Lease 8 Upgrade FES/KES		NEW 14-15 Budget		Rollover of Leases 5 & 6		Lease 7	Lease 8	New 15-16 Budget		Rollover of Leases 7 & 8		Lease 9	
Fiscal Year	Yearly Lease Payment	Equipment Purchased	Payment	Equipment	Payment	Equipment	Payment	Equipment	Payment	Equipment	Payment	Equipment	Payment	Equipment	Payment	Payment	Payment	Equipment	Payment	Equipment	Payment	
2006-07	\$ 27,530	\$ 98,522																				
2007-08	\$ 51,961	\$ 68,472																				
2008-09	\$ 51,961	\$ -																				
2009-10	\$ 51,962	\$ -																				
2010-11	\$ 77,000	\$ 228,156																				
2011-12	\$ 162,438	\$ 465,945																				
2012-13	\$ 249,288	\$ 712,625	\$ 81,617	\$ 231,395	\$ 82,391	\$ 235,897	\$ 85,280	\$ 245,333														
2013-14	\$ 334,288	\$ 245,000	\$ 81,617		\$ 82,391		\$ 85,280	\$ 85,000	\$ 245,000													
2014-15	\$ 419,288	\$ 556,924	\$ 81,617		\$ 82,391		\$ 85,280	\$ 85,000		\$ 85,000	\$ 245,341	\$ 164,008	\$ 311,583	\$ 85,280	\$ 85,000							
2015-16*	\$ 504,288	\$ 651,796						\$ 85,000		\$ 85,000		\$ 164,008		\$ 85,000	\$ 85,000	\$ 85,000	\$ 245,341	\$ 170,280	\$ 406,455	\$ 249,008		
2016-17*	*	*								\$ 85,000		\$ 164,008			\$ 85,000	\$ 85,000		\$ 170,280			\$ 249,008	
2017-18*	*	*													\$ 85,000	\$ 85,000		\$ 170,280				

\*Equipment amount will vary based on interest rate/payment amount.

\* Not included in spreadsheet is the assumption that we will continue to add \$85,000 to the budget in the 15-16 School Year (shown in green) 16-17 School Year and renew or utilize equity in Lease 9 in the 16-17 Year - will be reviewed with the finance committee annually.

Please Note:

Lease Term - 3 Years with annual in advance payments  
 Annual Equity is option each year  
 Information provided is for budgetary analysis.



# SOUTHINGTON PUBLIC SCHOOLS

## Southington, Connecticut Policy and Personnel Committee Meeting March 18, 2014

Committee chairperson, Mrs. Colleen Clark, called the Policy and Personnel Committee meeting to order at 5:15 p.m.

Committee Members Present: Mrs. Colleen Clark, Mr. Zaya Oshana (arrived at 5:30 p.m.), and Mrs. Patricia Queen. Absent: Mrs. Patricia Johnson.

Administration and Faculty Present: Dr. Joseph V. Erardi, Jr., Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent of Schools; Mrs. Karen Veilleux, Director of Technology; Mr. Steven Madancy, Principal, Kennedy Middle School; Mrs. Michelle Daigle, Teacher, South End School.

### **Sample Policy and Regulation for Bring Your Own Device (BYOD)**

Committee members agreed that the long-range Technology Planning Committee, under the leadership of Karen Veilleux, will be presenting BYOD policy suggestions to the Policy and Personnel Committee at the completion of their study. Mrs. Veilleux will bring copies of the BYOD policy and regulations from CABC to her committee for their review. It is expected that the Technology Committee will be presenting their findings and recommendations to the full Board in late spring. Following their presentation to the Board, the Policy and Personnel Committee will draft policy language.

### **Tuition Paying Students**

Dr. Erardi presented information about a tuition based opportunity for Southington employees who would like to have their child/children attend Southington Public Schools. Sample policies were shared with the committee from Bolton and Ridgefield Public Schools, as well as information from CASBO (CT Association of School Business Organizations). It was agreed that the administration would develop a survey that is shared with all Southington Board of Education employees that would inquire about their interest in having an opportunity for their child/children to attend the Southington Public Schools. The results of the survey will be shared with the committee.

### **Job Description ~ Assistant Superintendent of Schools**

The job description for the Assistant Superintendent of Schools will be presented to the full Board for a first reading at the March 27, 2014 Board of Education meeting.

### **Lead ABA Therapist**

The committee will consider inviting members of the Curriculum and Instruction Committee to a future meeting to further discuss the Southington ABA Program.

The next Policy and Personnel meeting will be held on Monday, April 21, 2014.

### **Motion:**

By Mrs. Queen, seconded by Mr. Oshana

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

**Motion carried unanimously by voice vote.**

The meeting was adjourned at 6:25 p.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**

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BOARD CHAIRPERSON

TERRI C. CARMODY  
VICE CHAIRPERSON

JILL NOTAR-FRANCESCO  
SECRETARY

COLLEEN W. CLARK

DAVID J. DERYNOSKI

PATRICIA P. JOHNSON

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

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06489

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(860) 628-3202

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(860) 628-3205

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date March 27, 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

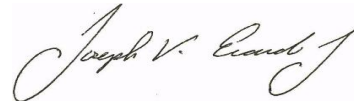
**Alternative Strategies:** N/A

**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 \_\_\_\_\_ March 27, 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:** \_\_\_\_\_

The moves into the new (South) classroom addition and administrative / music (West) addition are on

Schedule for mid- April. Final painting, flooring and casework installations are underway.

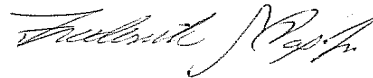
**Background:** \_\_\_\_\_ At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a permanent agenda report for school construction projects. \_\_\_\_\_

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

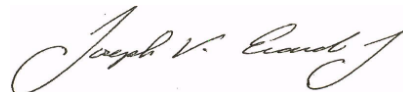
**Funding Source:** \_\_\_\_\_ State & Local \_\_\_\_\_

**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 March 27, 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 March 27, 2014

Decision Requested X

Agenda Code 9 d

**AGENDA REPORTING FORM**

**Agenda Topic:** Teacher Evaluation Plan Update

**Summary of Issue:** Administration is asking that the Board of Education approve the flexibility options presented that will be forwarded to the State Department of Education (SDE). The district is currently using the SDE model for the evaluation and development of teachers 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. The administration will provide the Board of Education with an update surrounding the evaluation plan.

**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. The Board of Education approved the Teacher Evaluation Plan that was presented at the April 11, 2013 meeting.

**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:** Motion to accept the following flexibility options for the teacher evaluation and support plan: 1. No use of CMT/CAPT/SBAC as assessment measure under the Teacher Evaluation and Support Plan for the 2013-14 and 2014-15 school years; 2. One (1) Student Learning Objective (SLO) per year will be required.

**Titles of Attachments:**

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

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

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

BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT

Informational Only \_\_\_\_\_ X \_\_\_\_\_  
Decision Requested \_\_\_\_\_

Board Meeting Date \_\_\_\_\_ March 27, 2014  
Agenda Code \_\_\_\_\_ 10 a. \_\_\_\_\_

AGENDA REPORTING FORM

Agenda Topic: \_\_\_\_\_ Energy Performance Contracting Proposal \_\_\_\_\_

Summary of Issue: \_\_\_\_\_ The Town's Energy Committee asked NORESKO to prepare an overview presentation to the Board of Education at their March 27<sup>th</sup> meeting and to the Town Council on April 14<sup>th</sup>. The purpose of the presentations are to identify the savings and prioritizing of projects. \_\_\_\_\_

\_\_\_\_\_ The plan is to fund the equipment upgrades through the energy savings. Once under contract NORESKO will guarantee the projected savings to the Town. Depending on the number and mix of projects chosen, there could be some supplemental costs to the Town. \_\_\_\_\_

\_\_\_\_\_ The highest priority projects identified by the committee are replacing Southington High Schools Energy Management System, Hot Water system and HVAC roof top units. \_\_\_\_\_

Background: \_\_\_\_\_ NORESKO was authorized by the Town's Energy Committee to perform a Scoping Audit Review of energy consumption at all Town buildings. NORESKO presented the results to the committee on September 6, 2013. \_\_\_\_\_

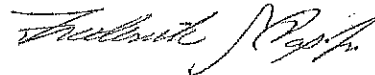
\_\_\_\_\_ In November 2013 the Town entered into a contract with NORESKO for an Investment Grade Audit. The audit was completed in early February 2014 and NORESKO then obtained quotes for all the trade work that would be involved in each approved project. \_\_\_\_\_

Cost (if applicable): \_\_\_\_\_ To be determined \_\_\_\_\_

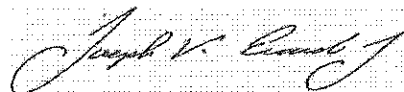
Funding Source: \_\_\_\_\_ Local \_\_\_\_\_

Beginning Date of Program/Project: \_\_\_\_\_ July 1, 2014 \_\_\_\_\_ Ending Date of Program or Project: \_\_\_\_\_ Varied \_\_\_\_\_

Recommendation or Comment: \_\_\_\_\_ The administration recommends endorsing the townwide participation in the Energy Performance Contracting Proposal. \_\_\_\_\_



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



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

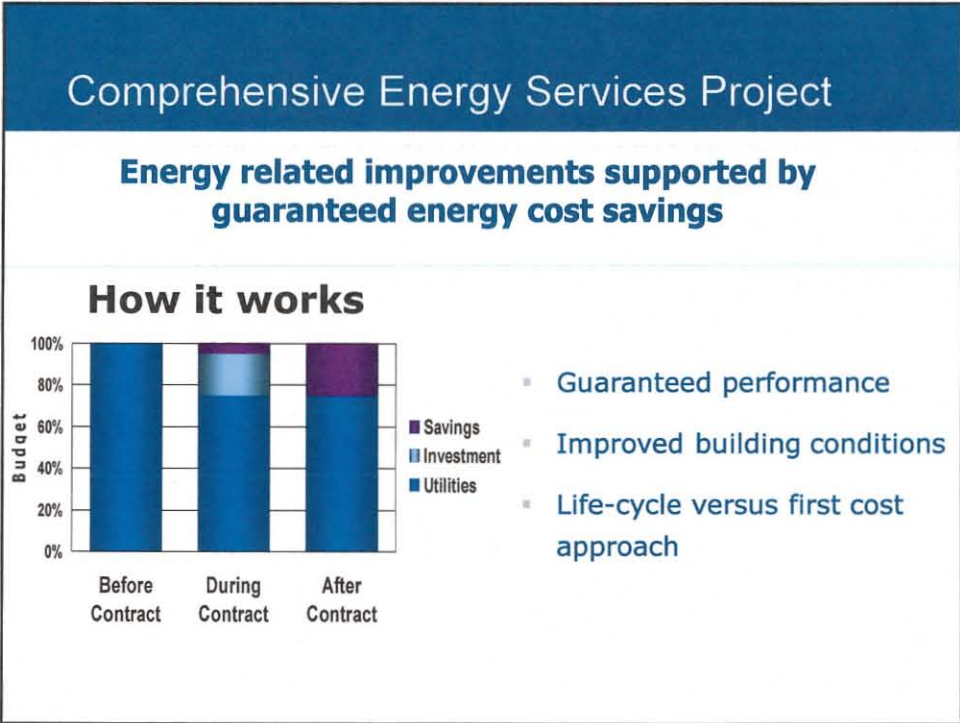
# Energy Performance Contracting Solutions

Southington Public Schools - Board of Education  
March 27, 2014



## Agenda

- Introductions
- Process Overview
- Town and School Complete Project
- Recommended School Solutions
- Questions and Answers



## Town and School Energy Conservation Measure

#	ECM	Implementation Price	Savings	Simple Payback
1	LED Streetlights	\$1,424,357	\$192,496	7.4 Yrs
2	Lighting Upgrades & Controls	\$1,068,643	\$120,744	8.9 Yrs
3	Weatherization Improvements	\$90,533	\$11,548	7.8 Yrs
4	Energy Management System Upgrades	\$1,475,670	\$112,703	13.1 Yrs
5	Retro-Commissioning	\$141,330	\$13,337	10.6 Yrs
6	Energy Efficient Motors & Variable Frequency Drives	\$88,082	\$31,748	2.8 Yrs
7	Boiler Controllers	\$13,499	\$3,311	4.1 Yrs
8	Fuel Switching	\$85,364	\$9,285	9.2 Yrs
9	HVAC Upgrades (Town Buildings)	\$335,515	\$5,646	59.4 Yrs
9a	HVAC Upgrades (High School)	\$6,852,765	\$277,861	24.7 Yrs
10	Computer Power Management Software	\$74,916	\$62,448	1.2 Yrs
11	Energy Efficient Transformers & Power Factor Correction	\$797,051	\$104,824	7.6 Yrs
12	Walk-In Refrigeration Upgrades	\$94,805	\$13,423	7.1 Yrs
	ECG Design & Development	\$627,126	--	--
<b>Totals</b>		<b>\$13,169,656</b>	<b>\$959,374</b>	<b>13.7 Yrs</b>

## Energy Conservation Measures in the Schools

	John Pyne Center Southington High	VOAG	Derynoski ES	DePaolo MS	Flanders ES	Hatton ES	Kelley ES	Kennedy MS	Plantville ES	South End ES	Strong ES	Thalberg ES
Lighting Upgrades & Controls	✓	✓	✓	✓		✓			✓	✓	✓	✓
Weatherization Improvements	✓	✓	✓			✓			✓		✓	
Energy Management System Upgrades		✓		✓								
Retro-Commissioning				✓					✓			
Energy Efficient Motors & Variable Frequency Drives		✓										
HVAC Upgrades		✓										
Computer Power Management Software	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Energy Efficient Transformers & Power Factor Correction		✓			✓	✓	✓			✓	✓	✓
Walk-In Refrigeration Upgrades		✓		✓		✓			✓	✓	✓	✓

*80% of the overall improvements are being made in the schools!*

## Project Highlights

### HVAC Improvements in the High School

#### Existing Challenges

- ▶ Rooftop heating equipment at the end of useful life
- ▶ No air conditioning for west gym
- ▶ Underground water heating/cooling loop to technical education wing
- ▶ Energy intensive electric heating and hot water tank

#### Recommended Improvements

- ✓ New rooftop heating and cooling equipment
- ✓ Convert technical education wing to rooftop equipment
- ✓ Convert electric heaters to direct fired natural gas and hot water

## Project Highlights

### New High School Energy Management System

#### Existing Challenges

- ▶ Antiquated pneumatic controls
- ▶ Wasted energy heating and cooling during unoccupied periods
- ▶ Limited remote monitoring & space temperature control

#### Recommended Improvements

- ✓ New direct-digital control replacing failing pneumatic controls
- ✓ Improved temperature control and energy savings
- ✓ Web-based system with remote monitoring capability

## QUESTION & ANSWER

*Contacts:*

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Keith Hanlon  
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**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 27, 2014

Decision Requested x Agenda Code 10 b.

**AGENDA REPORTING FORM**

**Agenda Topic:** Adoption of 2015 Board Meeting Dates

**Summary of Issue:** The Board of Education annually adopts their regular meeting schedule for the ensuing year at this time.

**Background:** Board of Education Policy #8321 indicates that meetings are held on the second and fourth Thursday of each month except during the months of July, August, November, and December, during which time one meeting date will be set by the board. Due to the budget workshops in January, it is recommended that only one board meeting be held February. It is also recommended that due to the first meeting in April falling during the April school vacation that only one Board meeting be held in April.

**Alternative Strategies:** Modify the schedule.

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

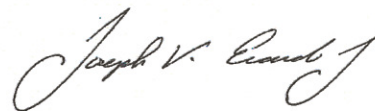
**Beginning Date of Program or Project:** January 2015

**Ending Date of Program or Project:** December 2015

**Recommendation or Comment:** Recommend that the proposed schedule of regular Board of Education meeting dates for 2015 be approved.

**Title of Attachments**

1. 2015 Regular Board Meeting Dates
2. Board of Education Policy #8321



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

**Southington Public Schools**  
**BOARD OF EDUCATION**  
**REGULAR MEETING DATES**  
**2015**



**January 8, 2015**  
**January 13, 2015 (Budget Workshop)**  
**January 15, 2015 (Budget Workshop)**  
**January 22, 2015**

**February 26, 2015**

**March 12, 2015**  
**March 26, 2015**

**April 23, 2015**

**May 14, 2015**  
**May 28, 2015**

**June 11, 2015**  
**June 25, 2015**

**July 9, 2015**

**August 13, 2015**

**September 10, 2015**  
**September 24, 2015**

**October 8, 2015**  
**October 22, 2015**

**November 12, 2015**

**December 10, 2015**

**Board Adopted ~**

**Series 8000:                    Bylaws of the Board****Methods of Operation****Meetings****Time, Place, Notification of Meetings**

All meetings of the Board of Education shall be conducted in compliance with Public Act 75-342, Sec. 6, (An Act Concerning Freedom of Information).

1.     **Regular Meetings** – Regular meetings of the Board of Education shall be held on the second and fourth Thursday of each month at a time to be determined and at the established Board meeting place, except during the months of July, August, November, and December, during which time, at minimum, one (1) meeting date will be set by the Board. Meeting dates, times, and places may be changed at the discretion of the Board.
  - a. The schedule of regular meetings of the Board of Education for the ensuing calendar year shall be filed with the Town Clerk no later than December 1 of each year, and no such meeting of the Board shall be held sooner than thirty (30) days after such schedule has been filed.
2.     **Special Meetings** – Special meetings of the Board of Education shall be called by the Chairperson upon written request of three (3) of the members or whenever deemed necessary by the Chairperson. The call shall state the purpose of the meeting and no other business shall be transacted. Special meetings may not be called for the purpose of election of officers or for a vote to fill a vacancy on the Board.
  - a. Notice of special meetings shall be given not less than twenty-four (24) hours prior to the time of such meeting by posting a notice of the time of such meeting in the office of the Town Clerk. In the case of an emergency, a special meeting may be held without complying with the foregoing requirement for the posting of notice, but a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such meeting.

**Series 8000: Bylaws of the Board****Methods of Operation****Meetings****Time, Place, Notification of Meetings (continued)**

- b. Workshops of the Board of Education are held when it is necessary for the Board to discuss and consider, in depth, matters pertaining to Board of Education business. The Chairperson shall call workshops whenever deemed necessary or when requested by three (3) or more Board of Education members. Notice of workshops shall be given not less than forty-eight (48) hours prior to the time of such meetings by posting a notice of both the time and place in the office of the Town Clerk. The agenda will state the purpose(s) of the meeting and no other business will be transacted. The Chairperson of the Board may invite those individuals, groups or agencies that have relevant information, knowledge or experience to contribute to the discussion and to the Board's decision-making process. Other public input will be allowed at the discretion of the Board Chairperson. No formal votes will be taken during or at the conclusion of workshops.
3. **Committee Meetings** – The Chairperson of each committee will notify the Board as to the location, date, and time of all meetings. (cf 8133)
4. **Adjourned Meetings** – Any meeting of the Board of Education may be adjourned to a time and place specified in the order of adjournment.
5. **Quorum** – Five (5) members of the Board shall constitute a quorum for the transaction of business except where otherwise noted in Board policies.
6. **Parliamentary Procedure** – Robert's Rules of Order shall govern the proceedings of the Board, except when those rules are in conflict with the Board's approved policies and regulations. The Superintendent of Schools is designated as Board of Education parliamentarian.
7. **Agenda Notice** – The agenda for regular meetings of the Board of Education shall be given to all members a minimum of six (6) days prior to the meeting. Business other than that included on the agenda may be transacted by a two-thirds vote of all members present unless the subject is specifically referenced in other Board policies.

**Series 8000: Bylaws of the Board**

**Methods of Operation**

**Meetings**

**Time, Place, Notification of Meetings (continued)**

8. **Order of Business** – The order of business at each regular meeting of the Board of Education shall be as follows:
  - 8.1 Call to Order
  - 8.2 Pledge of Allegiance
  - 8.3 Approval of Minutes
  - 8.4 Public Communications
  - 8.5 Committee Reports
  - 8.6 Report of Superintendent and His/Her Staff
  - 8.7 Old Business
  - 8.8 New Business
  - 8.9 Adjournment
  
9. **Audience to Visitors** – During the Audience to Visitors portion of the meeting, Board Members may question a visitor through the Chairperson, to clarify the issue raised by the visitor.
  
10. **Requests for Hearing on Transportation** – Requests for hearings on transportation must be made in writing. The Board of Education shall hold such hearing within ten (10) days after receipt of written request and shall make a finding within ten (10) days after such hearing and in accordance with regulations of the State Board of Education.

**Legal Reference:**

*Connecticut General Statutes*

- 1-21, Meetings of government agencies to be public
- 1-21c, Mailing of notice of meetings to persons filing written request
- 1-21f, Regular meetings to be held pursuant to regulation, ordinance or resolution
- 1-21i, Denial of access of public records or meetings
- 10-218, Officers, Meetings.

- Bylaw adopted by the Board: January 1990
- Bylaw revised by the Board: April 1993
- Bylaw reviewed by the Board: April 2003
- Bylaw revised by the Board: March 2005
- Bylaw revised by the Board: February 2009

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date March 27, 2014

Decision Requested X

Agenda Code 10c

**AGENDA REPORTING FORM**

**Agenda Topic:** Non-Renewal of Interim Teachers

**Summary of Issue:** Interim teachers were hired to fill positions for the 2013-2014 school year. Typically, interim teachers fill in for teachers who are on leave or in positions which will likely be available for one year. In order to officially terminate the services of these teachers, the Board must vote, prior to May 1 to non-renew their services for the coming year. This action is in keeping with the requirements of state law.

**Background:** These interim teachers were hired to fill vacancies due to permanent staff on leave of absence or to fill a partial year temporary position for the 2013-2014 school year. The interim teachers have been advised that the Board will be taking this action. They know that such action is necessary and consistent with the terms of their working agreement with the Board of Education. Clearly, this action is in no way a reflection on the performance of this teacher. The school administration always makes a concerted effort to retain the services of interim teachers who have provided high quality service to the district.

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

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

**Funding Source:** N/A

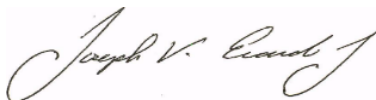
**Beginning Date of Program or Project:** N/A

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

**Recommendation or Comment:** Move that the contract of Kevin St. Pierre, Kimberly Bellonio, Brittany Saucier and Jenifer Shields be non-renewed for the 2014-2015 school year.



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



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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date March 27, 2014

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

**AGENDA REPORTING FORM**

**Agenda Topic:** Substitute Teachers ~ Retired SPS Educators

**Summary of Issue:** To consider an April – June pilot of a per diem rate of \$100 per day for retired Southington Teachers working in short term assignments.

**Background:** Prompted by a shortage of quality substitute teachers

**Alternative Strategies:** Status quo

**Cost (if applicable):** an additional \$30 per sub / per day

**Funding Source:** Operational Plan

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

**Ending Date of Program or Project:** Last Day of the 2013-2014 school year

**Recommendation or Comment:** Recommend approval of \$100 per diem pay rate for retired Southington Teachers.



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



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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 27, 2014

Decision Requested x Agenda Code 10 e.

**AGENDA REPORTING FORM**

**Agenda Topic:** Establishment of 2014 Graduation Date/Last Day of School/End of the Year Dates

**Summary of Issue:** The high school graduation date is traditionally set once the last day of school is determined.

**Background:** The Southington Pubic Schools were closed 7 days to the weather (see attached list).

**Alternative Strategies:** N/A

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

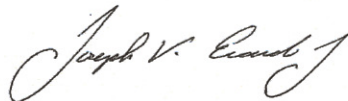
**Beginning Date of Program or Project:** N/A

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

**Recommendation or Comment:** To determine that the last day of school and Southington High School graduation will tentatively be Thursday, June 19, 2014 and to approve the End of the Year Dates.

**Title of Attachments**

1. 2013-2014 School Closings / Delays
2. 2013-2014 End of the Year Dates



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

**Southington Public Schools  
2013-2014 SCHOOL CLOSINGS / DELAYS**

DATE	CANCELATION / DELAY
December 10, 2013	Canceled
December 17, 2013	Canceled
January 3, 2014	Canceled
January 10, 2014	90 Minute Delay
January 15, 2014	90 Minute Delay
January 21, 2014	Early Dismissal
January 22, 2014	90 Minute Delay
February 3, 2014	Canceled
February 5, 2014	Canceled
February 13, 2014	Canceled
February 14, 2014	Canceled



**SOUTHINGTON PUBLIC SCHOOLS  
2013-2014 END OF THE YEAR DATES**

Event	Date	Place	Time
Profiles in Professionalism	May 8, 2014	Board of Education Meeting Municipal Center	7:00 p.m.
Youth Honor Day Luncheon	June 3, 2014	SHS Corner Café	11:30 a.m.
Top 25 Recognition (UNICO)	June 4, 2014	Aqua Turf Club	6:00 p.m.
Top 10 Scholars Luncheon	June 5, 2014	SHS Corner Café	11:30 a.m.
Veterans' Luncheon	June 11, 2014	Municipal Center Public Assembly Room	12:00 noon
Volunteer Luncheon	June 17, 2014	TBD	12:00 noon
Southington High School Commencement Class of 2014	June 19, 2014 (Tentative)		
Last Day of School	June 19, 2014 (Tentative)		



**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date March 27, 2014

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

Agenda Code 10 f

**AGENDA REPORTING FORM**

**Agenda Topic:** Job Description ~ Assistant Superintendent (First Reading)

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**Summary of Issue:** The Policy & Personnel Committee has reviewed the job description for the Assistant Superintendent of Schools. Recommended changes are included in the attached draft.

**Background:** The Policy and Personnel Committee regularly reviews job descriptions to ensure they are current and appropriate.

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**Alternative Strategies:** N/A

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**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:** N/A

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**Titles of Attachments:**

1. DRAFT Job Description, Assistant Superintendent of Schools, with edits identified
2. DRAFT Job Description, Assistant Superintendent of Schools, clean copy

  
Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools

**DRAFT Job Description**  
**Assistant Superintendent of Schools**  
*(with edits identified)*



# SOUTHTON PUBLIC SCHOOLS JOB DESCRIPTION

**\*DRAFT\***

TITLE: ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION AND LEARNING  
**FOR CURRICULUM AND INSTRUCTION**

## QUALIFICATIONS:

1. Thorough knowledge of curriculum instruction, assessment, and methodology in a preK-12 continuum.
2. Demonstrated ability as an effective administrator.
3. Demonstrated ability to communicate effectively both orally and in writing.
4. Demonstrates a strong understanding of state and federal mandated instructional programs and associated assessment trends.
5. Any alternatives to the above that the Superintendent of Schools may find appropriate and acceptable.
6. Possess or be immediately eligible for Connecticut certification as intermediate administrators (CT Endorsement #092).
7. Minimum of five (5) years public school experience as an educational administrator.
8. Minimum of thirty (30) hours of graduate study beyond a master's degree with a doctorate degree preferred.

REPORTS TO: Superintendent of Schools

SUPERVISES: ~~Personnel Office, Senior Coordinator of Pupil Personnel Services and related instructional and non-instructional staff as directed by the Superintendent of Schools.~~  
**As stipulated by the official Southington Public School organization chart.**

JOB GOAL: To ensure that all of the school system's resources provide a seamless educational environment that enables each student to meet his or her educational potential.

## PERFORMANCE RESPONSIBILITIES:

1. To lead and work with administrators and faculty in the continued development of the preK-12 instructional program.
2. To implement, evaluate and refine preK-12 curriculum and instruction.
3. To work with staff, students, parents and citizens to ensure that instructional and curriculum offerings are relevant, valuable and well balanced.
4. To maintain a thorough knowledge of all trends in elementary, middle and high school instructional programming.
5. To lead the teacher evaluation, professional development, **BEST TEAM** and cooperating teacher programs.

6. To work with the Personnel Manager in recruitment and hiring of personnel.
7. To supervise the development and expenditure of the preK-12 instructional budget.
8. To work with other administrators in preparing all required state and federal reports and grant applications.
9. To work with ~~the Senior Coordinator of Pupil Personnel Services~~ **Director of Pupil Services** to implement all state and federal statutes, regulations and guidelines pertaining to special education programming.
10. To attend meetings as directed by the Superintendent of Schools.
11. To evaluate designated administrators, coordinators, and office staff.
12. To serve as the administrator in charge in the absence of the Superintendent of Schools.
13. To perform such other related duties and responsibility as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: 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 Superintendent of Schools.

**DRAFT Job Description**  
**Assistant Superintendent of Schools**  
*(clean copy)*



# **SOUTHTINGTON PUBLIC SCHOOLS JOB DESCRIPTION**

**\*DRAFT\***

**TITLE: ASSISTANT SUPERINTENDENT  
FOR CURRICULUM AND INSTRUCTION**

## **QUALIFICATIONS:**

1. Thorough knowledge of curriculum instruction, assessment, and methodology in a preK-12 continuum.
2. Demonstrated ability as an effective administrator.
3. Demonstrated ability to communicate effectively both orally and in writing.
4. Demonstrates a strong understanding of state and federal mandated instructional programs and associated assessment trends.
5. Any alternatives to the above that the Superintendent of Schools may find appropriate and acceptable.
6. Possess or be immediately eligible for Connecticut certification as intermediate administrators (CT Endorsement #092).
7. Minimum of five (5) years public school experience as an educational administrator.
8. Minimum of thirty (30) hours of graduate study beyond a master's degree with a doctorate degree preferred.

**REPORTS TO: Superintendent of Schools**

**SUPERVISES: As stipulated by the official Southington Public School organization chart.**

**JOB GOAL: To ensure that all of the school system's resources provide a seamless educational environment that enables each student to meet his or her educational potential.**

## **PERFORMANCE RESPONSIBILITIES:**

1. To lead and work with administrators and faculty in the continued development of the preK-12 instructional program.
2. To implement, evaluate and refine preK-12 curriculum and instruction.
3. To work with staff, students, parents and citizens to ensure that instructional and curriculum offerings are relevant, valuable and well balanced.
4. To maintain a thorough knowledge of all trends in elementary, middle and high school instructional programming.
5. To lead the teacher evaluation, professional development, TEAM, and cooperating teacher programs.
6. To work with the Personnel Manager in recruitment and hiring of personnel.
7. To supervise the development and expenditure of the preK-12 instructional budget.

8. To work with other administrators in preparing all required state and federal reports and grant applications.
9. To work with the Director of Pupil Services to implement all state and federal statutes, regulations and guidelines pertaining to special education programming.
10. To attend meetings as directed by the Superintendent of Schools.
11. To evaluate designated administrators, coordinators, and office staff.
12. To serve as the administrator in charge in the absence of the Superintendent of Schools.
13. To perform such other related duties and responsibility as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: 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 Superintendent of Schools.