

Southington Board of Education Meeting

Thursday, May 8, 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 AFSCME Nurse Negotiations and Safety Matters
3. Celebration of Excellence ~ 7:00 p.m. ~ Profiles in Professionalism
4. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
5. Pledge of Allegiance
6. Approval of Minutes of April 24, 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. Personnel Report
 - b. Curriculum & Instruction Committee Meeting ~ April 25, 2014
 - c. Policy & Personnel Committee Meeting ~ May 1, 2014
9. Old Business
 - a. Town Government Communications
 - b. Construction Update
10. New Business
 - a. Technology Committee Update
 - b. Business Office Finance Items
 1. Time & Attendance System
 2. Maintenance Vehicles Lease (2)
 3. YMCA 2014 Reimbursement Rates
 4. Contracted Custodial Contracts:
 - a. Capitol Cleaning Contractors, Inc. (JFK, JAD, DES)
 - b. Performance Environmental Services (SHS, Municipal Center)
 - c. Job Description ~ Director of Operations - First Reading
11. Adjournment



SOUTHINGTON PUBLIC SCHOOLS

Press Release

Southington Public Schools

For release: April 25, 2014

Contact: (860) 628-3202

Karen L. Smith

Interim Superintendent of Schools

Southington Public Schools 2013-2014 Profiles in Professionalism Honorees

The following are the honorees for the 2013-2014 **Profiles in Professionalism** award who will be recognized at the Board of Education meeting to be held at 7:00 p.m. on Thursday, May 8, 2014 at the Municipal Center, Public Assembly Room, 200 North Main Street, Southington, CT.

Barbara Angiletta, Teacher- Southington High School

Barbara Bartlett, Cafeteria Manager- Kelley Elementary School

John Crowley, Maintenance Tech II

Desiree Daigle, Special Education Teacher (E.A.S.E) - John F. Kennedy Middle School

Cynthia Davey, Teacher - Southington High School

Stephen Lee, Production Assistant - System-wide

Yvette Lyons, Secretary to Assistant Principal- Joseph A. DePaolo Middle School

Lisa Meccariello, LPN - Southington High School

Deborah Miller, Lead Technology Analyst- System-wide

Rosemary Risser, Kindergarten Teacher - Kelley Elementary School

Martin Semmel, Principal- Southington High School

Sharon Vojtila, Paraprofessional- Hatton Elementary School

Carol Volpe, Secretary, Health Office - Southington High School

Respectfully,

Karen L. Smith

Interim Superintendent of Schools

KAREN L. SMITH
INTERIM SUPERINTENDENT OF
SCHOOLS

BOARD OF EDUCATION

BRIAN S. GORALSKI
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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SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

APRIL 24, 2014

The regular meeting of the Southington Board of Education with Executive Session was held on Thursday, April 24, 2014 at 6:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

1. CALL TO ORDER

Mr. Goralski, Chairperson, called the meeting to order at 6:35 p.m.

2. EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

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

“Move to go into Executive Session, excluding the public and the press, for the purpose of discussing a Personnel Matter, and upon conclusion reconvene to public session.”

Motion carried unanimously by voice vote.

Board members present: Mr. Brian Goralski, Chairperson; Mrs. Terri Carmody, Vice Chairperson; Mrs. Jill Notar-Francesco, Secretary; Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent was Mrs. Terry Lombardi.

Present from the administration: Mrs. Karen Smith, Interim Superintendent of Schools, and Mrs. Kim Hunt, Personnel Manager.

The Board went into Executive Session at 6:35 p.m.

At 7:15 p.m., Mr. Goralski declared the Executive Session had ended and the Board recessed to the Celebration of Excellence.

3. CELEBRATION OF EXCELLENCE

At 7:20 p.m., in Celebration of Excellence, the Board of Education recognized Matthew Garry, a Grade 8 student at J. A. DePaolo Middle School, for receiving Honorable Mention by the Connecticut Writing Magazine for his writing. His entrance into the competition was one of 900 submissions. On behalf of the Board of Education, Mr. Goralski presented Matthew with a Certificate of Excellence.

Mr. Christopher Palmieri, Assistant Principal at J. A. DePaolo Middle School, was acknowledged for providing outstanding work and leadership at DePaolo Middle School during the medical leave of absence of Principal Frank Pepe. He was presented with a Certificate of

Excellence by Mr. Goralski on behalf of the Board of Education and administration. Mr. Palmieri recognized and thanked the DePaolo staff, saying that he could have not done it without their support.

At 7:25 p.m., Mr. Goralski declared 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: Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent was Mrs. Terry Lombardi.

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

Student representative present: Miss Gabrielle Baker.

There were approximately 24 people in the audience.

5. PLEDGE OF ALLEGIANCE

The audience recited the Pledge of Allegiance.

Mr. Goralski requested a moment of silence in memory of Kathleen Murphy, former English teacher at Southington High School and Kennedy Junior High School (retired in 1998), and Eugene Leone, former teacher and DePaolo Junior High School Principal (retired in 1986), both of whom recently passed away.

6. APPROVAL OF MINUTES ~ April 10, 2014

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

“Move to approve the Regular Board of Education minutes of April 10, 2014, as submitted.”

Motion carried unanimously by voice vote.

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

“Move to move Agenda Item 10.a ‘Appointment of Assistant Principal of Southington High School’ to Agenda Item 6.b.”

Motion carried unanimously by voice vote.

a. Special Meeting Minutes ~ April 23, 2014

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

“Move to approve the Special Meeting Minutes of April 23, 2014, as submitted.”

Motion carried unanimously by voice vote.

b. Appointment of Assistant Principal of Southington High School *(formerly Agenda Item 10.a)*

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

“Move to appoint Dianne Holst-Grubbe to the position of Assistant Principal at Southington High School, effective July 1, 2014 with a starting salary of \$123,019.”

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

Mrs. Holst-Grubbe thanked the Board and stated that she was honored that they have chosen her for the position. Mr. Goralski welcomed her to Southington as the newest administrator.

Mr. Goralski declared a recess at 7:40 p.m.

The regular meeting resumed at 7:46 p.m.

7. COMMUNICATIONS

a. Communications from Audience

There was no communication from the audience.

b. Communications from Board Members and Administration

Communication from the Board Members:

Mr. Derynoski reported on a Technology and Engineering Advisory Board meeting held that morning and commended Nancy Chiero and Justin Mirante for doing an outstanding job. They are coming to the end of redefining the manner in which the current curriculum could be addressing students for the future. All the advisors in attendance completed forms based on the current curriculum in the different areas of communication, construction, manufacturing, and the Project Lead-the Way program. They identified the careers by title that students could look for in the future. He noted that this should be helpful for the Guidance Counselors and students to set the stage for their futures.

Mrs. Queen, as CABE liaison, shared that on May 13 there will be a legislative wrap-up workshop. She noted that about one month ago she and Mrs. Notar-Francesco listened to a webinar regarding what was happening to date with legislation pertaining to education, and that they both plan to attend the May 13 workshop that is presented every year in the spring as a summary of what the new legislation might be with regulations and court decisions.

Mrs. Queen noted that there was a grant opportunity for a \$1,000 unrestricted grant being offered by the Connecticut Council for Education Reform and that Mrs. Smith was interested in participating. This is a contest for school leaders who are communicating with parents about the Common Core in a positive way. Mrs. Smith acknowledged that they plan to pursue writing the grant in-house.

Mrs. Clark updated the Board on the progress of the Age 3 to Grade 3 Collaborative and getting the message out about the importance of early childhood education. She noted that the newest member was Dr. Mary Yuskis, who is also a member of the Early Childhood Collaborative of Southington (ECCS). In the near future, the Board will be seeing Dr. Yuskis talking to community stakeholders such as the YMCA, nursery schools, businesses, and any community member who has an interest in advancing early childhood education. The Early Childhood Collaborative will be acting as a clearinghouse for all interested parties. She noted that Dr. Yuskis would be participating with 62 other communities within the Graustein Foundation area, so they can exchange ideas regarding the advancement of early childhood education. The collaborative is in the process of developing an Early Childhood Collaborative website.

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

“Move to move Agenda Item 9.e ‘Enrichment Update ~Middlesex Community College Partnership’ to Agenda Item 7.d.”

Motion carried unanimously by voice vote.

Mr. Goralski announced that the Chamber of Commerce would be holding their annual dinner at the Aqua Turf Club on Saturday, April 26, 2014. He noted that Kathy Rickard (former Board of Education member) was being honored as the “Business Person of the Year” and that Dr. Joseph Erardi, Jr. (former Superintendent of Schools) was being honored as the first-ever recipient of the Samuel Woodruff Award. He noted that the information came to his attention a little late, and that he hoped people will be able to attend to honor them both for the work that they have done for the community.

Mr. Goralski noted that Mr. Brian Durbin, social studies teacher at Southington High School, has published his second book of a trilogy. Mr. Goralski explained that Mr. Durbin was raising funds for the Wounded Warrior Project or the Fisher House with the all proceeds and donations from his books going to those projects. Mr. Durbin distributed a copy of his book to the Board members.

Communication from Administration:

Mrs. Smith reported on the following:

1. The Dream Team:
Connecticut has a Dream Team composed of 97 teachers who were nominated to represent the state of Connecticut out of a pool of 600 applicants. Rosemary Burdick, who is a Math Specialist servicing both our middle schools, was selected to be a member of the Common Core State Standards and Smarter-Balanced Dream Team. This is a team of teachers who will be evaluating questions,

performance assessments and Common Core Standards assessments in the areas of Mathematics and English Language Arts.

2. Energy Recognition:

Mr. Cox explained that on Tuesday he participated in an Energy Recognition ceremony at the State Capitol with two of our HVAC Maintenance Technicians. The recognition was from the Department of Energy and Environmental Protection regarding businesses and school districts that had accomplished energy reductions and conservation during 2013. Southington High School was the only organization to be recognized for the Peak Performer Summer Savers Award. Mr. Cox stated that the school district received a total of \$147,472 in reimbursements from Northeast Utilities over the course of nine years for our conservation and load management. However, he noted that the Southington school system started working with the utilities before they even started reimbursements.

Mr. Oshana commented that there is a lot of discussion about the money that the Board spends, but there is very little discussion about the money that the Board saves or reduces in terms of expenses. He hoped the Board could continue to publicize those types of cost savings, which is a big difference from cost avoidance.

3. Alta Honor Roll:

Mrs. Smith announced that eight Alta students have achieved the rank of honors during the third marking quarter. She will be visiting Alta to celebrate this achievement with Mr. Levin [Director of Alta] and the teachers.

4. Calendar of Major Events:

Mrs. Smith provided the Board with a calendar of major year-end events. The individual building event celebrations from now to the end of the year will be electronically sent to the Board from her office. This calendar of major events will also be online for the Board to reference.

5. Plantsville Elementary School Selection Update:

Mrs. Smith announced that the committee just completed the second day of interviews. There were over 75 applicants that were reduced to 10 for in-house interviews. The committee members are still discussing which four candidates of the 10 will go forward to her office for the next round of interviews. From that point, three candidates will be selected to interview before the Board members in early May, with an anticipated recommended hiring for May 22, 2014.

6. Town and BOE Partnership:

Mrs. Smith reported that she had been invited to two meetings to talk about partnership. She noted that the second meeting focused on the Covanta Energy Saving Program, which is an organic waste recycling program. On May 12, at the Town Council regular meeting, members of the Board of Education will be invited to attend the meeting to hear a short presentation from Covanta about ways that organic waste can be collected and saved. This not only has a major recycling benefit with tonnage, but also as environmental education for students in all the schools.

c. Communications from Student Representative

Miss Baker reported on the following:

- The CyberKnights Robotic Team took first place in the qualifying rounds at their competition in Boston. They are currently competing against 400 of the best teams in the world in St. Louis, Missouri.
- The Marching Band will be traveling to Washington, D.C. this Sunday and will be enjoying various activities.
- All the Exchange trip students have returned safely and she has heard many wonderful stories.
- Academic Awards Night will be held on May 7, 2014.
- Scholarship Awards Night will be held on May 15, 2014.
- Junior Prom is May 3, and Senior Prom is May 17, 2014.
- Advanced Placement (AP) tests begin in less than two weeks.
- Southington High School is hosting SATs on May 3, 2014.
- All the sports teams have winning records.

Mr. Goralski commented that the recent school play [*Aida*] in which Miss Baker starred was incredibly successful. He stated that her performance [as Aida] was very professional.

d. Enrichment Update ~ Middlesex Community College Partnership (Formerly Agenda Item 9.e)

Mrs. Smith noted that the Board of Education has been implementing a wide range of enrichment opportunities across grade levels this year. She explained that this presentation was on an enrichment opportunity that was developed this year with Middlesex Community College in Meriden. Mrs. Smith introduced Ms. Kimberlee Kalat, a social studies teacher at DePaolo Middle School who is working on her administrator certificate (092) and has taken on this enrichment program as her project.

Ms. Kalat presented a PowerPoint presentation on the Middlesex Community College Partnership with the Southington Public Schools (*Attachment #1*). She gave a background on her initial contact with the college in the fall. In January, she and Karen Smith visited the site in Meriden, which she noted is a beautiful, renovated building that has three state-of-the-art computer labs. At that time, they decided to offer the enrichment program to all sixth graders at both DePaolo and Kennedy Middle Schools.

Ms. Kalat explained the selection process and that there were 44 seats with 22 seats per session. The 44 students were asked to choose their first choice of the two sessions offered. Session 1 enrichment classes offered in the morning were: 1) Using the New York Times for Critical Reading and Thinking; and 2) Creating Animation and Video Games in "Scratch." She explained that "Scratch" is a program created by MIT students. Session 2 enrichment classes offered in the afternoon were: 1) Introduction to Video Production; and 2) Make Your Own Website. These were college level courses offered to sixth grade students in Southington.

Ms. Kalat explained the session times on Saturdays that started on March 15 and ended on April 12, 2014, which was the day that families were invited to view the final presentations of their students.

Ms. Kalat shared some of the student comments asked by the college professors on what was the best part of the sessions. The comments were very enthusiastic about the courses offered. She also noted that the parent comments that she received via email were very supportive of the courses offered. Ms. Kalat introduced students Trevor Messina from Kennedy Middle School, and DePaolo Middle School students Morgan Duling and Katherine Drechsler who spoke about their experience and also presented their work. Trevor Messina shared an article that he wrote for the New York Times course. His article was about "Paying for Good Grades." Morgan Duling and Katherine Drechsler presented a video on anti-bullying that they created together.

Ms. Kalat introduced Mrs. Tami Christopher, Director of the Meriden Center of Middlesex Community College in Meriden, who partnered with her in putting together this Enrichment Program. Ms. Christopher explained about the process on her end prior to selecting the students. She also noted that she was a graduate of Southington High School. Ms. Christopher remarked on the professionalism and dedication to student learning from the administration in Southington with whom she worked. She explained that they created an RFP proposal that was sent to Middlesex Community College faculty, other college colleagues, and to professionals at local businesses. After the proposals were received, they were reviewed by the Dean of Academics and then those selected were sent forward to the school district administration. This program has been offered by Middlesex Community College for the past two years. The college does an extensive assessment about the experience of the students because they don't test. To evaluate the program they ask for feedback from the students, parents, and instructors. She pointed out that the instructors were enchanted with the students that Southington sent to them, and read some of their comments, which were very impressive and complimentary.

Ms. Christopher explained that the students were asked what they would like to see offered for future sessions and their top choices for future enrichment classes were:

- Music, Theater and Art
- Starting Your Own Business – Entrepreneurship
- Nature and Outdoor Learning
- Physical Fitness and Nutrition
- Math
- Sports
- Web and Graphic Design

The students' top choices for session times were Saturday mornings and afternoons, second choice would be Sunday afternoons, and a few students would like to do their enrichment during school hours.

Mrs. Notar-Francesco asked what the attendance level was for the courses. Ms. Christopher noted that it was very good. Students told them in the beginning if they had an obligation and could not attend class. The information for the missed class was then provided to the student.

Mr. Derynoski was interested in knowing the feedback from the professors in comparing the sixth graders to the college students.

Mrs. Queen thanked Ms. Kalat for taking on this project for enrichment. She asked if this was something that the parents paid for. Ms. Kalat responded that originally it was supposed to be "Pay for Play." However, in January when she met with Dr. Erardi and Mrs. Smith, they told her that they had grant money to fund the whole program. This opportunity opened the program to all sixth graders, not just the identified gifted and talented students. She hoped that they could offer something like this again in the fall. Mrs. Smith stated that it was not an earmarked grant; however, with the Title funds that they received, they were allowed some creativity. This was an approximately \$12,000 cost.

Mrs. Queen requested a year-end list of all of the different enrichment programs and a summary regarding whether the program could continue along with the funding.

8. REPORT OF INTERIM SUPERINTENDENT

a. Policy and Personnel Committee Meeting ~ April 17, 2014

Mrs. Clark reported that the committee reviewed the job description for the Director of Operations that had not been updated for several years. She hoped that the Committee could bring it to the full Board at their May 8, 2014 meeting. She thanked Mr. Cox and Mrs. Hunt for their input. She noted that the Curriculum and Instruction Committee has been invited to the Policy and Personnel Committee meeting on May 1, 2014.

9. OLD BUSINESS

a. Town Government Communications

Mr. Goralski reminded the Board that Monday, April 28, 2014 was the Public Hearing on the Town and Board of Education budgets with the Town Council at 7:00 p.m. in the Municipal Center Public Assembly Room. Mrs. DiNello noted that it was originally scheduled for the Derynoski Auditorium, but because of the attendance at the Board of Finance Public Hearing they chose to move the meeting. She would confirm and follow-up with the Board.

Mr. Goralski reminded the Board of the following Budget meetings:

- Monday, May 12, 2014:
Town Council meeting when they take the final vote on the town budget at 7:00 p.m. in the Municipal Center Public Assembly Room.
- Wednesday, May 14, 2014:
Town Board of Finance meeting when they set the mill rate for next year in the Town Hall Council Chambers at 7:00 p.m.
- Thursday, May 22, 2014:
Regular Board of Education meeting and reallocation of the Board of Education budget.

b. Construction Update

Mr. Cox reported that it has been a very busy time with students and staff moving into the new classroom areas and new administration areas at the middle schools. On Monday, April 21, 2014, the bus loop had the students entering the brand new front entrance of the buildings. He stated that the feedback has been positive from students who love the new environment in the

classrooms and media center. Mr. Goralski noted that there was a lot of work happening at the Building Committee level, and stated the importance of Mr. Cox representing the school district.

c. Teacher Evaluation Plan

Mrs. Smith stated that there was no new information at this time.

d. Administrator Evaluation Plan

Mrs. Smith stated that there was no new information at this time.

e. Enrichment Update ~ Middlesex Community College Partnership (*Moved to Agenda Item 7.d*)

10. NEW BUSINESS

a. Appointment of Assistant Principal of Southington High School (*Moved to Agenda Item 6.b*)

At 8:40 p.m., the Board returned to Executive Session following the Regular Meeting for the purpose of discussing the Superintendent Search.

Board members present: Mr. Brian Goralski, Chairperson; Mrs. Terri Carmody, Vice Chairperson; Mrs. Jill Notar-Francesco, Secretary; Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent was Mrs. Terry Lombardi.

At 9:58 p.m., Mr. Goralski declared the end of Executive Session.

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

“Move to return to public session.”

Motioned carried unanimously by voice vote.

11. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The Board meeting adjourned at 9:58 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary



Selection Process

- All students in sixth grade at both middle schools were invited to participate in the Middlesex Community College Partnership.
- If there were more than 44 students by the deadline, we would have resorted to a lottery system.
- On the date of the deadline, there were 44 seats filled (22 seats per session).
- After the deadline, 5 more applications were received.

Sessions Offered

The 44 students were asked to choose their first choice of the two sessions offered.

Session 1

- Using the NY Times for Critical Reading and Thinking
- Creating Animation and Video Games in "Scratch"

Session 2

- Introduction to Video Production
- Make Your Own Website

etc. 2. the degree to which a thing is done by a method of doing a thing

tech-no-log-y (tek-
no-log-ee) n. the study of the scientific and engineering principles and methods of the design, development, construction, and use of machines, systems, and processes

tech-no-log'i-cal (-na-
lo-jee) n. a person who is skilled in the use of technology

ted-dy bear (ted-ee) n. a small, stuffed bear toy that is designed to look like a bear

H. Roosevelt, 26th Pres.

Session Times

- Both sessions included a ½ hour break
- Classes were held for 5 consecutive Saturday's from March 15 through April 12

Session 1
9:00 am - 12:30 pm

Session 2
1:00 pm - 4:30 pm

Last Day

Families were invited to view the final presentations at the last session.

Student Comments

What was the best part of Session 1?

Everything!

"The different ways we learned about the critical reading on the New York Times and also the ways we created the scratch animations."

"When we got to look at some Scratch projects and animations for ideas. I also liked when we got to make our own scratch projects or animations."



Student Comments

What was the best part of Session 2?

64 Making a cool Website and making the P.S.A. 33

64 The instructors! Especially Professor M. and Professor C. 33

66 Awesome, fun, kind teachers. I would really hope to have this program available for next year! 33



Parent Comments

66 We also thought it was a great program. [Student] enjoyed being there and has passed on what she learned about blogs. She enjoyed filming and editing the movie she worked on. What a great offering for all of the kids!! Thank you for your generosity in making this available to the kids!! 33

66 My daughter really enjoyed it, and was sad the last class that it was over! [The professors] gave great guidance and had such enthusiasm, they were both wonderful!! We would definitely sign up for another enrichment program again if the opportunity presents itself. 33



Board of Education

Administrative Report

May 8, 2014



1. HOOPS For Hearts

2. FLES Update

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 8, 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 April 1, 2014 through April 30, 2014.

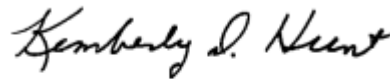
Alternative Strategies: _____

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.



Signature of Staff Member Submitting Report



Signature of Interim Superintendent of Schools

Titles of Attachments:

1. Personnel Report

Agenda – May 2014

PERSONNEL ACTIVITY REPORT
FOR: May 2014

APPOINTMENTS

Name	Position	School	FTE if Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Holst-Grubbe, Dianne	Assistant Principal	SHS	N/A	July 1, 2014	6 th Year	CCSU	\$123,019.00

Certified

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Arnold, Deborah	Interim Part-Time Paraprofessional	Strong	15.75	May 5, 2014	\$10.50
Cianciola, Diane	Interim Part-Time Paraprofessional	Hatton	19.50	April 22, 2014	\$10.50
Haddad, Erica	Homebound Tutor	District	N/A	April 22, 2014	\$33.55
Rich, Erin	Literacy Tutor	South End	15.00	April 28, 2014	\$12.91
Webster, Stephanie	ABA Therapist	Hatton	28.00	To be determined	\$17.00
Bermudez, Delixandra	Interim Part-Time 504 Paraprofessional	Flanders	16.00	To be determined	\$10.50

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Nole, Katherine	Teacher, Special Education	Flanders	June 20, 2014	2 Years	No

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Lee, Stephen	Production Assistant	District	June 28, 2014	11 Years	Yes
Kalvaitis, Staci	Part-Time Paraprofessional	Thalberg	June 30, 2014	1 Year	No
Lefevre, Amy	Math Tutor	JAD	April 12, 2014	1 Year	No
Cutler, Judith	Kindergarten Paraprofessional	Flanders	August 9, 2014	14 Years	Yes
Kashuba, Barbara	Interim Part Time Paraprofessional	Flanders	April 26, 2014	1 Month	No
Savoy, Rosemary	Full Time Paraprofessional	Flanders	June 30, 2014	31 Years	Yes

TRANSFERS

Certified

Name	From Position	From School	To Position	To School	Effective Date
No certified transfers in April					

Classified

Name	From Position	From School	To Position	To School	Effective Date
No classified transfers in April					

UNPAID LEAVES OF ABSENCE

Name	Position	School	Start Date	End Date	Reason
No unpaid leaves of absence in April					

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
Gissas, Michael	Assistant Coach, Boys Lacrosse	SHS	April 2, 2014	\$3,091.00
McKenna, Brett	Freshman Coach, Boys Lacrosse	SHS	April 2, 2014	\$2,818.00
Lombardi, William	Assistant Coach, Girls Outdoor Track	SHS	April 2, 2014	\$3,091.00

Resignations

Name	From Position	School	Effective Date
Lasbury, Robert	Head Coach, Boys Basketball	SHS	April 2, 2014
Coles, Garry	Assistant Coach, Freshman Football	SHS	April 10, 2014
Groom, Ann	Assistant Coach, Cross Country	SHS	April 10, 2014
Murphy, Killian	Student Council, Co-Advisor	SHS	June 20, 2014
Davis, Crystal	Assistant Coach, Cheerleading	SHS	June 2, 2014
Frederick, Kevin	Assistant Coach, Football	SHS	April 30, 2014
Napolitano, Ana	Student Council, Co-Advisor	SHS	June 20, 2014



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut
Curriculum and Instruction Committee Meeting
April 25, 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. Patricia Queen.

Absent: Mrs. Jill Notar-Francesco.

Present from district: Mrs. Karen Smith, Assistant Superintendent of Schools; Mr. Steve Madancy, Principal, Kennedy Middle School; Mr. Frank Pepe, Principal, DePaolo Middle School; Mrs. Tina Riccio, Southington High School World Language Teacher.

Curriculum for the World Language Pilot Program

Mrs. Tina Riccio presented the proposed curriculum for Kindergarten and Grade 1 for the World Language Spanish Pilot program that will be introduced at South End School during the 2014-2015 school year. The curriculum is aligned with Common Core State Standards while promoting proficiency in Spanish. Spanish will be taught in context through the use of songs, games, books, crafts, and activities. The Spanish curriculum connects to and expands on topics taught in other disciplines, such as Language Arts, Social Studies, Math, Music, Physical Education, and Art. The committee recommended approval of the curriculum as presented.

A meeting is scheduled for parents who are interested in having their student attend South End Elementary School to participate in this program. The program is being offered to incoming Kindergarteners and Grade 1 students. The parent meeting is scheduled for Tuesday, April 29, 2014 at South End School. Details regarding the lottery selection process for students to attend South End School will be discussed, as well as the adopted curriculum highlights. Inclusion of district students in this program will be dependent upon current enrollment data.

Middle School Family and Consumer/Unified Arts

Mr. Madancy, Mr. Pepe, and Mrs. Smith discussed the opportunities that will become available within DePaolo and Kennedy Middle Schools following the construction, especially in the areas of the unified arts. With more technology and space available, curriculum changes will be recommended to better reflect 21st Century learning. During the 2014-2015 school year, a district Middle School Unified Arts Committee will be formed for the purposes of designing programming that meets new standards and opportunities. The Personnel and Policy Committee will be reviewing and redesigning the job description for the library media specialist at the conclusion of budget adoption. With state-of-the-art library media centers, students and teachers will have more opportunities to integrate technology into school life. The Curriculum and Instruction Committee will provide the Board of Education with periodic updates regarding changes to the unified arts curriculum.

Motion:

By Mrs. Queen, seconded by Mrs. Johnson

“Move that the Curriculum and Instruction Committee meeting be adjourned.”

Motion carried unanimously by voice vote.

The meeting was adjourned at 11:00 a.m.

Respectfully Submitted,

Karen L. Smith

Assistant Superintendent for Instruction and Learning

KAREN L. SMITH

INTERIM SUPERINTENDENT OF
SCHOOLS

BOARD OF EDUCATION

BRIAN S. GORALSKI
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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SOUTHINGTON, CT
06489

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SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut
Policy and Personnel Committee Meeting
May 1, 2014

Committee chairperson, Mrs. Colleen Clark, called the Policy and Personnel Committee meeting to order at 5:33 p.m.

Committee Members Present: Mrs. Colleen Clark, Mrs. Patricia Johnson, Mr. Zaya Oshana and Mrs. Patricia Queen. Other Board Members Present: Mrs. Terri Carmody, Terry Lombardi, and Mrs. Notar-Francesco.

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

BOARD OF EDUCATION

BRIAN S. GORALSKI
BOARD CHAIRPERSON

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PATRICIA P. JOHNSON

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

Job Description ~ Lead Applied Behavior Analysis (ABA) Therapist

Dr. Murdica discussed the rationale behind requesting that the CREC Lead ABA Therapist become a Southington Public School employee. The committee decided not to make this change at this time due to the commitment that was made to parents of CREC serviced students. A final evaluation report regarding the Southington ABA program will be forwarded to the full Board by Dr. Murdica in the near future.

Job Description ~ Director of Operations

The Policy and Personnel Committee reviewed the proposed job description and made several recommendations for changes. This job description will be shared with the full Board at their scheduled meeting on May 8, 2014.

Tuition Option for Staff Survey Results

The consensus of the committee was to not pursue the tuition option for staff who reside outside of Southington to have their children educated within the community. This could be a future consideration.

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 7:25 p.m.

Respectfully Submitted,

Karen L. Smith
Interim Superintendent of Schools

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**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date May 8, 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

Karen L. Smith

Signature of Interim Superintendent of Schools

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only _____

Board Meeting Date May 8, 2014

Decision Requested X

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:

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

Kennedy & DePaolo Middle School - Renovation/Expansion:

The Building Committee will review and be asked to approve the FF&E (Phase 3 of 3) for both Middle School Projects at their May 6, 2014 meeting. The Board is asked to approve the same allowing the architect to present to the State for approval to bid.

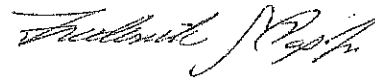
Background: At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a permanent agenda report for school construction projects.

Cost (if applicable): \$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: The administration requests for the Board Chair and Interim Superintendent sign off the ED042 requesting review of Phase 3 of 3 FF&E



Signature of Staff Member Submitting Report



Signature of Interim Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only X Board Meeting Date May 8, 2014

Decision Requested Agenda Code 10 a.

AGENDA REPORTING FORM

Agenda Topic: Technology Committee Update

Summary of Issue: Members of the Long Term Technology Committee will
 update the Board on progress at this point in time.

Background: The Long Term Technology Committee was formed last year and meets
 regularly to form a vision and plan for technology in the Southington Public Schools.
 A final report is due in June.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: 2013

Ending Date of Program or Project: June 2015

Recommendation or Comment: No action is required at this time.



Signature of Staff Member Submitting Report



Signature of Interim Superintendent of Schools

Technology Committee

May 2014

Update - Where are we now?

- Year 2 of the Infrastructure Upgrade
- Expanded Wi-fi
- Restructured Leases to fund replacement plan

Technology Committee Highlights

- Representation from all levels
- BYOD - pilot at Elem/MS/HS level
- BYOD vs. 1-1
- Field visits

Next Steps

- Student/Parent Surveys
- Professional Development (Google Docs)
- Evaluate 1-1 (mini-pilot)
- Teacher Laptops at Secondary level
- Policies
- Recommendations

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only _____ Board Meeting Date May 8, 2014

Decision Requested X Agenda Code 10.b

AGENDA REPORTING FORM

Agenda Topic: Business Office Finance Items

Summary of Issue: The Board of Education Finance Committee did not have a quorum for their April 22, 2014 meeting; therefore a discussion took place with items to go before the full Board for action. A summary of the discussion is attached for your review along with the attachments included with the original meeting agenda.

Background: Non-meeting due to not having a quorum. Discussion ensued by members and administration present resulting in items being brought to the full Board for action.

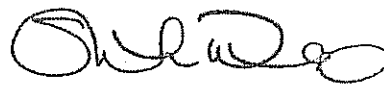
Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: To approve the action items.



Signature of Staff Member Submitting Report



Signature of Interim Superintendent of Schools

Titles of Attachments:

1. Finance Committee – Discussion (Non-Meeting)
2. Finance Committee Agenda – April 22, 2014
3. Time & Attendance System
4. Maintenance Vehicles Lease (2)
5. YMCA 2014 Reimbursement Rates
6. Contracted Custodial Contracts: Capital Cleaning & Performance Environmental Services

FINANCE COMMITTEE ~ DISCUSSION (Non-Meeting)

Tuesday, April 22, 2014, 6:30 p.m.

Municipal Center Conference Room #2, 200 North Main Street, Southington, CT

Board Members Present: Jill Notar-Francesco, Chairperson; David Derynoski
From Administration: Sherri DiNello, Director of Business & Finance

The Board of Education Finance Committee did not have a quorum so there was no meeting. The administration shared the following items during an informal discussion.

1. **SELF INSURANCE REPORT:**

The committee reviewed the expenditures through March 2014.

2. **TIME AND ATTENDANCE:**

Mrs. DiNello reviewed the memo updating the committee on the administrators recommendation to purchase the Time Clock Plus system for time and attendance. She reviewed the results of the reference checks from other districts and the funds available for the purchase. Mrs. Notar-Francesco and Mr. Derynoski agree with the administration's recommendation to move forward and will bring it to the full Board for action.

3. **MAINTENANCE VEHICLE LEASES:**

a) **2015 Ford F250 Pickup 4x2 and 2014 Ford E250 Cargo Van**

Mrs. DiNello presented information obtained from Ms. Lisa Jones and Mr. Charlie Beliveau to replace two maintenance vehicles (2001 Chevy Van and 1994 Chevy Pickup 4x4) with two new vehicles from the State Contract Award #10PSX0239. The recommendation is to lease for five (5) years at an annual payment of \$10,028.36 beginning July 1, 2014. The new lease payment will be \$1,198 over the anticipated budget. Mr. Derynoski suggested looking into a F150 4x4 Pickup versus the F250 4x4. Following the discussion, Mrs. DiNello confirmed the price differential is \$2,450 and that maintenance wanted the heavier vehicle.

4. **YMCA – 2014-2015 REIMBURSEMENT RATES:**

The committee reviewed the draft of the 2014-2015 YMCA reimbursement rates and endorsed it as presented.

5. **MISCELLANEOUS:**

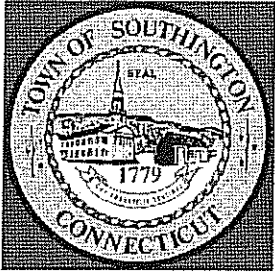
a) **Contracted Custodial Contract Renewals:**

Capitol Cleaning Contractor's: Derynoski Elementary / Kennedy / DePaolo
Performance Environmental Services: Municipal Center / Southington High School

Mrs. DiNello reviewed proposed one-year renewal letters from contractors with the committee. The school contract prices have been the same for the past eight (8) years. The committee agreed to the 3.3% increase at Southington High School and the 3.5% increase at Derynoski/DePaolo/Kennedy for a one-year renewal without going out to bid.

b) **Transportation Contract:**

Mrs. DiNello provided a brief overview of the negotiations discussions with New Britain Transportation.



SOUTHINGTON PUBLIC SCHOOLS



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

PERRI MURDICA, Ed.D.
DIRECTOR OF SPECIAL SERVICES

SHERRI-LIN P. DINELLO
DIRECTOR OF BUSINESS & FINANCE

FREDERICK G. COX, JR.
DIRECTOR OF OPERATIONS

KAREN G. VEILLEUX
DIRECTOR OF TECHNOLOGY

KIMBERLY D. HUNT
PERSONNEL MANAGER

LISA R. JONES
*ACCOUNTING / PURCHASING
MANAGER*

BOARD OF EDUCATION FINANCE COMMITTEE MEETING

Tuesday, April 22, 2014, 6:30 p.m.
Municipal Center Conference Room #2
200 North Main Street, Southington, CT

AGENDA

1. Self Insurance Report
2. Time and Attendance
3. Maintenance Vehicle Leases
 - Ford F250 Pickup 4x2
 - Ford E250 Cargo Van
4. YMCA - 2014-2015 Reimbursement Rates
5. Miscellaneous

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SOUTHINGTON PUBLIC SCHOOLS

*SHERRI DINELLO
DIRECTOR OF BUSINESS & FINANCE*

MEMO

TO: Finance Committee Members
DATE: April 14, 2014
RE: Time and Attendance

At our meeting on March 10, 2014, I reviewed quotes for Time and Attendance systems with you. The administration shared that although we wanted to move forward, we needed to complete reference check calls with other districts.

Based on the additional research, we are recommending to the committee that Time Clock Plus is the system that we would like to implement. In working with the vendor, I was able to reduce their original quote of \$74,545 by \$29,764 to \$44,781. I have spoken with a number of school districts that are very pleased with the product, software, and service. The hardware would utilize a PIN punch pad rather than ID card or biometric scan. The implementation will actually be streamlined utilizing PIN numbers. However, we could add the other options in the future, if needed.

As I explained in an earlier email, the time and attendance system is desperately needed but at the same time the implementation has to be done well with a trusted product, good training and ongoing support.

SOUTHINGTON PUBLIC SCHOOLS
TIME AND ATTENDANCE QUOTES
March 2014 revised April 11, 2014

Specifications:

Self-hosted
500 employees
25 hardware scanners/readers

Vendors:

1. TimeCentre		\$32,040
2. Time Clock Plus	\$44,781	74,545
3. Kronos		110,986

**Estimated Total Costs and Funding
Time Attendance**

Total Estimated Cost

Time Clock Plus Quote	\$ 44,781
Server-hope to use existing space on server	N/A
Alio Interface license and support	\$ 6,500
Total Cost	<u>\$ 51,281</u>

Funds available:

Budget 2013-14	\$ 16,284
Budget 2014-15	<u>\$ 16,000</u>
	<u>\$ 32,284</u>

Available funds from:

Equipment-administration	\$ 2,500
Software account-Protraxx savings	\$ 10,000
Balance of 25% supply funds	<u>\$ 6,497</u>
	<u>\$ 18,997</u>

Total funding	<u>\$ 51,281</u>
---------------	------------------

Annual Support Cost	\$ 4,257
---------------------	----------

TimeClock Plus
 by Data Management, Inc.
 17 Time Clock Drive, San Angelo, TX 76904
 325 223-9500 800 749-8463
 sales@timeclockplus.com

Quote	Customer	Quote Date
323679	225480	03/24/2014

CUSTOMER
Southington Public Schools Sherri Dinello (860) 628-3200 200 N Main St Southington, CT 06489-2524

Rep	Entry	Method of Shipment	Method of Payment
HAMPTON	JAMES	UPS Ground	Purchase Order Net30

Stock No.	Ordered	Description	Unit Cost	Total
		Software (\$8,000.00)		
21-91	1 500	TimeClock Plus HYBRID Edition 3.0 - HYBRID Edition 3.0 Employee Licenses	7,000.00	7,000.00
30-761	1	Module Package - AutoImport Module (Versions 5 / 6) - Automation Utility Module (6.0 Only) - Weighted Hour Calculation Module - Contract Hours Module - Criteria Based Employee Access Builder - Alio (Export Module)	1,000.00	1,000.00
		Hardware (\$27,475.00)		
44-105	25	200 Series Ethernet Pin Punch - Includes 1 year Parts and Labor Warranty	1,099.00	27,475.00
		Professional Services (\$9,057.00)		
99-204	1	Systems Support Contract (Standard) - 12 Months of Premium Technical Support	4,257.00	4,257.00
800-901	1 3 2 4	Professional Services Package - Professional Services On Site Training - Professional Services Travel Day (per rep) - Professional Services Virtual On-Site Support (Per hour)	4,800.00	4,800.00

JHM

Valid for 7 days. Expires 03/31/2014.
 DO NOT PAY. THIS IS NOT AN INVOICE.



Subtotal: 44,532.00
 S & H: 249.00
 Total: 44,781.00

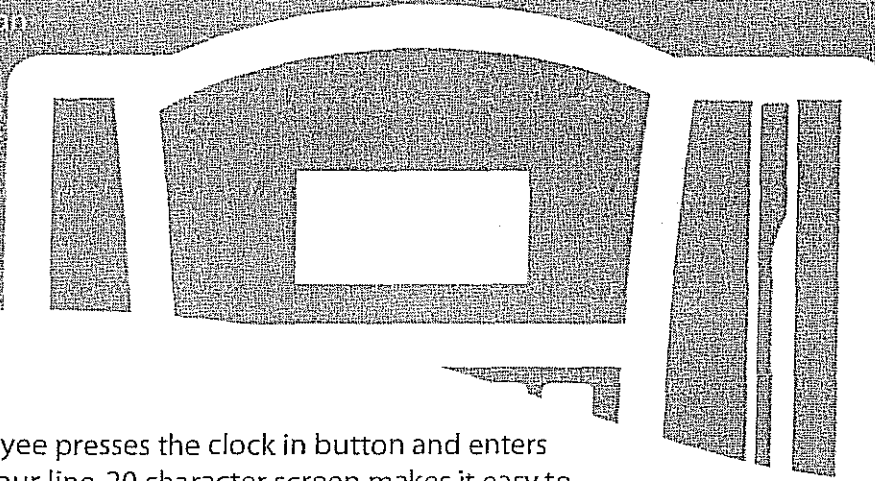


TimeClock Plus™ PinRDT

Our PinRDT is a clock device that allows your employees to clock in and out by entering a Personal Identification Number (PIN). The employee can clock in and out, change job codes, go on break and more by simply entering in the number you've assigned as their TimeClock Plus id number.



Set up is simple. Just hang the clock on the wall, give everyone an id number and that's it. No swipe cards to keep up with, no fingerprints to enroll, no data to send to the clock. Now that's easy!



To clock in, the employee presses the clock in button and enters their id number. The four line, 20 character screen makes it easy to read displayed information. The numeric keypad is equipped with clock in and out, break and change job code buttons so employees don't have to remember function keys.

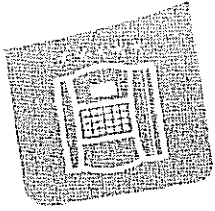
Employee Self Service Features allowed from the PinRDT include:

- Clock in and out of each shift
- Go on break during a shift
- Choose/change departments during a shift
- Choose/change tasks worked during a shift
- Receive personal messages from management
- Track multiple shifts each day
- View hours for any pay period
- View hours this shift
- View schedule this period & next
- Receive management's global messages



An employee access terminal with a numeric keypad. This terminal allows employees to clock in and out by entering a Personal Identification Number. Available with Ethernet or RS232 connectivity.

Please Contact Timeclock Plus Sales for more information.



TimeClock Plus™ PinRDT Specs

Physical

- Dimensions: 10.375" H x 9.25" W x 3.125" D
- Keylock: Barrel Style
- Weight: 34 ounces (without backup battery)
- Operating Temp: 32°F to 110°F
- Storage Temp: 32°F to 110°F

Power Requirements

- 120 VAC
- 50/60 Hz
- DC Input 12 VDC
- 1.25 Amps
- Current Consumption: 700mA @ 12VDC max

Communication Options

- Ethernet - TCP/IP 10/100- base-T
- OR
- Serial - EIA Standard RS232

Additional Hardware Modules

- Digital Output
- Power over Ethernet
- Battery Backup

Our clocks are available with either a 100 or 200 series option. The 100 series clocks provide real time clocking functions through a network or serial connection. The 200 series clocks have the ability to store punches in the event there is a connection issue between the clock and database.

For example, let's say your satellite location has poor Internet connection and at times they are unable to connect to headquarters. The 200 series clock could be the proper solution because it will hold punches when the connection is lost and send those punches to the TimeClock Plus database when connection is restored.

To find the best fit for your company, be sure to visit with a TimeClock Plus representative.

SHERRI-LIN DINELLO

From: FREDERICK COX
Sent: Friday, May 02, 2014 3:34 PM
To: DAVID J. DERYNOSKI; JILL NOTAR-FRANCESCO
Cc: SHERRI-LIN DINELLO; CHARLES BELIVEAU; LISA JONES
Subject: FW: Ford Vans

Dave and Jill,

As follow-up to your recent questions I had a review of the maintenance vehicle lease plan with Charlie Beliveau. The original request was for a Utility Body Truck and 1 van. When Charlie was informed by Lisa that the utility truck cost was significantly over the budgeted amount he reduced the request to a ¾ ton P/U. The reality is the best vehicle for the carpenter is a Utility Body Truck however it makes sense short term to stay within the budgeted dollars with a 2nd van if available (at dealership) as noted below by Lisa.

Maintenance will request in future budgets a utility body box vehicle identifying the necessary funding levels. At that time the 2nd van would be reassigned to our HVAC technician who is currently working out of a vehicle donated by the Water department several years ago.

We are in desperate need to replace 2 vehicles presently in disrepair and 2 vans will get us to a needed level of reliable vehicles for the upcoming year.

I hope that this makes sense and can be recommended as noted above at Thursday's Board meeting. Should you have further questions please contact me or Charlie.

Thanks
Fred

From: LISA JONES
Sent: Friday, May 02, 2014 11:42 AM
To: SHERRI-LIN DINELLO; CHARLES BELIVEAU; FREDERICK COX
Subject: Ford Vans

I spoke with Gordon, who confirmed that he currently has 1 Ford van in stock that has not been sold. He stated he can probably secure a 2nd van, but will not guarantee or agree to hold any vehicles without paperwork from the BOE confirming the purchase. Note that the vans may not currently be equipped with the specs that we are seeking and may include specs beyond our needs. This could result in a variance of price quoted plus or minus \$500 - \$600.

If the Finance Committee approves moving this request to the full BOE on Thursday, and we provide something in writing of our intent to purchase the vehicles he will hold the in stock vehicle and begin the process of securing the second van.

Lisa R. Jones
Accounting/Purchasing Manager
Southington Public Schools
200 N. Main Street
Southington, CT 06489
(860) 628-3200 *215

MAINTENANCE DEPARTMENT
2014-15 VEHICLE REPLACEMENT REQUEST
(REVISED 5/2/2014)

TRADE VEHICLES

1. 2001 Chevy Van
Mail Van - Plate # 170 SO
Mileage – 116,413 Vehicle condition – Poor
2. 1994 Chevy Pick-Up 4X4
Carpenter's Van – Plate # 46 SO
Mileage – 146,924, Vehicle condition – Poor

REPLACEMENT / NEW VEHICLES (Specs attached)

1. 2014 Ford E-250 Cargo Van \$ 21,294.00*
State Contract Award # 10PSX0239 Supplement #24
2. 2014 Ford E-250 Cargo Van \$ 21,294.00*

* Note vans may not currently be equipped with the specs as requested and may include specs beyond our needs. This could result in a variance in price quoted plus or minus \$500 - \$600.

TOTAL NEW VEHICLES \$ 42,588.00

ANNUAL LEASE PAYMENT OPTIONS:

- 3 Year Lease – 6.50% APR \$ 15,249.44
4 Year Lease – 6.45% APR \$ 11,781.43
5 Year Lease – 6.45% APR \$ 9,710.14

- Current Budget includes funding of \$ 8,830.06



FORD CREDIT

Municipal Finance Department
1 American Road, MD 7500
Dearborn, Michigan 48126

May 2, 2014

Crowley Ford
Attn: Gordon Rapp
225 New Britian Ave.
Plainville, CT 06062
Fax: (860) 793-4695, email: fleetsales@crowleyauto.net

Re: Ford Credit Municipal Finance Program Quotation for **Southington Board of Education, Bid #79065**

Please review the following Ford Credit Municipal Finance quotation.

All required documentation, municipality's first payment to Ford Credit, and the delivery of the vehicle(s) and/or equipment must take place by 07/31/2014. Otherwise, rates and payments are subject to change.

Option A: Two (2) 2014 Ford E250 Cargo Van at \$21,294.00 each

Funded Range: \$25,000 - \$49,999

<u>Total Amount</u> <u>Financed</u>	<u>No</u> <u>of Pymts</u>	<u>Payment</u> <u>Timing</u>	<u>Rate</u>	<u>Factor</u>	<u>Payment</u> <u>Amount</u>
\$43,013.00	3	Annual in Advance	6.50%	0.354531	\$15,249.44
\$43,013.00	4	Annual in Advance	6.45%	0.273904	\$11,781.43
\$43,013.00	5	Annual in Advance	6.45%	0.225749	\$9,710.14

Note: To calculate payment amount, multiply total amount funded by the payment factor.

Financing is Subject To:

- Municipality's most recent audited financial statement
- Credit approval
- Mutually acceptable documentation
- Confirmation from the dealer of actual selling price.

Ford Credit Municipal Finance Program

- An underwriting fee of \$425 is required per transaction, not per unit. It can be paid at time of delivery or funded over the term (included above).
- There is no security deposit, no prepayment penalty, and no mileage penalty
- Non-recourse to the dealer. The same as a cash sale from the dealer to the municipal customer.
- At inception, the new equipment title/registration indicates the municipality as Registered Owner, and designates Ford Credit, 1 American Road-MD7500, Dearborn, MI 48126, as first lien holder.
- At term end, the municipality buys the equipment for \$1.
- The municipality, as owner of record, is eligible for Ford Governmental Price Concessions or other discounts, to reduce product cost

If you need additional information, please contact me at (800) 241-4199, option 1. Thank you for your interest in the Ford Credit Municipal Finance Program.

Sincerely,

Tabitha Crawford

Tabitha Crawford
Marketing Coordinator
tcrawf22@ford.com

2014-15 Major Projects and Equipment Narratives

Systemwide Initiative - continued

Equipment

Maintenance Vehicle Replacement

In keeping with the established fleet replacement initiative, there are three (3) vehicles that meet the replacement conditions.

Year	Vehicle Make	Model	Description	Plate	No	Original Purchase Price	Trade in Value As of Nov 2013	Mileage as of Nov 2013	Mileage as of Nov 2013	Condition as of Nov 2013
2011	Ford	van	electrical	56	SO	\$19,184	\$18,724	7,061	14,654	excellent
2011	Ford	rack	labor	49	SO	\$39,656	\$26,615	6,914	12,856	excellent
2010	Ford	van	HVAC	62	SO	\$19,184	\$16,053	20,929	27,774	excellent
2009	Ford	van	plumber	55	SO	\$19,184	\$15,874	16,500	21,000	excellent
2008	Chevy	van	carpenter	132	SO	\$18,354	\$14,985	37,000	43,475	excellent
2006	Chevy	dump	labor	95	SO	\$25,244 \$5,370	\$15,497	34,848	42,800	good
2005	Chevy	van	electrical	140	SO	\$17,136	\$10,259	40,817	45,924	good
2001	Chevy	van	mail	170	SO	\$20,181	\$3,745	108,780	115,056	poor
2000	Chevy	utility body	HVAC	209	SO	*	\$5,317	137,081	144,993	fair
1999	Ford	pick up 4x4	labor	137	SO	\$20,998	\$3,861	100,071	107,065	fair
1999	Chevy	utility body	painter	81	SO	*	\$3,999	180,000	183,683	fair
1997	GMC	pick up 4x4	labor	187	SO	*	\$1,714	130,000	133,614	poor
1994	Ford	pick up 4x4	foreman	208	SO	*	\$2,585	108,107	113,798	good
1994	Chevy	pick up 4x4	carpenter	46	SO	\$13,722	\$2,876	139,600	144,973	poor

Ford Motor Credit

Fiscal Year	Yearly Lease Payment	Lease No. 8893800		Lease No. 8893801		Lease No. 8893802	
		Oct-09 <u>Plumber's Van</u>	Last <u>Payment</u>	Feb-10 <u>HVAC Van</u>	Last <u>Payment</u>	Oct-11 <u>Electrician's Van</u>	Last <u>Payment</u>
2009-10	\$8,830.06	\$4,415.03		\$4,415.03			
2010-11	\$8,830.06	\$4,415.03		\$4,415.03			
2011-12	\$13,263.31	\$4,415.03		\$4,415.03		\$4,433.25	
2012-13	\$13,263.31	\$4,415.03		\$4,415.03		\$4,433.25	
2013-14	\$13,263.31	\$4,415.03	10/2013	\$4,415.03	2/2014	\$4,433.25	
2014-15	\$4,433.25					\$4,433.25	
2015-16	\$4,433.25					\$4,433.25	10/2015
		<u>\$22,075.15</u>		<u>\$22,075.15</u>		<u>\$22,166.25</u>	



Crowley Ford, LLC
Lincoln and Mercury

225 New Britain Avenue
 Plainville, CT. 06062
 (860) 793-8885 * Fax (860) 793-4695
 www.crowleyauto.com

Quote Nr: 140408001

DESCRIPTION

Base model	Model Year
E2E	2014

Ford E-250 Cargo van
 State Contract Award # 10PSX0239 - Supplement # 24

Base Price: \$ 18,610.00

Vehicle to include all manufacturers standard and optional equipment as described in the original bid specifications plus the following options:

Option or Model Nr.	Discount %	Factory Options	QTY	MSRP	Discount	Net Amount
E2E	12%	E-250 regular length cargo van	1	\$ -	\$ -	\$ -
99L	12%	5.4L V-8 Gas Engine	1	\$ 975.00	\$ 117.00	\$ 858.00
44Q	12%	Four speed automatic	1	\$ -	\$ -	\$ -
138	12%	Wheelbase	1	\$ -	\$ -	\$ -
96G	12%	Steel Racks and Bins not available with: Crew Van Package (47C)Includes: Fully installed, Hardboard back panel on all cabinets, Steel bulkhead w/lockable door. Provides 3 inches of additional, Single, 3 shelf module on driver side (46"x51"x16") with dividers, Single, 3 shelf module on driver side (46"x37"x16") with dividers cabinets, additional deep top shelf (new) and lower locking storage door	1	\$ -	\$ -	\$ -
669	12%	HVAC/Plumbers Upgrade Package Includes: Freon tank rack (3 tank capacity), Additional triple hook, 12 Drawer cabinet - 96G only and Tilt shelf - 96G only	1	\$ -	\$ -	\$ -
769	12%	Rear Step bumper	1	\$ 170.00	\$ 20.40	\$ 149.60
178	12%	Fixed Rear/Side Door Glass	1	\$ 130.00	\$ 15.60	\$ 114.40
90F	12%	Power Equipment Group	1	\$ -	\$ -	\$ -
43D	12%	Rear Dome Lamp	1	\$ 60.00	\$ 7.20	\$ 52.80
572	12%	Front Air Conditioning (standard equipment)	1	\$ -	\$ -	\$ -
XB4	12%	3,73:1 Limited Slip Rear Axle	1	\$ 270.00	\$ 32.40	\$ 237.60
163	12%	Vinyl Floor Rear	1	\$ 65.00	\$ 7.80	\$ 57.20
43R	12%	Reverse Sensing	1	\$ 280.00	\$ 33.60	\$ 246.40
525	12%	Cruise Control	1	\$ 240.00	\$ 28.80	\$ 211.20
90F	12%	Power Equipment Group	1	\$ 670.00	\$ 80.40	\$ 589.60
54Q	12%	Power TT Mirrors (Included with 90F)	1	\$ -	\$ -	\$ -
60J	12%	Message Center	1	\$ 190.00	\$ 22.80	\$ 167.20
	12%			\$ -	\$ -	\$ -

LESS DISCOUNT PER CONTRACT :

Total FACTORY OPTIONS \$ 2,684.00

After Market Options

Item Number	Mfg	Discount	Description	QTY	List Price	State Discount (\$)	Net Amount (\$)
A.	Other	20.0%	Labor		\$ -	\$ -	\$ -
B.	Other	20.0%	Labor		\$ 85.00	\$ -	\$ -
C.	Other	20.0%	Labor		\$ 85.00	\$ -	\$ -
D.	Other	20.0%	Labor		\$ 85.00	\$ -	\$ -
E.	Other	20.0%	Labor		\$ 85.00	\$ -	\$ -
F.	Other	20.0%	Labor		\$ 85.00	\$ -	\$ -
LESS DISCOUNT PER CONTRACT :							
Total after-market Parts and Labor							\$ -
BID PRICE TOTAL:							\$ 21,294.00
Trade-In Allowance							
Description:							\$ -
VIN:							\$ -
Description:							\$ -
VIN:							\$ -
Description:							\$ -
VIN:							\$ -
Total Trade Allowance							\$ -
Conveyance Fee							\$ -
Connecticut Motor Vehicle Registration							\$ -
Total Fees							\$ -
Total Standard, Optional and Aftermarket Equip							\$ 21,294.00
Name:	Southington, Town of	Factory ordered van(s). This van is subject to prior sale.			QTY	EXTERIOR	INTERIOR
FIN Code:	QH871				1	Oxford White	Med Flint Vinyl
VIN:							
Signed _____				Date _____			

**YMCA Proposed Rate Calculations for
2014-2015**

Hourly rate	FLANDERS	DERYNOSKI	STRONG	THALBERG	HATTON	KELLEY	DERYNOSKI AM
	1 hour	1.5 hours	1.25	1.25 hours	1.25 hours	1 hour	.5 hours
HD CUSTODIAN	37.11	38.01	37.11	37.11	37.11	37.11	37.11
	0.50	0.75	0.25	0.50	0.75	1.00	0.25
	18.56	28.51	9.28	18.56	27.83	37.11	9.28
NIGHT CUSTODIAN	35.90	35.90	35.90	35.90	35.90	35.90	35.90
	0.50	0.75	1.00	0.75	0.50		0.25
	17.95	26.92	35.90	26.92	17.95	0.00	8.97
TOTAL BILLABLE TIME AT TIME AND A HALF	36.50	55.43	45.17	45.48	45.78	37.11	18.25
SCHOOL DAYS	181.00	181.00	181.00	181.00	181.00	181.00	181.00
	6,606.95	10,032.60	8,176.22	8,231.20	8,286.18	6,716.91	3,303.48
SOCIAL SEC/MEDICARE	505.43	767.49	625.48	629.69	633.89	513.84	252.72
MERF	791.51	1,201.91	979.51	986.10	992.68	804.69	395.76
TOTAL	7,903.90	12,002.00	9,781.21	9,846.99	9,912.76	8,035.44	3,951.95
Monthly Custodial reimbursement	790	1,200	978	985	991	804	395
Wear & Tear	no change	69	69	69	69	69	63
Electricity	(incr by 5%)	91	95	249	249	249	95
Supplies	(incr by 4%)	26	29	28	28	28	29
PER YMCA AGREEMENT	120	120	120	120	120	120	
	1,097	1,513	1,444	1,451	1,457	1,110	582
Proposed Rates 14-15	1,100	1,515	1,445	1,450	1,455	1,110	580



Capitol Cleaning Contractors, Inc.

More talent in one location than any other janitorial company in ConnecticutSM

April 21, 2014

Janitorial Services

- Commercial
- Retail
- Industrial
- Construction
- Residential

Interior/Exterior

- Office Cleaning
- Window Cleaning
- Carpet & Floor Care
- Wall Cleaning
- Stone/Marble Restoration

Specialty Services

- Acoustical Ceiling Cleaning
- Ultrasonic Lens Cleaning
- Lighting Maintenance
- Ultrasonic Venetian Blind Cleaning
- Fabric Partitions & Upholstery Care
- Deodorization & Odor Control
- Mold Removal
- Power Washing
- Porter & Matron Services

24/7 Emergency Services

- Flood Restoration
- Fire Restoration
- Catastrophe Restoration

Ms. Lisa Jones, Purchasing Agent
 Board of Education
 Town of Southington
 Southington, CT 06489

Re: Bid P-002 & Bid P-003
 J.A. DePaolo School & J.F. Kennedy School

Dear Ms. Jones:

Pursuant to our conversation, Capitol Cleaning is most willing to extend the above mentioned contract for an additional year; however at this moment, due to the ongoing renovations we are presently determining what changes need be made to the current contract. Having gone the past eight years without an increase coupled with the recent increase in the minimum wage rate we are requesting a three and one half percent (3.5%) increase for the 2014-2015 school year. We are in agreement, no summer cleaning contract is necessary; however Capitol will upon request be available if needed prior to the beginning of the upcoming school year.

We will be working with Fred Cox this week to make any necessary changes to the existing contractual agreement.

Thank you for the opportunity to serve you and this opportunity to continue to serve you.

Sincerely,

Robert Symolon
 President



320 Locust Street

Hartford, CT 06114

Phone 860 247.6566

Fax 860 549.7004

Email info@capitolclean.com

www.capitolclean.com



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- Mold Removal
- Power Washing
- Porter & Matron Services

24/7 Emergency Services

- Flood Restoration
- Fire Restoration
- Catastrophe Restoration

April 21, 2014

Ms. Lisa Jones, Purchasing Agent
 Board of Education
 Town of Southington
 200 North Main Street
 Southington, CT 06489

Re: Bid P-004
 Derynowski School

Dear Ms. Jones:

Pursuant to our conversation, Capitol Cleaning is pleased to extend the above mentioned contract for an additional year; however having maintained the same pricing for the past ten years, and due to the recent minimum wage increase we request a three and one half percent increase (3.5%) over last years pricing.

The annual price reflecting a 3.5% increase is:

Base Bid: \$31,227.00

Summer Cleaning: \$ 7,537.00

Thank you for the opportunity to serve you and this opportunity to continue to serve you.

Sincerely,

Robert Symolon
 President



320 Locust Street
 Hartford, CT 06114
 Phone 860 247.6566
 Fax 860 549.7004
 Email info@capitolclean.com
 www.capitolclean.com



146 Wyllys St, Suite 304, Hartford, CT 06106 ♦ 860-528-6418 Office ♦860-528-6536Fax

April 1st, 2014

Ms. Lisa Jones
Southington Board of Education
200 N. Main St
Southington, CT, 06489

Re: Administration building, 200 N. Main St

Dear Lisa:

Performance Environmental Services, LLC hereby proposes to extend its service agreement for janitorial services for the location known as Southington Administration building, 200 N. Main St as follows:

- The term shall be for the twelve (12) month period 2014-2015.
- The rate for the term of this extension shall be a 0.0% increase over the current service rate.
- All other terms and conditions will remain in effect and unchanged.

Thank you for your consideration.

David Berthold

A handwritten signature in black ink that reads 'David Berthold'.

Vice President,
Business Development

Proposal Accepted By: _____ DATE: _____

Name: _____ Title: _____ P.O. # _____
Accepting party agrees to pay for all costs related to collection of quoted amount.



52-G Connecticut Ave ♦ South Windsor, CT 06074 ♦ 860-528-6418 O ♦ 860-528-6536 F

2/17/2012

Ms. Lisa Jones
Southington Board of Education
200 North Main St.
Southington, CT, 06489

Re: Southington High School Janitorial Services

Dear Lisa:

Pursuant to our conversation , Performance Environmental Services, LLC. hereby proposes to extend its service agreement for janitorial services at the Southington High School as follows:

- The term of this extension shall be 7/1/14-6/30/15.
- The rate for the term of this extension shall be as shown below.
- All other terms and conditions will remain in effect and unchanged.
- Please be reminded that we do not currently provide a performance bond at this location per the terms of our original contract.

	CURRENT	PROPOSED	
General Cleaning, Sept thru June	\$10,197	\$10,534	
General Cleaning, July & Aug	\$15,758	\$16,278	
TOTAL ANNUAL	\$133,486	\$137,891	3.3%

We remain dedicated and committed to working hard to provide Southington High School with the best service possible. As in past years we will continue these efforts and remain flexible to the needs of the school.

Thank you for your consideration.

David Berthold

Vice President,
Business Development

Proposal Accepted By: _____ DATE: _____

Name: _____ Title: _____ P.O. # _____

Accepting party agrees to pay for all costs related to collection of quoted amount.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ X _____

Board Meeting Date May 8, 2014

Decision Requested _____

Agenda Code 10 c

AGENDA REPORTING FORM

Agenda Topic: Job Description ~ Director of Operations (First Reading)

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.

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: N/A

Titles of Attachments:

1. DRAFT Job Description, Director of Operations



Signature of the Interim Superintendent of Schools



SOUTHTON PUBLIC SCHOOLS JOB DESCRIPTION

DRAFT ~ CLEAN COPY

TITLE: DIRECTOR OF OPERATIONS

JOB GOAL:

- To develop, adjust, and implement best practice for the daily operations of buildings, grounds, transportation, and capital projects.

PERFORMANCE RESPONSIBILITIES:

1. Direct the Supervisor of Buildings and Grounds in providing for the safe and effective maintenance and cleaning of all school facilities and sites.
2. Prioritize work orders for Supervisor of Building and Grounds and maintenance foreman.
3. Assure consistency in cleaning, maintenance, and building operations at all Southington Public Schools facilities.
4. Responsible for the completion and monitoring of all building and construction related grants and projects.
5. Supervise school district's transportation system.
6. Represent the school system for all school construction matters, including the completion and filing of all state forms and reports.
7. Serve as Chairperson for the district's Safety Committee.
8. Serve on the Director of Health's Emergency Preparedness Committee, the Southington Energy Committee, and the Education Capital Bonding Committee.
9. Develop, implement, and monitor security policies and practices and ensure compliance with local, state, and federal safety regulations.
10. Oversee all aspects of building use and rentals.
11. Responsible for the district-wide telecommunication system.
12. Responsible for the district's facility operational budget.
13. Create, prioritize, and manage the district's Five Year Capital Plan.
14. Assume other related functions and responsibilities as they may be assigned by the Superintendent of Schools.

SUPERVISES:

- Supervisor of Buildings and Grounds.
- Shares oversight of all maintenance personnel with Building and Grounds Supervisor.
- Supervises transportation office secretary.
- Custodial and cleaning contractors.

REPORTS TO:

Superintendent of Schools

QUALIFICATIONS:

1. Possess a bachelor's degree from an accredited college or university.
2. Demonstrated knowledge and experience in building operations management and/or construction fields.
3. Demonstrated knowledge and experience in computer applications in the business environment.
4. Demonstrated ability to communicate effectively both orally and in writing.
5. Any alternatives to the above that the Board of Education may find appropriate and acceptable.

TERMS OF EMPLOYMENT:

Two hundred twenty-five (225) day work year with salary, benefits, and working conditions established by the Board of Education. An employee contract may be offered at the discretion of the Board of Education.

EVALUATION:

Performance to be evaluated annually by the Superintendent of Schools.



SOUTHINGTON PUBLIC SCHOOLS JOB DESCRIPTION

SUGGESTED EDITS BY FRED COX
SUGGESTED EDITS BY P&P COMMITTEE

TITLE: DIRECTOR OF OPERATIONS

JOB GOAL:

- To ~~insure~~ **develop, adjust, and implement** best practice ~~for with~~ the daily operations of buildings, grounds, transportation, and capital projects.

PERFORMANCE RESPONSIBILITIES:

1. ~~Lead and work with~~ **Direct** the Supervisor of Buildings and Grounds in providing for the **safe and** effective maintenance and cleaning of all school facilities and ~~adjacent~~ sites.
2. Prioritize work orders ~~and set forth appropriate prioritization~~ for Supervisor of Building and Grounds ~~and staff.~~ **and maintenance foreman.**
3. Assure consistency in cleaning, maintenance, and building operations at ~~each educational facility~~ **all Southington Public Schools facilities.**
4. ~~Assume direct responsibility of~~ **Responsible for** the completion and monitoring of all building and construction related grants **and projects.**
5. ~~Oversee~~ **Supervise** school district's transportation **system.** ~~in cooperation with Business Manager~~ **busing contractor.**
6. Represent the school system ~~as administrative liaison~~ for all school construction matters, including the completion and filing of all state forms and reports.
7. ~~Represent the school system~~ **Serve** as Chairperson for the district's Safety Committee.
8. ~~Represent the school system as administrative liaison with~~ **Serve on** the Director of Health's Emergency Preparedness Committee, ~~and the Southington Energy Committee,~~ **and the Education Capital Bonding Committee.** ~~Works in cooperation with the Southington Fire and Police Departments on the site safety.~~ ~~and Traffic Control Committee.~~
9. ~~Represent the school system as administrative liaison with the Educational Capital Bonding Committee.~~ **Develop, implement, and monitor security policies and practices and ensure compliance with local, state, and federal safety regulations.**
10. Oversee all aspects of building use and rentals.
11. Responsible for ~~the~~ district-wide telephone **telecommunication** system.
12. **Responsible for the district's facility operational budget.**
13. Create, prioritize, and ~~oversee of~~ **manage** the ~~district's~~ **district's** Five Year Capital Plan.
14. Assume other related functions and responsibilities as they may be assigned by the Superintendent of Schools.

SUPERVISES:

- Supervisor of Buildings and Grounds.
- Shares oversight of all maintenance personnel with Building and Grounds Supervisor.
- ~~Shares oversight of transportation office~~ **secretary** with Special Education Coordinators. **Supervises transportation office secretary.**
- ~~Shares oversight of all custodial personnel with building principals.~~
- **Custodial and cleaning contractors.**

Revised 6-30-04
Board of Education Approved 7-8-04
Rev. 3/1/07
Reviewed by Policy Committee: 5/10/07
Board of Education Approved 5/24/07
Revised 1-15-08
Reviewed by Policy Committee: 2/28/2008
Board of Education Approved: March 13, 2008

REPORTS TO:

Superintendent of Schools

QUALIFICATIONS:

1. Possess a bachelor's degree from an accredited college or university.
2. Demonstrated knowledge and experience in building operations management and/or construction fields.
3. Demonstrated knowledge and experience in computer applications in the business environment.
4. Demonstrated ability to communicate effectively both orally and in writing.
5. Any alternatives to the above that the Board of Education may find appropriate and acceptable.

TERMS OF EMPLOYMENT:

Two hundred twenty-five (225) day work year with salary, benefits, and working conditions established by the Board of Education. An employee contract may be offered at the discretion of the Board of Education.

EVALUATION:

Performance to be evaluated annually by the Superintendent of Schools.