

## Southington Board of Education Meeting

Thursday, May 22, 2014 6:30 PM  
Municipal Center Public Assembly Room 200 North Main Street  
Southington, CT Revised - May 19, 2014  
200 North Main Street  
Southington, CT 06489



### BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session at 6:30 p.m. to Discuss a Student Matter and Personnel Matters
3. Celebration of Excellence ~ 7:00 p.m.
4. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
5. Pledge of Allegiance
6. Approval of Minutes of May 8, 2014
  - a. Special Meeting Minutes May 12, 2014
  - b. Special Meeting Minutes May 19, 2014
7. Communications
  - a. Communications from Audience
  - b. Communications from Board Members and Administration
8. Report of the Interim Superintendent
  - a. Curriculum & Instruction Committee Meeting ~ May 8, 2014
  - b. Policy & Personnel Committee Meeting ~ May 15, 2014
9. Old Business
  - a. Town Government Communications
  - b. Construction Update
  - c. Teacher Evaluation Plan Update
10. New Business
  - a. Approval of Job Descriptions ~ First Reading
  - b. Reallocation / Adoption of 2014-2015 Operating Budget
  - c. Appointment of Principal of Plantsville Elementary School
  - d. Curricula Approval ~ K-12 Music, 9-12 Science, 9-12 Math, World Language Pilot
11. Adjournment

**SOUTHINGTON BOARD OF EDUCATION**

**SOUTHINGTON, CONNECTICUT**

**REGULAR MEETING**

**MAY 8, 2014**

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The regular meeting of the Southington Board of Education with Executive Session was held on Thursday, May 8, 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 6:30 p.m.

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, Mrs. Terry Lombardi and Mrs. Patricia Queen. Absent was Mr. Zaya Oshana.

Present from the administration: Mrs. Karen Smith, Interim Superintendent of Schools; Mrs. Sherri DiNello, Director of Business and Finance (*left at 6:47 p.m.*); and Mr. Frederick Cox, Director of Operations (*arrived at 6:32 p.m., left at 6:47 p.m.*).

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

**“Move to add a Student Matter and Personnel to the Executive Session agenda, and then to go into Executive Session, excluding the public and the press, for the purpose of discussing the AFSCME Nurse Negotiations, Safety Matters, a Student Matter, and Personnel, and upon conclusion, return to public session.”**

**Motion carried unanimously by voice vote.**

**2. EXECUTIVE SESSION TO DISCUSS AFSCME NURSE NEGOTIATIONS, SAFETY MATTERS, A STUDENT MATTER, AND PERSONNEL**

The Board went into Executive Session at 6:32 p.m.

At 7:10 p.m., Mr. Goralski declared the Executive Session had ended and the Board returned to public session to begin the Celebration of Excellence.

**3. CELEBRATION OF EXCELLENCE**

At 7:15 p.m., in Celebration of Excellence, the Board of Education recognized the 2013-2014 Profiles in Professionalism award honorees who were presented with a plaque by Mr. Goralski, an engraved apple from Mrs. Carmody and a box of Fascia chocolates from Mrs. Notar-Francesco. The 2013-2014 Profiles in Professionalism Honorees are:

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  
Dr. Martin Semmel, Principal- Southington High School  
Sharon Vojtila, Paraprofessional- Hatton Elementary School  
Carol Volpe, Secretary, Health Office - Southington High School

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

The regular session was reconvened at 7:56 p.m. by Chairperson, Mr. Brian Goralski. Board members present: Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, and Mrs. Patricia Queen. Absent was Mr. Zaya Oshana.

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 representatives present: Miss Abigail Harris and Miss Stephanie Krar.

There were approximately 25 people in the audience.

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

The Pledge of Allegiance was recited, led by the Civics Class students in the audience.

Mr. Goralski requested a moment of silence in memory of Mrs. Genevieve Thalberg who recently passed away. He stated that, through her generosity, Mrs. Thalberg had provided technology for all the fourth and fifth grade classrooms in the school district.

#### **6. APPROVAL OF MINUTES ~ April 24, 2014**

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

**“Move to approve the Regular Board of Education minutes of April 24, 2014, as submitted.”**

**Motion carried unanimously by voice vote.**

#### **7. COMMUNICATIONS**

**a. Communications from Audience**

Lauren Zazzaro, a junior at Southington High School, spoke about a presentation by Chris Herren called “Rebound” that will be taking place on May 20, 2014 at Pomperaug High School in Southbury, Connecticut. She noted that Chris Herren is a popular motivational speaker and that his story is so compelling that ESPN created a 30 for 30 Emmy nominated documentary about his life, which is called “Unguarded” and available on Netflix. Miss Zazzaro gave some background on Chris Herren’s amazing and successful athletic life, as well as how he suffered from drug addiction, substance abuse and alcoholism. He is five years into recovery and has made it his mission to share his story, speaking to middle school and high school students. His journey to sobriety has touched many people nationwide, including her family. She hoped to be able to distribute flyers at the high school to create awareness about this special opportunity for students to hear his story.

Arthur Cyr, 103 Berlin Avenue, requested that the Board of Education install signs at all the schools to enforce one of the Board policies, which is “no dogs on school grounds.” He has observed dogs doing their business around school playgrounds while being walked by their owners. He asked for two signs to be installed at every school.

Mr. Cyr believed that Mrs. Lombardi previously spoke on the subject of renovating Kelley and Flanders Schools. He noted that there were empty classrooms at all the schools and in the next year or two they will have to redistrict and close one of those schools. He asked that the Board of Education talk about it long before it happens so they can get input from the neighborhood that will lose their school. He also believed that was the only way the Board of Education would be able to balance their budget in a couple of years.

Mr. Goralski clarified that the Board of Education is always aware of the school population and is in the process of looking at different organizations to help them look at their populations and projected growth. The Board has always had a plan in place about the renovation of schools and that Derynoski, Kelley and Flanders Schools will be the next schools renovated. They would do a Feasibility Study before that process even begins. From Mr. Cyr’s comments, he did not want people thinking that in the impending future those schools would be closed. He pointed out that there would be no surprises to the Southington community regarding these schools.

Mrs. Smith reminded the community that many months ago they spoke with an outside agency to assist the Board in balancing the student populations between DePaolo and Kennedy Middle Schools. Right now, Kennedy Middle School has about 125 extra students compared to DePaolo. Rather than looking at a spot redistricting situation, they are looking at investigating an entire school discussion regarding the entire district as it fits into the middle school feeder schools. There currently are some elementary schools that are split that send half the students to DePaolo and the other half to Kennedy. They are eager for the new Superintendent to start to take this on as one of his first challenges.

**b. Communications from Board Members and Administration****Communication from the Board Members:**

Mrs. Notar-Francesco reported that the legislative session ended on Wednesday and, within the CABE Advocacy Highlights that Board members received, there was a summary of education-related items. She encouraged the Board members to read it. She noted that one of the bills that passed was the storage and administration of EpiPens within districts. Districts are to designate and train non-medical staff to administer emergency epinephrine through EpiPens effective July 1, 2014. She noted that the bill for the uniform regional calendar was delayed for one year to July 2016. Mrs. Notar-Francesco also noted that within another passed piece of legislation Ag-Science equipment and facilities purchased through state grants must be used exclusively by VOAG Centers.

Mrs. Lombardi addressed Mr. Cyr's comments and remarked that he does a great job researching and providing information; however, she asked him to revisit his facts on his earlier comments. When he uses her name, she would appreciate that it would be used in the context of what was reported, or what she actually said. She stated that her comment was regarding the need for the Kelley parking lot to be repaved and the funds that were needed which goes back a couple of years ago. She noted that she also said that the timing to renovate these other schools is not now, nor was it last year either, because of middle school renovations. She pointed out that has always been her position.

Mrs. Queen reported that she attended her very last PTO meeting as a parent this week at the high school. She noted that it was challenging to keep parents involved with the PTO at the secondary level. She commended the parents who attended and stated that Mr. Rick Terino gave an excellent presentation on the Teacher Evaluation Plan. She thanked Mrs. Dina DeGumbia for serving on the PTO as an officer for nine years.

Mrs. Johnson encouraged everyone to attend the many music and art presentations throughout the district at this time of year.

Mr. Goralski announced that STEPS is sponsoring the ABC (Asset Building Classroom) training sessions on Thursday, May 22. It is an all-day event offered in two sessions. Any Board member interested in attending should contact Kelly Leppard.

Mr. Goralski announced that the former Turf Advisory Committee is now called the "Town Facility Use Committee." He announced that Mrs. Queen would replace him as a member of that committee and represent the Board of Education.

Mr. Goralski announced that he and Mrs. Smith were invited by the American Legion Post 72 to attend a breakfast on Saturday, May 10, 9:00 a.m. through 11 a.m. The American Legion is hosting the breakfast for the National Commander, and asked them to speak of the partnership and cooperation that exists between the veterans and schools in Southington. Mr. Goralski asked Mrs. Queen to attend also as a member of the Veterans Committee.

#### **Communication from Administration:**

Mrs. Smith reported on the following:

1. Hoops for Hearts: Mrs. Smith reported that she met with Shane Lockwood of the Health Department and he assured her that grant work was continuing with the goal of outfitting all of our schools with at least one AED by September 1, 2014.

He also shared that while funding may be provided for the AEDs there would be a minimal annual or bi-annual cost for the replacement pads on the defibrillator device. She will speak to Mrs. DiNello and Mrs. Bordonaro [Nursing Supervisor] to see if they could underwrite that small fee.

2. FLES Update: Mrs. Smith gave an update on the Foreign Language Elementary School Program, which is well underway with Friday the deadline for final commitments from parents who were interested in sending their to-be Kindergartener and to-be first grader to South End School next year for the Spanish immersion language program. They are optimistic that they will be able to accept all incoming Kindergarten students into the program. She noted that there was a lottery drawn last week. On May 22, the Board will be presented formally with the curriculum.
3. Director of Pupil Services: Mrs. Smith announced that Dr. Perri Murdica will be leaving Southington at the end of the school year to become the Director of Pupil Services for the Canton Public Schools.

**c. Communications from Student Representative**

Miss Harris reported on the following:

- She congratulated Dr. Semmel and everyone who was honored tonight for Profiles in Professionalism.
- AP Exams started on Monday and continue through next week.
- Junior Prom was last Saturday, which was the same day as SATs.
- Senior Prom is next Saturday, May 17, 2014.
- There was an informative senior presentation today about drunk driving and texting and driving, which left an impression on the students.
- Miss Harris, Miss Krar and Miss Baker interviewed and selected the new student representatives for next year from a large pool of interested and very qualified students.

Miss Krar reported on the following:

- Awards Night was held Wednesday, May 7, 2014.
- Thursday, May 15, 2014 is Scholarship Night.
- Drama Club was asked to perform at the Halo Awards later this month. They hope that it means that they also will receive an award; however, the nominations for the awards are not announced until a couple of days before the actual ceremony.
- On May 7, 2014, the PTO hosted a breakfast for the teachers for Teacher Appreciation Day in the Corner Café.
- On Monday, May 12, 2014, the Art Show will be held with student artwork displayed.
- The next Board meeting conflicts with Class Night; therefore, no student representatives will be able to attend the Board meeting. They will send an e-mail report to the Board members on Wednesday ahead of the meeting.

Mrs. Queen asked the student representatives what their criteria was for selecting their replacements for next year. Miss Krar replied that they wanted a diverse group of people such as

someone involved in athletics, music, etc. Miss Harris added that they were looking for people with integrity, personable qualities and charm and who would be dedicated to the position. She noted that it was very competitive and hard to choose.

**8. REPORT OF INTERIM SUPERINTENDENT**

**a. Personnel Report**

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

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

**Motion carried by voice vote with Mrs. Lombardi abstaining.**

**b. Curriculum & Instruction Committee Meeting ~ April 25, 2014**

Mrs. Carmody reported on the World Language Pilot Program at South End Elementary School and the presentation of the Spanish curriculum provided by Mrs. Tina Riccio at their last meeting. She noted that the curriculum follows the Common Core State Standards. She noted that they held a parent meeting for interested parents.

Mrs. Carmody reported that at the last meeting Mr. Pepe and Mr. Madancy gave a Middle School Family and Consumer/Unified Arts presentation. They discussed what they hope to see happen once the construction is completed. They plan to continue next year with the Unified Arts Curriculum “as is” until the completion of the middle schools. The committee will provide the Board with periodic updates regarding changes.

**c. Policy & Personnel Committee Meeting ~ May 1, 2014**

Mrs. Clark reported that the Policy and Personnel Committee held a joint meeting with the Curriculum and Instruction Committee where they discussed the job descriptions of the Lead Applied Behavior Analysis (ABA) Therapist and the Director of Operations. The committees decided that they would not make any changes to the ABA Therapist job and would not bring on the CREC Lead ABA Therapist as the Southington school employee as they had made a commitment to the parents of the CREC serviced students back when they originally made changes to the program. The committee recommended several job description changes to the Director of Operations, which will be voted on later in the meeting. They also looked at a tuition option for staff and decided not to pursue it at this time. Mr. Goralski hoped that in the future the committee will look again at the tuition opportunity for staff members who reside outside of Southington to have their children educated within the community. Mrs. Queen felt that there was a lot of complexity to this that would require a lot of work to develop a policy, and she felt that this could be a project for a new superintendent to take on.

**9. OLD BUSINESS**

**a. Town Government Communications**

Mr. Goralski reminded the Board that on Monday, May 12, 2014 at 7:00 p.m. was the budget adoption by the Town Council. Another discussion item on the Town Council agenda is the energy update and the Board of Education's commitment to waste disposal.

**b. Construction Update**

Mr. Cox reported that the middle school construction projects continue to be on schedule. He was happy to announce that today he received written commitment from CL&P for reimbursement incentives for both projects. At DePaolo Middle School, the town will be eligible for an incentive of \$152,549 and Kennedy Middle School will be eligible for \$152,429. This is made possible through the energy efficiency measures that were designed into the projects. This money will come back to the projects and be used for other items. There are incentives in the calculation stages with Yankee Gas as far as high efficiency boilers and equipment. Mr. Goralski thanked Mr. Cox for pushing the envelope on these things over the years and challenging the architects and builders and making sure that CL&P owns up to their responsibilities. He noted that Mr. Cox was a big piece of getting these reimbursement incentives.

Mr. Cox explained that the State Office of School Facilities requires a review of FF&E (Furniture, Fixtures & Equipment) for all school projects with reimbursement. He introduced Kate Ryan, a representative for Fletcher Thompson, who presented the process that she has undertaken up to this point. Ms. Ryan was pleased to report that they are finally ready for their PCT with the state to be held on Friday, May 9. She commended the staff at both Kennedy and DePaolo Middle Schools for all of their hard work and time to put together this package of all the things that they need to make sure their programs will work effectively in the new schools. With the Board of Education's approval, they are all set to bring the document to the state for approval. She hoped that the state would have a speedy review so they can go out to bid and get furniture in the schools as quickly as possible. Mr. Goralski thanked Fletcher Thompson staff, Mr. Cox, Mr. Christopher Palmieri, Mr. Steve Madancy, and Mrs. Karen Veilleux for their input into the document that the Board will vote on tonight with two separate motions.

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

**“Move to approve the FF&E materials as presented for DePaolo Middle School and direct Fletcher Thompson to bring this to the State Office of School Facilities for final approval to bid.”**

Mr. Derynoski asked if the Board would have the opportunity to look at the document that they are voting on. Mr. Goralski replied that it was a big document and it would be in Mr. Cox's office. This vote is more of a protocol and procedure that needs to be acted upon. Mr. Goralski noted that the items have to be on that list in order for them to buy it. Mr. Derynoski asked for clarification that all the items that were identified in the Educational Specifications were covered in this document. Ms. Ryan replied that they were, and the packages were almost identical except for the EASE and TEAM programs. Mrs. Queen pointed out that they were voting on this, but they are putting their faith in the work of the committee.

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

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

**“Move to approve the FF&E materials as presented for Kennedy Middle School and direct Fletcher Thompson to bring this to the State Office of School Facilities for final approval to bid.”**

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

## **10. NEW BUSINESS**

### **a. Technology Committee Update**

Mrs. Lombardi reported that the committee has a three-year Technology Plan and will update the Board tonight with some concepts that they are looking at. Mrs. Karen Veilleux, Director of Technology, gave a short PowerPoint presentation update and stated that the committee has been meeting every two weeks and they are now in year two of the infrastructure upgrade planned for the summer. It will allow them to continue to support and expand the Wi-Fi infrastructure. She noted that the Board approved the upgrade of the leasing so they will be able to fund their replacement plan primarily for the high school, which needs a significant upgrade in technology including teacher laptops.

Mrs. Veilleux explained that the Technology Committee has representation from every grade level with administrators, technology employees, staff and teachers serving on the committee. They did a BYOD pilot this fall at the elementary, middle and high school levels. The committee has been studying the differences between BYOD versus one-to-one initiatives. She explained that a one-to-one initiative is when students are provided with a district-owned device that they use in the classrooms for class work and take home, with the device going back and forth. The factors included in a one-to-one program are costs, insurance, repair, and replacement cycles. She noted there are pros and cons to both the BYOD and one-to-one plan. A sub-committee of the Technology Committee did a site visit at Plainville Middle School where they are in year one of a one-to-one initiative with Chromebooks. They had a presenter from the Glastonbury Public Schools talk to the committee. Glastonbury has a one-to-one program with iPads.

Mrs. Veilleux reported that the committee is getting ready to send out student surveys for Grades 6 to 11 along with a parent survey. They need to know where the students are with technology at home, what type of devices they have, if parents allow them to bring that device to school, etc. The committee is working with the Professional Development Committee to plan professional development around Google Docs this fall. They plan to set up a mini-pilot of one-to-one devices (Chromebooks) at the high school and Kennedy Middle School. They plan to provide teachers with laptops at the secondary level through the building projects and the summer funding. Mrs. Veilleux explained that the policies are being looked at and they will be coming back to the Board in June with some recommendations.

Mrs. Johnson pointed out that the Curriculum Committee met with some of the coordinators who stated that there was an issue with utilizing Chromebooks for science and math

because they were not able to accept probes that are utilized in science experiments. She asked what the expected usage was for Chromebooks. Mrs. Veilleux replied that technology is changing very rapidly and she felt that shortly there would be a way to use the probes with the Chromebook; however, right now it is not available. She noted that probes do not work with iPads either. Mrs. Veilleux noted that for the mini-pilots they are looking to do one ninth-grade classroom at the high school and assigning them to 24 students who would be able to take them home. She was excited about the schedule next year that will have some of the half-day time's built-in that would give the teachers some more professional development. Mrs. Carmody pointed out how fast technology is constantly changing the difficulty in keeping up.

Mrs. Queen asked if they were leasing because of the rapid changes of technology so that they can stay on top of the new technology that comes out. Mrs. Veilleux replied that, whatever technology they buy for the schools, they need to have the replacement plan because nothing is going to last and that more than five years is really pushing equipment. Mrs. Queen asked if there was a thought to differentiating technology based on curriculum. Mrs. Veilleux noted that Chromebooks are the technology of choice by teachers. Mrs. Notar-Francesco asked how much technology, over the summer, would be allotted for the high school. Mrs. Veilleux replied that she would get that information for the Board. Mrs. Lombardi thought that it could be part of the June follow-up presentation. She thought that Southington could have a hybrid model of BYOD and one-on-one.

Mr. Goralski asked that the PowerPoint presentation be added to the CAFE Portal link and included in the minutes (*Attachment #1*).

**b. Business Office Finance Items**

Mrs. Notar-Francesco reported that a Finance Committee meeting was scheduled for Monday, April 22, 2014 knowing that Mrs. Lombardi was going to be on vacation; however, at the last minute another member of the committee was unable to attend due to a family situation, so she and Mr. Derynoski met with Mrs. DiNello for a discussion in which Mrs. DiNello provided them with information on these various agenda items.

**a. Time & Attendance System**

Mrs. Notar-Francesco stated that the administration reviewed reference checks for the Time and Attendance System and that the administration is now recommending Time Clock Plus, which utilizes a pin number rather than biometrics. She stated that Mrs. DiNello was able to negotiate a very favorable price on this system which was much lower than the original quote. This system is critically needed within the district and they need to have a system that is truly reliable with strong ongoing company support.

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

**“Move to purchase the Time and Attendance System from Time Clock Plus as recommended by administration utilizing 2013-2014 and 2014-2015 available funding.”**

Mrs. Johnson asked why Time Clock Plus was not the low bidder. Mrs. DiNello replied that they received a number of quotes and were originally interested in the lowest quote that they received; however, in speaking with a variety of school districts, and based on their input and the

issues that they were having with the software and interfacing, we did not feel it met the needs of the Southington Public Schools. The committee felt that it was imperative to look at the next available quote that they received. She noted that, after speaking with a variety of districts in Connecticut that have the same financial software that we have, the reference checks were wonderful in regard to Time Clock Plus.

Mrs. Johnson had many follow-up questions of Mrs. DiNello regarding the Time and Attendance System such as the alio interface license and support being a one-time cost of \$6,500 a year, where the devices would be installed in the buildings, the one-year warranty and interfacing, the need for a total of 25 devices and a list of employees who would be utilizing this process. Mrs. DiNello noted that at some time in the future the committee might be adding a few extra devices into next year's budget. They are starting with the minimum number of clocks to implement in a successful manner. The secretaries, custodians, maintenance, paraprofessionals, tutors, and anyone who submits a timesheet will be using this device. Mrs. Johnson questioned if there would be an assessment of the process. Mrs. DiNello noted that the implementation would be in the early fall with an update to the Board after January.

Mrs. Notar-Francesco reiterated that this device is very much needed. Mr. Goralski noted that the time and attendance system will improve efficiency, effectiveness and accountability. He commended Mrs. DiNello for researching the best suited bidder and not the lowest bidder. He believed that the original bid was \$74,545 and that it was drastically reduced through negotiations by Mrs. DiNello. Mrs. Queen noted that Mrs. DiNello's excellent reputation throughout the state with her colleagues is what got them a better price and that if she stands by the Time Clock Plus product it would carry weight with other school districts.

**Motion carried unanimously by voice vote.**

**b. Maintenance Vehicles Lease (2)**

Mrs. Notar-Francesco reported that the administration was originally interested in leasing two new vehicles to replace current vehicles that are in extremely poor condition. After review and discussion by the committee members, the administration is now asking for approval to purchase one vehicle, which is a Ford van from the state contract using 2013-2014 funds. They would bring back the second vehicle for discussion at the next Finance Committee meeting for either purchase or lease.

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

**“Move to approve the purchase of a 2014 Ford Van from the State Contract with 2013-2014 funds.”**

Mr. Derynoski noted that during the initial review of the request, they found that one of the vehicles that they were looking for was an afterthought because the original vehicle that they wanted exceeded what was budgeted. As a compromise, they are getting a van versus a pick-up truck. He felt that the ideal vehicle for use for the replacement should be a utility truck. He would rather find out what the utility truck would cost and get something that they really need, not something that they are going to be stuck with for the next five years. Mrs. DiNello explained that they had continued conversations about the utility truck; however, the first vehicle that was their priority was actually the van. They then were making the compromise and

changing the utility vehicle to ask for two vans. There is a need for the one van and at the next Finance Committee meeting they will be revisiting what the second vehicle should be and whether it should be leased or purchased. Mr. Derynoski thought that they would be discussing two vehicles tonight and was not aware that they were only doing one. He did not like the idea of settling for something that would get them by.

Mr. Cox stated that at this point the first and foremost vehicle is the mail van that would need to be replaced. The carpenter's vehicle, which is a utility box-type vehicle, is the second need and more expensive than a van. When it came to matching our need versus what was budgeted (we have been budgeting vans for five years) a compromise of the pick-up truck was made. After speaking with the maintenance supervisor, it was clear that it was not the best way to go. When they looked at the fleet in general, they felt that they could still stay within the budget by ordering a second van and use it with our carpenter short-term and then in the following budget year, budget the correct amount for the utility truck and then pass on this one-year old vehicle to another tradesperson. They want to keep the two-vehicle replacement process and are willing to push back the vehicle and just have our carpenter use a different vehicle in the meantime.

Mrs. Lombardi stated that the Board's understanding was that they are replacing the mail van that does not work right now. Mrs. DiNello agreed and stated that the motion would be to purchase a van with the 2013-2014 funds and then go back to the Finance Committee to make sure what the imperative need is for the next vehicle, as well as the potential third vehicle that would be in the budget for the following year. Mr. Derynoski asked if those funds were available to which Mrs. DiNello replied that they were.

Mrs. Johnson noted that the past practice was to lease vehicles and wanted to know why they would be purchasing now. Mrs. DiNello replied that, through conversations with committee members, they felt that, if they could purchase the vehicle in the current year versus paying the fees for leasing, this would be in the best interest of the district. The goal is to make sure that we continue to have money in a line item so we can continue a vehicle replacement cycle.

Mr. Goralski reiterated the importance of committee meetings and that these discussions are highly needed to take place at the committee level.

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

**c. YMCA 2014 Reimbursement Rates**

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

**“Move to endorse the 2014-2015 YMCA Reimbursement Rates, as presented.”**

Mrs. Johnson noted that there was an increase in electricity and supplies and asked if there was a monthly custodial reimbursement increase based on the current union contract. Mrs. DiNello replied that the current union contract is expiring on June 30, 2014 and that adjustments have been made for the anticipation of a settlement and payout of increases in the 2014-2015 year.

**Motion carried unanimously by voice vote.**

**d. Contracted Custodial Contracts**

**a. Capitol Cleaning Contractors, Inc. (JFK, JAD, DES)**

Mrs. Notar-Francesco reported that Capitol Cleaning Contractors submitted their letter for renewal and asked for a 3.5% increase for their contracts at Kennedy, DePaolo and Derynoski Schools. They have held this current rate in the district for the last eight years and between that and the recent increase in minimum wage they are asking for the increase. She noted that Mrs. Lombardi asked Mrs. DiNello to explore extending the contract for two years with a 3.5% increase in year one and no additional increase in year two, to which Capitol Cleaning has agreed.

Mrs. DiNello thanked the work of Mrs. Cox and Mrs. Jones [Accounting/Purchasing Manager] in working with the contractors at all locations. Specifically, with the expanded space at Kennedy and DePaolo, it is really a moving target as far as the amount of square footage that they will be working on this upcoming school year. She noted that Capitol Cleaning's request to extend the contract is based on the current square footage that they have. Mr. Cox will be working with them on whether that will increase and, if so, they will be coming back to the Board for an addendum to the current contract to adequately compensate them for the additional square footage.

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

**“Move to approve a two-year extension for contracted custodial services with Capital Cleaning Contractors with a 3.5% increase in year one and a zero percent (0%) increase for year two at Derynoski Elementary School, and Kennedy and DePaolo Middle Schools.”**

**Motion carried unanimously by voice vote.**

**b. Performance Environmental Services (SHS, Municipal Center)**

Mrs. Notar-Francesco reported that Performance Environmental Services also submitted a letter for renewal with a 3.3% increase for their contract at Southington High School. They are not requesting an increase for their services at the Municipal Center. They have held their current rate with the district for the last eight years. Mrs. DiNello also explored whether Performance Environmental would extend the contract for two more years with a 3.3% increase in year one for services at Southington High School and no additional increase in year two. They will hold their current price in both years one and two for the Municipal Center.

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

**“Move to approve a two-year extension for contracted custodial services with Performance Environmental Services with a 3.3% increase in year one and a zero percent (0%) increase for year two at Southington High School.**

**Motion carried unanimously by voice vote.**

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

**“Move to approve a two-year extension for contracted custodial services with Performance Environmental Services at the Municipal Center with a zero percent (0%) increase.”**

Mrs. Lombardi asked that on any contracts that come forward to the Board in the future with an increase, if they can negotiate up front for two years and have a zero percent (0%) extension.

**Motion carried unanimously by voice vote.**

Mrs. DiNello anticipates that the Town Council will be approving the Board of Education 2014-2015 budget as submitted this coming Monday evening. Based on that information, administration did not believe that there would be a need at the May 22 Board of Education meeting to have an agenda item for reallocation. Any changes that they would need to make in the new budget would be brought to the Finance Committee in the way of transfers at a future date. She asked that, if the Town Council approves the budget as submitted, could administration move forward to load the budget into the software system for the new school year so building principals can start the ordering process.

Mr. Derynoski noted that this would be the first time that he has served on the Board that they would not have a reallocation. He thought that from the time the budget process starts in the fall until now in late spring there may be some things that have changed and Board members may have some ideas where they might want to make some adjustments. He thought that between now and the next Board meeting the Board members could weigh-in through Mr. Goralski with their thoughts or ideas on adjustments. Mr. Goralski asked when the next Finance Committee meeting was scheduled. Mrs. Notar-Francesco replied it was May 20<sup>th</sup>, two days before the next Board meeting. Mr. Goralski would like that discussion to take place at the committee level.

Mrs. Johnson liked Mr. Derynoski's idea to have a second look to see if any Board member has some thoughts or ideas that they would like to present to the Board for discussion. Mr. Derynoski did not like the idea of doing it later through transfer of funds. He just wanted a final review of the budget.

Mrs. Smith explained that the request came forward from building level administrators and program directors due to the uniqueness of teacher evaluation implementation and end of year report writing deadlines and that the earlier the better that they can get purchase orders entered into the system. She liked the idea of a review because it is a long time from October until now. Mrs. Lombardi was in agreement to go forward and move things around at a later date if by doing this it expedites an efficiency of the operation.

Mrs. DiNello offered a compromise asking that administration be allowed to load the budget in the system, knowing that the only requisitions that they would approve would be for supply line items (because they always hold back the 25% threshold). If in fact there was something in the Board's review that they felt they needed to make a reduction in supplies, they would have the money there to make that reduction. They would not expend any money in any other line items in case the Board decides to move money. This would allow the principals to

jumpstart their supply purchases. Mrs. Notar-Francesco added that was the most critical piece that building principals have the ability to do. Mrs. DiNello noted that orders are placed by the end of May in order to receive the deliveries before they close the schools for summer because there is no staff to take receipt of the items. Mrs. Notar-Francesco felt that Mrs. DiNello's suggestion for a compromise was a good one, and that the Board should utilize it.

Mr. Goralski felt that this was forward thinking and that they have a budget that the Board brought forward that they still standby today and believe is correct. He felt that they could make adjustments within the Finance Committee with transfers. He thought that this was the year to think differently and that he was excited by the initial recommendation that Mrs. DiNello made. He felt that they do not need reallocation if the Town Council approves the Board of Education's budget as is. They are not going to change any programs.

Mr. Goralski stated that the consensus they needed to make was regarding the compromise of allowing the administrators to make purchases of supplies as recommended by Mrs. DiNello. The Board consensus was to move forward with the compromise.

**c. Job Description ~ Director of Operations ~ First Reading**

Mr. Goralski reported that the item before the Board tonight is a draft for the first reading for the Director of Operations. He asked for a modification of the language under "Supervises" that states, "*Shares oversight of all maintenance personnel with Building and Grounds Supervisor*" and that this same language should be added to "custodial and cleaning contractors." It would read, "*Shares oversight of all custodial and cleaning contractors with School Principals.*"

Mrs. Johnson had an issue with that wording because she felt that the custodial and cleaning contractors are under the supervision of the Director of Operations. She was not supportive either of the wording, "*Shares oversight of all maintenance personnel with Building and Grounds Supervisor.*" She believed that the job of the Director of Operations is to supervise all of these things. She felt that is where the buck stops and that the principals would then report to the Director of Operations regarding the custodial and cleaning contractors.

Mrs. Clark stated that upon further investigation, she discovered that the principals do supervise and talk directly to the contractors and directly supervise their work. If there is an issue that is not resolved, then it goes to the Director of Operations. The first line supervision is actually the building principals, similar to "shares oversight of maintenance personnel." This is why she felt they needed to add the "shares oversight" language.

Mr. Cox clarified that, currently for the internal staff and our cleaning contractors, the frontline principal and assistant principal are the daily contact with the minor issues being addressed with the contractors by the head custodian. The Director of Operations is called in when an issue cannot be resolved. The Director of Operations cannot be in all 12 schools every day to supervise and oversee everything; therefore, the past practice has been that the principals are the primary evaluators with input from the Director of Operations and the Buildings and Grounds Supervisor for the custodians. This has been recently reversed because of the load put on the principals and assistant principals for staff evaluations as mandated by the state.

Mrs. Queen stated that, as a member of the Policy and Personnel Committee, she was comfortable with changing the language to *“shares oversight of all custodial and cleaning contractors with building principals.”* Mrs. Johnson stated that in the spirit of compromise she would acquiesce to that language.

Mrs. Lombardi asked if this was in the principal’s job description as one of their supervisory items. Mr. Goralski believed that they had the same caveat in their job description and that they are responsible for all staff in their buildings. Mrs. Lombardi felt that, if it was in the principals’ job descriptions, it is a shared responsibility and should be in both job descriptions.

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

**“Move to waive the first reading of the job description for the Director of Operations.”**

**Motion carried unanimously by voice vote.**

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

**“Move to pass the job description of the Director of Operations, as discussed and amended this evening to include ‘shares oversight of all custodial and cleaning contractors with building principals.’”**

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

## **11. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

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

Respectfully submitted,

*Linda Blanchard*  
Recording Secretary

## 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

**SOUTHINGTON BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT  
SPECIAL MEETING OF THE BOARD OF EDUCATION  
MAY 12, 2014**

A Special Meeting of the Board of Education was held on Monday, May 12, 2014 at 6:00 p.m. in the Public Assembly Room of the Southington Municipal Center, 200 North Main Street, Southington, Connecticut.

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

**Board Members Absent:** Mr. David Derynoski.

**Administration Present:** 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.

**1. CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:00 p.m.

**2. APPOINTMENT OF SUPERINTENDENT OF SCHOOLS**

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

**“Move that the Board appoints Timothy F. Connellan as Superintendent of Schools, effective August 11, 2014, and move further that the Chairperson and Secretary of the Board be authorized to execute the proposed contract on behalf of the Board with respect to Timothy F. Connellan’s employment as Superintendent of Schools.”**

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

**Motion carried 8 – 0.**

Mr. Brian Goralski asked Mr. Timothy Connellan to approach the podium to say a few words. Mr. Connellan thanked the Board of Education for a great selection process. He said that wonderful things are happening in Southington schools, and he is looking forward to assuming the Superintendent position in the community in which he has lived and raised his family for the last 34 years.

**3. ADJOURNMENT**

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

**“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 6:09 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill Notar-Francesco". The signature is written in a cursive, flowing style.

Jill Notar-Francesco, Secretary  
Southington Board of Education

**SOUTHINGTON BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT  
SPECIAL MEETING OF THE BOARD OF EDUCATION  
MAY 19, 2014**

A Special Meeting of the Board of Education was held on Monday, May 19, 2014 at 6:30 p.m. in the Public Assembly Room of the Southington Municipal Center, 200 North Main Street, Southington, Connecticut.

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

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

**Administration Present:** Mrs. Karen Smith, Interim Superintendent of Schools.

1. **CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:29 p.m.

2. **CANDIDATE INTERVIEWS ~ Executive Session Anticipated**

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

**“Move that the Board goes into Executive Session, excluding the public and the press for the purpose of candidate interviews for the Principal of Plantsville Elementary School and, upon conclusion, reconvene to public session.”**

**Motion carried unanimously by voice vote.**

*The Board went into Executive Session at 6:29 p.m.*

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

**“Move that the Board reconvenes into public session.”**

**Motion carried unanimously by voice vote.**

*The Board reconvened public session at 9:30 p.m.*

**3. PROPOSED ASSISTANT PRINCIPAL APPOINTMENT ~ Plantsville Elementary School**

The members of the Board of Education discussed that they would vote on the appointment of the Plantsville Elementary School Principal at the regular Board of Education meeting on Thursday, May 22, 2014.

**4. ADJOURNMENT**

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

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

**Motion carried unanimously by voice vote.**

The Special Meeting of the Board of Education adjourned at 9:32 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jill Notar-Francesco".

Jill Notar-Francesco, Secretary  
Southington Board of Education

**Board of Education**

**Administrative Report**

**May 22, 2014**



- 1. Update on Safety Message**
- 2. American Psychiatric Foundation**
- 3. Grant Funded Counseling Program**
- 4. ARTS Grant – Partnership with Southington Education Foundation and New Britain Museum of American Art**



# SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut  
Curriculum and Instruction Committee Meeting  
May 8, 2014

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 9:02 a.m.

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

Present from district: Ms. Dale Riedinger, District Math Coordinator; Mr. John Duffy, District Science Coordinator; Ms. Suzanne Hodges, Southington High School Science Department Head; Mr. Jeff Shaw, Southington High School Music Department Head.

## Curriculum Review ~ Grades K-12 Music

Mrs. Carmody recognized the hard work by Jeff Shaw and his team of music teachers. She shared that she was quite impressed with the level of work completed. Discussion pertaining to the curriculum included the following:

- It was confirmed that the curriculum is aligned with the Common Core State Standards.
- Mr. Shaw explained that they took the National Music State Standards, along with the proposed changes to those standards, and then wrote the curriculum with those possible changes in mind.
- The biggest difference was that they added the DOK (Depth to Knowledge). They increased the level of questioning and activities, especially at the elementary level.
- Sample assessments are included throughout the curriculum.
- Mrs. Johnson asked about the impact of starting strings in Grade 4 versus Grade 3. Mr. Shaw stated that there was a drop in performance. The students don't play at the same level as they did when they had strings in Grade 3. He knew that this would have an impact.
- It was shared that the numbers for instrumental are very high.
- Mrs. Johnson made some suggestions for edits to keep consistency throughout the K-12 curriculum. Mr. Shaw made note of the recommendations and agreed to make the revisions.
- Mrs. Johnson noted that she liked the way they incorporated writing into the marching band section of the curriculum under the assessments.
- Mrs. Queen noted that music supports every other area of learning. It ties together and addresses the total child. She stated you can see the connections and stay true to the curriculum.
- Mrs. Notar-Francesco asked for an explanation of the curriculum writing process. Mr. Shaw explained that they divide themselves into groups and he oversees the groups. Mr. Shaw assured the committee that the curriculum is aligned. In addition, they planned ahead and will be ready to make necessary adjustments when the state adopts new standards.

The committee was very appreciative of Mr. Shaw and his committee. They stated that the music group did amazing work and thanked him for all their hard work and dedication to the Southington High School music program.

## Curriculum Review ~ Science, Grades 9-12

### *Earth Science*

Mrs. Carmody shared that she liked the essential questions and was impressed with the coordinated effort of the teaching staff who reviewed and revised the curriculum.

**KAREN L. SMITH**

INTERIM SUPERINTENDENT OF  
SCHOOLS

### BOARD OF EDUCATION

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BOARD CHAIRPERSON

TERRI C. CARMODY  
VICE CHAIRPERSON

JILL NOTAR-FRANCESCO  
SECRETARY

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- It was confirmed that they will use the current textbooks that are only two years old.
- The curriculum is appropriate for the new leveling system.
- Mr. Duffy explained that the state has not adopted the standards at this time. The understanding is that when the shift is made in the national standards, it would bring more engineering to science. When the high school teachers reviewed the curriculum, they noted areas where they embedded engineering practices. There are four components to the engineering standard and the teachers also identified where it occurs and at what level. Some areas include an “if” statement. If they saw an area that might need a slight change to be a true engineering statement, they identified that to help in the future if the shift takes place when they do get state standards. This will make for an easy transition. The new content is not officially embedded.
- Mrs. Queen mentioned that when the new standards are incorporated, the district will have to re-examine the curriculum. It’s believed that the graduating class of 2020 will be required to have three years of science. The big shift is that all students will have to pass the three years of science.
- Mrs. Queen asked about the literacy component of the curriculum and Mr. Duffy confirmed that this is not a shift in the alignment. They have always been writing and problem solving and we are well beyond the state standards. Mr. Duffy stated that we are more in line with the new standards.
- Mrs. Johnson asked about what Mr. Duffy sees that the district might need in the future so they can start planning. Mr. Duffy stated that the district falls short with the use of technology. A huge emphasis in national standards is computer modeling. He shared that there are devices they could be using with the current curriculum that they will also need in the future.
- Mr. Duffy shared some thoughts pertaining to computers and classroom use. He will provide the administration with more details about his vision and anticipated needs. This information is part of the long term technology plan and the discussions will continue.

*Biology* ~ overview of the engineering pieces is great.

- Mrs. Hodges shared an overview of the curriculum and stated that they did incorporate the engineering piece. The biggest change was in the CP physics program. Many years ago, the CCP physics curriculum was more activity based and it’s now aligned with the engineering component.

*CP Physics*

- Mrs. Hodges shared that the CP Physics curriculum was also updated and aligned.

The Curriculum and Instruction Committee thanked Mr. Duffy and Mrs. Hodges and her committee for putting forward a very detailed curriculum. Mrs. Hodges invited the committee to attend the AP Expo that is scheduled for Thursday, June 12 at 6:00 p.m.

### **Curriculum Review ~ HS Math (Algebra I, Geometry, Algebra II)**

Mrs. Carmody thanked Ms. Riedinger for the work of her and the committee and stated that the curriculum, as always, was very well written. Mrs. Queen asked for an explanation of what a performance task is. Ms. Riedinger shared that the performance task is the application of skill and concepts. It was explained that the math curriculum presented is aligned and updated. Students currently taking geometry, who are using the common core, will be taking algebra II during the 2014-2015 school year.

Mrs. Carmody and the committee shared how appreciative they were for the hard work and dedication from Ms. Riedinger and the high school teachers.

Mrs. Carmody mentioned that the Curriculum Committee is very impressed with the work of the teachers and administrators. In addition, the committee trusts the work that's done by the professionals. The Curriculum and Instruction Committee accepted all curricula presented and recommended it be forwarded to the full board on May 22, 2014 for approval.

**Other**

Mrs. Queen and the committee discussed the Southington High School Profile. There were suggestions from all committee members that will be incorporated into the draft. Mrs. Queen will gather additional information and report back to the committee at the next meeting.

**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 10:50 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Michelle Passamano". The signature is written in dark ink and is positioned above the printed name.

Michelle Passamano  
Executive Secretary to the Interim Superintendent of Schools



# SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut  
Policy and Personnel Committee Meeting  
May 15, 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.

Administration Present: Mrs. Karen Smith, Interim Superintendent of Schools; Mrs. Sherri DiNello, Director of Business and Finance; Mrs. Kimberly Hunt, Personnel Manager.

## **Job Description ~ Production Room/Mail Courier**

The administration shared their recommended changes for the responsibilities associated with the production room position. In addition, they recommended changing the job title from *Production Room/Mail Courier* to *Production Room Secretary*. The committee supported the suggestions from the administration and made some additional recommendations. The job description will be presented to the full Board at the May 22, 2014 Board of Education meeting.

## **Job Description ~ Network Manager**

The administration presented the draft job description for the Network Manager position. The committee recommended keeping the title as *Network Manager* and made a minor edit under the section of *Job Goals*. The committee supported the recommendations from the administration and will bring the job description to the full Board at the May 22, 2014 Board of Education meeting.

## **Job Description ~ Part-Time Administrative Assistant**

The administration presented their recommendations for a new position that was included in the budget for a part-time administrative assistant at central office. The committee supported the recommended job description as presented and will bring it to the full Board at the May 22, 2014 Board of Education meeting.

The committee requested that moving forward, all job descriptions be formatted as follows: Title, Job Goal, Performance Responsibilities, Reports to, Qualifications, Terms of Employment, and Evaluation.

## **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 7:00 p.m.

Respectfully Submitted,

Karen L. Smith  
Interim Superintendent of Schools

**KAREN L. SMITH**  
INTERIM SUPERINTENDENT OF  
SCHOOLS

## **BOARD OF EDUCATION**

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**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date May 22, 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 \_\_\_\_\_ X \_\_\_\_\_

Board Meeting Date \_\_\_\_\_ May 22, 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:** \_\_\_\_\_

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

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

The Building Committee approved the FF&E provided by Fletcher Thompson at their May 6<sup>th</sup> meeting. The Board approved the same package on May 8<sup>th</sup>. The Operations Office received commitments from CL&P for reimbursements of \$152,549 for J. A. DePaolo and \$152,429 for J. F. Kennedy under the Energy Conscious Blueprint Program. \_\_\_\_\_

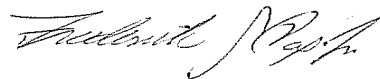
**Background:** \_\_\_\_\_ At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a permanent agenda report for school construction projects. \_\_\_\_\_

**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:** \_\_\_\_\_



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



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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date May 22, 2014

Decision Requested X

Agenda Code 9 c

**AGENDA REPORTING FORM**

**Agenda Topic:** Teacher Evaluation Plan Update

**Summary of Issue:** Administration is asking that the Board of Education approve the revised Teacher Evaluation and Support Plan. Notification was sent to all districts on April 28, 2014 indicating that there were changes to the guidelines that would allow the flexibility to make revisions to our current manual. The revisions included in this plan will better serve the Southington Public School District. The revised plan must be approved by the Board of Education and submitted to the State Department of Education by June 2, 2014. 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 revised copy of the Teacher Evaluation and Support Plan that was presented to the Curriculum and Instruction Committee at the May 20, 2014 meeting.

**Titles of Attachments:**

1. Overview of Changes to the Teacher Evaluation and Support Plan

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

*Karen L. Smith*  
\_\_\_\_\_  
*Signature of Interim Superintendent of Schools*

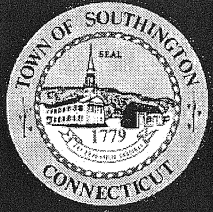
## Agenda Item 9 c.

### **Overview of changes to the Teacher Evaluation and Support Plan include:**

1. One SLO at a minimum
2. Different type of observation cycle
3. Tenured or years 3 & 4 are now on a 3-year cycle
  - a. Non-tenured, years 1 & 2, developing and below standard, remains the same
  - b. Exceeds or Meets Standard- tenured teachers and year 3 & 4 ~ 1 formal minimum every 3 years with pre/post conference; 3 informals are done at a minimum on the years they don't receive a formal
4. Removed the number ratings (percentages are still used)
5. The ratings are changed back to the wording used by the state (Exemplary, Proficient, Developing, Below Standard)
6. Minor editing changes were made to reflect the practical implementation of the plan (example: SBAC versus CMT)



**DRAFT Job Description**  
**Production Room/Mail Courier**  
*(with edits identified)*



# SOUTHINGTON PUBLIC SCHOOLS JOB DESCRIPTION

**TITLE:        PRODUCTION ROOM/MAIL CARRIER/SECRETARY (Class III II)**

**JOB GOAL:**

To Provide an efficient, and timely production of forms and documents for the Central Office and the school system, and effectively process incoming /outgoing mail, **and assist in the business office.**

**PERFORMANCE RESPONSIBILITIES:**

1. Review production request for proper paper weight, number of copies, color, etc. and bring the request to completion.
2. Maintain a monthly minimum on stock inventory of required supplies.
3. Operate various **digital imaging systems**, copy machines, collators, joggers and binding machines.
4. Maintain safeguards and operate Central Office postage meter with regard to all outgoing mail returns and maintain a daily accounting of postage costs.
5. Collect and distribute all Central Office mail and memorandums.
6. Relieve and/or substitute for Receptionist and Central Office secretaries when directed.
7. Complete outside mail deliveries, including **deliveries to Board of Education members and Town Hall Board Packets**.
8. Set-up for meetings as assigned.
9. **Perform business office tasks as assigned.**
10. Perform any other job related responsibilities as assigned by the immediate supervisor.

**REPORTS TO:**

Purchasing Agent **Accounting/Purchasing Manager**

**QUALIFICATIONS:**

1. High School diploma or equivalent, **and knowledge of basic business concepts.**
2. Demonstrate aptitude or competence for assigned responsibilities
3. Excellent skills on office machinery including, but not limited to, reproduction equipment including B/W and color copier, folding equipment, binding equipment, and U.S. Postage meter.
4. **Demonstrate evidence of being in good physical health to meet the demands of the position.**

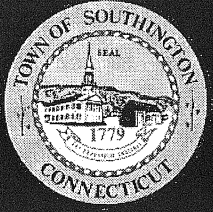
5. Possess a valid Connecticut driver's license with a good driving record (past three years).
6. Able to establish and maintain an effective working relationship with supervisors, principals and staff.
7. Strong computer skills, including knowledge of Microsoft Office™, and other applicable software applications.

**TERMS OF EMPLOYMENT:** Determined by the working agreement between the Southington Board of Education and Local 1303-162 of Council 4 AFSCME.

A twelve-month work year.

**EVALUATION:** Performance of the job will be evaluated annually by the **Accounting/Purchasing Manager** ~~Purchasing Agent~~.

**DRAFT Job Description**  
**Production Room/Mail Courier**  
*(clean copy)*



# SOUTHTON PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:        PRODUCTION ROOM SECRETARY (Class II)**

**JOB GOAL:**

Provide efficient, and timely production of forms and documents for the Central Office and the school system, effectively process incoming /outgoing mail, and assist in the business office.

**PERFORMANCE RESPONSIBILITIES:**

1. Review production request for proper paper weight, number of copies, color, etc. and bring the request to completion.
2. Maintain a monthly minimum on stock inventory of required supplies.
3. Operate various digital imaging systems, copy machines, collators, and binding machines.
4. Maintain safeguards and operate Central Office postage meter with regard to all outgoing mail returns and maintain a daily accounting of postage costs.
5. Collect and distribute all Central Office mail and memorandums.
6. Relieve and/or substitute for Central Office secretaries when directed.
7. Complete outside mail deliveries, including deliveries to Board of Education members and Town Hall.
8. Set-up for meetings as assigned.
9. Perform business office tasks as assigned.
10. Perform any other job related responsibilities as assigned by the immediate supervisor.

**REPORTS TO:**

Accounting/Purchasing Manager

**QUALIFICATIONS:**

1. High School diploma or equivalent, and knowledge of basic business concepts.
2. Demonstrate aptitude or competence for assigned responsibilities
3. Excellent skills on office machinery including, but not limited to, reproduction equipment including B/W and color copier, folding equipment, binding equipment, and U.S. Postage meter.
4. Demonstrate evidence of being in good physical health to meet the demands of the position.

5. Possess a valid Connecticut driver's license with a good driving record (past three years).
6. Able to establish and maintain an effective working relationship with supervisors, principals and staff.
7. Strong computer skills, including knowledge of Microsoft Office™, and other applicable software applications.

**TERMS OF EMPLOYMENT:** Determined by the working agreement between the Southington Board of Education and Local 1303-162 of Council 4 AFSCME.

A twelve-month work year.

**EVALUATION:** Performance of the job will be evaluated annually by the Accounting/Purchasing Manager.

**DRAFT Job Description**  
**Network Manager**  
*(with edits identified)*



# SOUTHTON PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:** Network Manager

### **JOB GOAL:**

The Network Manager oversees and implements the technical elements of the district technology plan as well as researches new technologies and develops solutions that will enable Southington Public Schools to acquire and maintain the technology needs to ~~effectively leverage technology and information~~ to **enhance transform** teaching and learning.

### **PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains a robust “always on” infrastructure for technology including integrated, interoperable systems for supporting teaching and learning, as well as management and operations.
2. Provide oversight for all networks and systems to ensure 24/7 uptime.
3. Assists with planning and logistics for online district, state, and national assessments including ensuring access to appropriate technology and network services.
4. Enforces policies and practices for safe, legal, and ethical use of digital information and technology.
5. Assists with the development and management of annual and long-term financial plans and budgets.
6. Plans, directs and coordinates all tasks related to infrastructure and security, device acquisition, replacement and repair, and user support.
7. Develops standards for district networking and communications infrastructure, computer hardware and maintains records of all hardware and software licensing.
8. Monitors network and data security to ensure the integrity and reliability of systems.
9. Preserves the confidentiality of all proprietary and confidential data and information in accordance with district policy, and state and federal laws.
10. Researches current trends in technology, informs staff and administration of those trends, and uses knowledge of them to guide decision-making.
11. Remains knowledgeable about hardware and software and their compatibility when used for both educational and administrative purposes.
12. Performs ongoing evaluation of district hardware, software, and uses of technology.
13. Provides professional development for Technology Analysts, and Technology Assistants.
14. Assists with scheduling and daily supervision of Technology Assistants.
15. Perform other duties as assigned by the immediate supervisor.

### **REPORTS TO:**

Technology Director

**QUALIFICATIONS:**

1. Bachelor's degree in computer science, management information systems or related fields required.
2. Certifications such as A+ and MCSE are preferred.
3. Working knowledge of Windows™ 2003/2008, Windows™ 7/8, Microsoft Exchange™
4. Minimum of 5 year experience in information technology management.
5. Experience using a variety of technology hardware, software, and operating systems.
6. Experience managing multiple servers and complex network systems.
7. Working knowledge of CISCO switches.
8. Basic knowledge of instructional software usage in classroom environment, network topologies, current hardware and software integration.

**TERMS OF EMPLOYMENT:**

Twelve month work year with salary, benefits and working conditions established by the Board of Education.

**EVALUATION:**

Performance of the job will be evaluated annually by the Technology Director.

DRAFT

**DRAFT Job Description**  
**Network Manager**  
*(clean copy)*



# SOUTHTON PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:** Network Manager

**JOB GOAL:**

The Network Manager oversees and implements the technical elements of the district technology plan as well as researches new technologies and develops solutions that will enable Southington Public Schools to acquire and maintain the technology needs to enhance teaching and learning.

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains a robust “always on” infrastructure for technology including integrated, interoperable systems for supporting teaching and learning, as well as management and operations.
2. Provide oversight for all networks and systems to ensure 24/7 uptime.
3. Assists with planning and logistics for online district, state, and national assessments including ensuring access to appropriate technology and network services.
4. Enforces policies and practices for safe, legal, and ethical use of digital information and technology.
5. Assists with the development and management of annual and long-term financial plans and budgets.
6. Plans, directs and coordinates all tasks related to infrastructure and security, device acquisition, replacement and repair, and user support.
7. Develops standards for district networking and communications infrastructure, computer hardware and maintains records of all hardware and software licensing.
8. Monitors network and data security to ensure the integrity and reliability of systems.
9. Preserves the confidentiality of all proprietary and confidential data and information in accordance with district policy, and state and federal laws.
10. Researches current trends in technology, informs staff and administration of those trends, and uses knowledge of them to guide decision-making.
11. Remains knowledgeable about hardware and software and their compatibility when used for both educational and administrative purposes.
12. Performs ongoing evaluation of district hardware, software, and uses of technology.
13. Provides professional development for Technology Analysts, and Technology Assistants.
14. Assists with scheduling and daily supervision of Technology Assistants.
15. Perform other duties as assigned by the immediate supervisor.

**REPORTS TO:**

Technology Director

**QUALIFICATIONS:**

1. Bachelor's degree in computer science, management information systems or related fields required.
2. Certifications such as A+ and MCSE are preferred.
3. Working knowledge of Windows™ 2003/2008, Windows™ 7/8, Microsoft Exchange™
4. Minimum of 5 year experience in information technology management.
5. Experience using a variety of technology hardware, software, and operating systems.
6. Experience managing multiple servers and complex network systems.
7. Working knowledge of CISCO switches.
8. Basic knowledge of instructional software usage in classroom environment, network topologies, current hardware and software integration.

**TERMS OF EMPLOYMENT:**

Twelve month work year with salary, benefits and working conditions established by the Board of Education.

**EVALUATION:**

Performance of the job will be evaluated annually by the Technology Director.

DRAFT

**DRAFT Job Description**  
**Administrative Assistant**  
*(New Position)*



# SOUTHTON PUBLIC SCHOOLS

## JOB DESCRIPTION

NEW POSITION

**TITLE:** ADMINISTRATIVE SECRETARY

**JOB GOAL:**

To efficiently and effectively carry out all office functions for the assigned office.

**PERFORMANCE RESPONSIBILITIES:**

1. Takes and transcribes dictation.
2. Works and communicates effectively with board members, administrators, town officials, staff at all levels, parents, and the public.
3. Maintains secure and confidential records.
4. Processes incoming correspondence.
5. Welcomes visitors and directs callers in accordance with procedures.
6. Compiles agendas and supporting materials for board, administrators, and committee meetings.
7. Provides support to the Superintendent, Assistant Superintendent and Director of Business and Finance.
8. Assumes other responsibilities as the Superintendent may assign.

**REPORTS TO:**

Superintendent of Schools

**QUALIFICATIONS:**

1. High School diploma with some college or post-secondary education desirable.
2. Three years successful experience as an executive secretary with office management or comparable experience.
3. Strong computer skills, including knowledge of student and employee administrative systems, Microsoft Office™ and other applicable software applications.
4. Strong dictation skills.
5. Strong organizational and telephone skills with attention to detail and accuracy, including the ability to prioritize, multi-task and meet deadlines.

**TERMS OF EMPLOYMENT:**

Flexible work year with salary and working conditions established by the Board of Education.  
This is a non-union position.

**EVALUATION:**

Performance of the job will be evaluated annually by the Superintendent of Schools.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date May 22, 2014

Decision Requested X Agenda Code 10.b

**AGENDA REPORTING FORM**

**Agenda Topic:** Reallocation / Adoption of 2014-2015 Operating Budget

**Summary of Issue:** The Town Council adopted the Board of Education budget on Monday, May 12, 2014 for the 2014-2015 school year.

**Background:** \_\_\_\_\_  
\_\_\_\_\_

**Alternative Strategies:** N/A

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

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

**Ending Date of Program or Project:** June 30, 2015

**Recommendation or Comment:** Recommend that the Board of Education adopt the 2014-2015 Operating Budget.



Signature of Staff Member Submitting Report



Signature of Interim Superintendent of Schools

Titles of Attachments:

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

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**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date May 22, 2014

Decision Requested x Agenda Code 10 c.

**AGENDA REPORTING FORM**

**Agenda Topic:** Appointment of Principal of Plantsville Elementary School

**Summary of Issue:** Plantsville Elementary School Principal became vacant due to Patricia Corvello retiring effective July 1, 2014.

**Background:** The Board of Education interviewed candidates for the Principal position at Plantsville Elementary School on May 19, 2014 at a Special Board of Education meeting held at the Municipal Center.

**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 appoint the Principal of Plantsville Elementary School with a start date of July 1, 2014. Salary to be determined.

*Karen L. Smith*

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date May 22, 2014

Decision Requested X Agenda Code 10 d

**AGENDA REPORTING FORM**

**Agenda Topic:** Curricula Approval ~ K-12 Music, 9-12 Science, 9-12 Math, World Language Pilot

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**Summary of Issue:** The Board of Education Curriculum and Instruction Committee reviewed the revised Curricula for Music (K-12), Science (9-12), Math (9-12), and the World Language Pilot Program for Kindergarten and Grade 1 at South End Elementary School. The Curriculum Committee strongly endorses the approval of the mentioned curricula. A copy of the curricula will be available for review at the meeting. It is also available for review at central office prior to the meeting.

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**Background:** The administration and teaching staff worked to revise the K-12 Music Curriculum, 9-12 Science and Math Curriculum, and the World Language Pilot Program Curriculum. This curricula incorporates the latest Common Core State Standards that were approved for the State of Connecticut.

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**Alternative Strategies:** N/A

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

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

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**Ending Date of Program or Project:** Until next revision cycle

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**Recommendation or Comment:** The Curriculum and Instruction Committee recommend that the Board of Education approve the revised curricula as presented for K-12 Music, 9-12 Science, 9-12 Math, and the World Language Pilot Program.

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**Titles of Attachments:**

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

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

*Karen L. Smith*

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