

Southington Board of Education Meeting

Thursday, September 11, 2014 6:30 PM
Municipal Center Public Assembly Room 200 North Main Street
Southington, CT 06489
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Southington, CT 06489



BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session to discuss Transportation Contract, AFSCME Local 1303-140 of Council #4 Nurses Contract, AFSCME Local 1303 of Council #4 Custodial, Maintenance, Secretarial and Food Service Employees Contract, and Southington Board of Education Grant Writer Contract
3. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
4. Pledge of Allegiance
5. Approval of Minutes ~ August 14, 2014
6. Communications
 - a. Communications from Audience
 - b. Communications from Board Members and Administration
 - c. Communications from Student Representatives
7. Report of the Superintendent
 - a. Personnel Report
8. Committee Reports
 - a. Policy & Personnel Committee Meeting ~ August 26, 2014
 - b. Curriculum & Instruction Committee Meeting ~ September 8, 2014
 - c. Finance Committee Meeting ~ September 8, 2014
 1. Transfer of Funds
 2. Snow Removal & Sanding Services 2015-BID-16
 3. Automated External Defibrillator (AED) Update
 4. Contract Elementary Counseling Grant Evaluation - Year 2
 5. Gas & Electricity Contract Update
 6. Year End Close-out 2013-2014
9. Old Business
 - a. Town Government Communications
 - b. Construction Update
 - c. Administrator Evaluation Plan Update
 - d. Teacher Evaluation Plan Update
10. New Business
 - a. Appointment of Director of Pupil Services
 - b. 2013-2014 School Resource Officer Annual Report
 - c. School Opening 2014-2015

- d. Summer School 2014 Presentation
 - e. Camp Invention Update
 - f. Approval of Music Specialist K-12 Stipend
 - g. Draft BYOD (Bring Your Own Device) Policy ~ First Reading
 - h. AFSCME Local 1303 of Council #4 Custodial, Maintenance, Secretarial, Food Service Employees Contract
11. Adjournment

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

AUGUST 14, 2014

The regular meeting of the Southington Board of Education was held on Thursday, August 14, 2014 at 7:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut with Executive Session scheduled for 6:30 p.m.

1. CALL TO ORDER

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:32 p.m.

Present from the Board: Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Pat Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana, and Mrs. Patricia Queen.

Present from Administration: Mr. Timothy Connellan, Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent of Schools; Mrs. Sherri DiNello, Director of Business and Finance; and Mrs. Kim Hunt, Personnel Manager.

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

"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing AFSCME Negotiations and Personnel, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

2. EXECUTIVE SESSION TO DISCUSS AFSCME NEGOTIATIONS AND PERSONNEL

Mr. Brian Goralski declared the Executive Session ended at 7:18 p.m. and the Board returned to public session for the Celebration of Excellence.

3. CELEBRATION OF EXCELLENCE

At 7:20 p.m., in Celebration of Excellence, the Board recognized Softball Head Coach Davina Hernandez and the following CIAC 2014 Division LL Softball State Champions: Danielle Ahearn, Hayley Arduini, Caroline Burke, Rachel Dube, Sydney Ferrante, Kendra Friedt, Emily Lippincott, Emily Mankus, Haley Messenger, Kaitlin Paterson, Isabella Russo, Brenna Sarantides, Kaitlin Semmel, Natalie Wadolowski, Nicole White, Michelle Woodruff, and Lauren Zazzaro.

The student-athletes were presented with a Certificate of Excellence from Mr. Goralski, Board Chairman, and Mrs. Terri Carmody, Vice Chairman, assisted by Mr. Eric Swallow, Athletic Director.

4. RECONVENE MEETING ~ REGULAR SESSION

The regular session was reconvened at 7:40 p.m. by Mr. Brian Goralski, Chairperson. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen.

Present from the administration were Mr. Timothy Connellan, Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; and Mr. Peter Romano, Director of Operations.

There were approximately 14 people in the audience.

5. PLEDGE OF ALLEGIANCE

The audience recited the Pledge of Allegiance led by Mr. Connellan.

Mr. Goralski thanked Mrs. Karen Smith for her leadership and the excellent job as the Interim Superintendent.

Mr. Goralski asked for a moment of silence in memory of Agnes Kennedy who was the first Social Worker in the Southington school district employed for over 20 years. He noted that the family requested memorial donations in her honor be sent to the Southington Public Schools Jump Start Program.

6. APPROVAL OF MINUTES ~ July 10, 2014

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

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

Motion carried, with Mrs. Clark and Mr. Goralski abstaining.

7. COMMUNICATIONS

a. Communications from Audience

Arthur Cyr, 103 Berlin Avenue, noted that he was someone who tries to watch where the money goes in the town and that he has noticed a big difference with the Middle School Building Committee, staff and administration spending an extraordinary amount of time making changes before the schools are built, which saves time and money. He noted that Mrs. Karen Veilleux, Technology Director, worked on the technology package during her vacation, which was sent to the state. Mr. Cyr thought that it was impressive to get a \$3 million Technology Education package done in three weeks, and approved by the state, which normally is a three-month

process. He thought that it was best to do it right in the beginning so there would not be a long punch list of items to be changed later.

Robert Brown, 587 Burritt Street, Southington teacher and president of the Southington Education Association (SEA), welcomed Mr. Connellan to Southington on behalf of the teachers in town. He stated that the teachers look forward to working with Mr. Connellan to provide the best education to Southington students. Mr. Brown invited Mr. Connellan and his family to a reception on Tuesday, August 26, 2014, 4:00 p.m. to 6:00 p.m., at Hawk's Landing. He noted that the Board of Education members and all school employees are also invited to the reception sponsored by the teachers union (SEA) and the Southington Administrators Association (SAA).

Ulla Plourde, 359 Burritt Street, spoke as a concerned Strong School parent regarding the bee infestation on the school field. She noted that safety was an issue because many students suffer from bee allergies, which can be life threatening. Her biggest issue was that a known infestation of bees had not been remedied placing the children in greater danger and risk. She asked why the Board of Education would knowingly neglect formulating a plan of action. Another major concern was the deprivation of equal play conditions. She felt that the Strong School students were entitled to the same level of outdoor play and conditions as the rest of the school district instead of being limited to the blacktop. She noted that the bees were first detected in May / June and the district had two options. One was for the district to investigate exercising the pesticide law exception for stinging insects and read the State Statute Section 10-231b of the Department of Energy and Environmental Protection (DEEP). Ms. Plourde noted that the exception calls for the approval of the Superintendent of Schools; however, she understood that Mrs. Smith [Interim Superintendent] was not made aware of it, but that it was communicated to the Board of Education and ignored. The second option recommended by the DEEP was to flood the fields, flush out the area, incorporate mulch and increase watering. Ms. Plourde noted that school begins in two weeks and she has not heard or seen anything being done to the field. She felt that the district was not working on a remedy to find a solution and this legally was categorized as an unreasonable failure to act, which is punishable by law. She noted that there would be costly litigation if a child is severely injured. She read the definition of negligence to the Board. Ms. Plourde stated that the digger bees will most likely return next spring if nothing is done this year. She remarked that the safety of children does not have any monetary boundaries and noted that a petition was currently being circulated. Ms. Plourde stated that the parents put the safety of their children in the Board's hands, trusting that the Board will do the right thing.

Mr. Goralski stated that the administration would be addressing her concerns because the Board makes the safety and security of the students as their number one priority and responds to things that they know about. He appreciated that Ms. Plourde has taken the time to bring this issue to the Board's attention; however, he noted that it is much faster to directly contact the building principal, the Superintendent of Schools, and the Director of Operations (Mr. Romano). Ms. Plourde stated that there was more than one email sent to the Board. Mr. Goralski asked Mr. Connellan and Mr. Romano to provide feedback as to what has been done to date.

Mr. Connellan remarked that over the last few days he has learned a lot about digger bees and that, as a parent and grandparent, he understood the emotions involved. He thought that there was misperception due to the fact that there was not enough communication with the parents. Mr. Connellan acknowledged that he and Mr. Romano had met with the Town Health Director on Wednesday of that week and were continuing to look at this scenario and the options

and solutions available to them. They know that this is a springtime problem and it does not appear that there is imminent danger at this time of year for students returning to Strong School on August 28. They are devising a plan to deal with this issue. Administration plans to ask the state to have an entomologist become involved so they will know better what they are dealing with. They will continue to work with the DEEP because they have received some conflicting reports from the DEEP representative indicating that, despite the state statute, the school district would not be allowed to apply pesticides and they would be fined. It is an issue that Mr. Connellan plans to address with the Commissioner of DEEP. He noted that there were a number of issues that are involved in this and that they are not ignoring it; but, they want to make sure that they are doing the right thing, the right way. Because of the time lapse from May/June, the options that Ms. Plourde mentioned may not be available to them right now. It is his understanding that when the nesting is actually occurring is the time to try the watering and flooding.

Mr. Goralski told Ms. Plourde that he would be happy to take any documentation that she would like to leave for the Board. He acknowledged that moving forward all communication would improve and be directed to the Strong School families as well as shared with the Board so they would all know the plans moving forward. Ms. Plourde remarked that perception is a huge part of the problem and, if people perceived that nothing is being done, the issue then becomes exacerbated. She felt that it would be better if the communication improved. Mr. Goralski asked Ms. Plourde to share with the parents to stop using social media and start using direct e-mail. Mr. Goralski noted that he is the Board of Education representative for Strong School and is communicated to regularly by the parents at Strong; however, no one e-mailed him about this issue.

Mrs. Smith noted that it was under her tenure as Interim Superintendent that the Board of Education became aware of the bee situation. She stated that the moment when she found out that there was a serious bee problem at Strong School she walked down to the Director of Operations office to discuss the situation and the next day they met with all appropriate staff including maintenance and the contractor to explore the four acres at Strong School. It resulted in an invitation to a Strong School parent to join Mr. Beliveau, Supervisor of Buildings and Grounds, to get a recommendation from the DEEP on how to remedy the situation. Mrs. Smith apologized that it was not communicated well enough to the parents; however, ever since she was notified it has been the topic of conversation with administration.

Mrs. Notar-Francesco requested that after the information is gathered an evening meeting be held with the parents to share the plans moving forward so there is communication in a public forum, such as the Board of Education has done in the past with other situations. Mr. Connellan replied that they will send out something within the next couple of work days to summarize where they are with the situation so parents can understand that they are working on this. He wants to make sure that they have valuable information first. Mr. Goralski remarked that he would attend Strong School's first PTO meeting in September.

b. Communications from Board Members and Administration

Communication from the Board Members:

Mr. Goralski encouraged everyone to stay abreast of the concerns of the community about the plans for Bradley Memorial Hospital a/k/a Hospital of Central Connecticut. He supported the Town Council’s plan to keep it as a functioning hospital and emergency room.

Mr. Goralski stated that he would ask Mrs. Albaitis, Executive Assistant to the Superintendent, to electronically send the Adopt-A-School representatives list to the Board and if there are any changes to notify him.

Communication from Administration:

Mr. Connellan thanked Mrs. Smith, the central office staff, all faculty and staff for such a warm welcome and the Board members for their support. He reported on the following:

1. Superintendent’s Transition Update: Mr. Connellan stated that it has been a long three-month transition and that he had attended meetings and been involved in the personnel work that continues. This week, he had the opportunity to chat with a number of Board members. All the central office employees are being scheduled in his calendar to come and talk with him informally. He noted that Mrs. Albaitis has been fantastic with the scheduling. The transition was a little more difficult than he had anticipated due to a number of personnel issues. He thanked Kim Hunt, Personnel Manager, for all her assistance in educating him on the personnel process. He also plans to meet all the administrators in their buildings and has had the chance to speak to quite a few elected officials. Mr. Connellan felt that the transition was well underway since he officially started four days ago.

2. Achieve Financial Credit Union Update: Mr. Connellan announced that Mrs. DiNello received notification last night that the credit union was ceasing their operation at the high school due to a lack of business and other issues, which administration will explore. They will look to see if there are any other options.

3. Summer School Update: Mrs. Smith noted that this year was a wonderful Summer School session. At the next Board of Education meeting on September 11, 2014, she invited Mr. David DeStefano [Summer School Director] to present information on the Elementary School Enrichment Summer School Program, the middle school and high school programs and the new Summer School program this year called, “Camp Invention” that was held at Strong School for oneweek with over 110 students attending. Administration would like to continue and expand Camp Invention next summer. Ms. Rita Stearns was the Co-Director of Camp Invention.

8. SUPERINTENDENT’S REPORT

a. Personnel Report

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

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

Motion carried unanimously by voice vote 9 – 0.

9. COMMITTEE REPORTS

a. Policy and Personnel Committee Meeting ~ July 23, 2014

Mrs. Clark reported that the committee last met on July 23 and discussed the Bring Your Own Device (BYOD). The committee invited Karen Veilleux, Technology Director, to their August 21 meeting to present her committee's recommendations to define the appropriate use of electronic devices within the school setting. The BYOD is still a pilot program and the Policy Committee would like a policy in place as soon as possible. The committee also reviewed the policy and regulation regarding field trips and they were all in agreement that the current policy remained appropriate. There were no recommended changes to the policy; however, because administration develops the regulations to support the policy, the committee is looking into the current regulations. Administration is researching the committee's questions and will get back to the committee at their next policy meeting.

10. OLD BUSINESS

a. Town Government Communications

Mr. Goralski reported that he attended the July Board of Finance meeting where they approved the appropriation request from the Board of Education. Mr. Goralski assured them that the grant money would be going back to the Board of Finance for the two-way radios. Mr. Goralski thanked Mr. Romano for picking up where Mr. Cox left off so the two-way radios would be in place for the start of school.

Mr. Goralski asked Mr. Connellan, Mrs. Smith, and Mrs. DiNello to arrange a workshop with the Board of Finance and Town Council before they start the new budget in order to answer the Board of Finance's reoccurring questions that they ask every budget season.

Mrs. Lombardi noted that Mrs. DiNello was recording the Board's decisions to save money during the year and they discussed whether they could get something in terms of those savings from the last budget year because the Board is asked that question all the time. Mrs. DiNello replied that she would get that information to the Board. Mrs. Queen asked if that would include the cost avoidances. Mrs. DiNello replied that it would. Mr. Goralski stated that in the invitation letter he would ask the Board of Finance and Town Council to send their questions to administration so the Board of Education could come to the workshop prepared.

b. Construction Update

Mr. Romano reported that construction on the middle schools was on schedule and they would be ready to open on time. Mr. Goralski stated that he walked through Kennedy Middle School that day and would be walking through DePaolo Middle School on Friday. He noted that the dust and dirt would be cleaned up. He was amazed at the amount of work that was done and noted that the testing was coming back faster with much better results.

Mr. Derynoski noticed a rooftop unit at DePaolo Middle School that seems very high and asked if that was part of the original design. Mr. Goralski replied that was a ventilation system that was put in during the project to bring fresh air into the building. The unit has a cooling component, which is why it is so big, and cools the entire second floor. It is a fully functional unit that will not remain. Mrs. Clark added that the unit would be turned over to the Town for their use. Mr. Goralski noted that Mr. Romano was looking at some of those uses.

Mrs. Notar-Francesco reminded everybody what the situation was last year when construction was going on and school was about to start. In the final hours, they were pushing people to get those classrooms clean. She wanted the new administrators to know that the Board's expectations are that those rooms will be really fit for students to occupy, which means clean.

Mrs. Queen remarked that the people who brought to her attention last year the way the temporary windows looked are now commenting on how beautiful the building looks from the exterior and that the new windows are very striking.

Mrs. Johnson questioned the occupancy for the cafeterias and the auditoriums. Mr. Goralski stated that the Kennedy cafeteria was being tiled that day. He asked Mr. Romano to get the turnover date to the Superintendent to send to the Board. The auditoriums were on schedule but would not be turned over for the start of school. Mrs. Johnson asked Mr. Romano to get the information to the Board on which middle school cafeteria would be turned over late. Mr. Goralski noted that there were plans already in place if the cafeteria was not functional. Mrs. Johnson thought that a notice should be sent to the parents regarding the current process with regard to the cafeteria and the kitchen. Mr. Goralski acknowledged that the administration was putting a plan in place to communicate with the parents of both middle schools and the community through a public meeting to answer any questions.

Mr. Derynoski asked if there were conversations with the Town Building Department for the Temporary Certificate of Occupancy (CO). Mr. Goralski replied that there would be a temporary CO this week and a functional CO next week. Teachers will have access to the building by Friday, August 22. The furniture would be moved in the middle of next week and would be cleaned.

- c. Administrator Evaluation Plan Update**
- d. Teacher Evaluation Plan Update**

Mrs. Smith reported that the Administrative Evaluation Team had met and tweaked their plan. The plan will be electronically submitted to the State Department of Education tomorrow. The state will review the plan and return it with their suggestions and then it will go before the Board of Education at the September 11 meeting. The roll out of both the Teacher Evaluation Plans and the Administrator Evaluation Plan and Support will be completed after Retreat Day #1, which is August 18, 2014, where all administrators will be developing a common and consistent script so all staff members will be hearing the same messages about teacher requirements for the Evaluation and Support Plan.

11. NEW BUSINESS

- a. Superintendent's 2013-2014 Annual Report**

Mr. Goralski noted that this was a lengthy report with a lot of effort by all people in cabinet and the schools.

Mrs. Clark commented on the purpose of data collection that was in the report that she thought was wonderful because it was about individual students. She noted that it stated, "Data collection is not for the purpose of the whole, it is to look at each student individually." She

remarked that she loved that line because the Board is looking for what is best for each individual student. In the Operations report, Mrs. Clark questioned what the acronym RTU was for. Mr. Romano replied that it was a Roof Top Unit, an air conditioning and heating unit.

Mrs. Queen was impressed by the comprehensive nature of the document with each member of the central office cabinet and the building principals having a component of the document. She thought that it was a great document to have available to the public. She asked if it was on the website because it speaks so well to everything that is happening in the district. The Board has all commented on how the past year was going to be so difficult because of all the changes such as the implementation of Common Core and the changing in the standardized testing, the implementation of the Administrator and Teacher Evaluations and, yet, when reading the reports it seems like it was a seamless, smooth transition. Mrs. Queen noted that this was a multi-year effort and smooth as it was because the district was proactive. She asked Mrs. Smith to take them back a year to summarize what they did to plan for this.

Mrs. Smith stated that they measured success many different ways and were reaching the state determined goals. As soon as the Southington Public Schools learned of a new mandate, they immediately reached out to the teachers to partner with administration to establish what they understood about the mandate and formed a committee. The strength of their work rests on the shoulders of those in the trenches doing it. She said that leaders in the building make it look so easy, but it is not. Teachers who are in front of students make it look so seamless, but it is not. They are building from the bottom up rather from the top down. They had buy-in due to the cooperative spirit between the teachers and administration that started well over one year before the due date and meet regularly on how they are going to roll this out to everyone and to create a common dialog. She noted that Board support of the inclusion of three teacher leaders was major for morale and going forward with the implementation of the next year. She thanked the Board for the recurring agenda item over the past year so administration could update the Board on the small progresses. With administrative and teacher support, which is ongoing, they worked as a team. She noted that the state keeps changing the Teacher Evaluation Plan regularly.

Mrs. Lombardi thought that the report was very comprehensive and that the Board and community should be proud of what has been achieved in a short period of time in so many different areas. She noted that when she talked to teachers in other towns, they are not ready and do not have the materials for Common Core and their frustration is high. She noted that Southington's planning has produced quite a bit. On the flip side, she asked how they could make this better. She had two ideas to consider. One was that she would like to hear the teacher voice in this report in terms of their challenges and what they would recommend and also to hear the parent voice, not just the administrator's. The other idea was to include what was being done to achieve the Vision 20/20. Mrs. Smith thought that those were good ideas.

Mr. Oshana did not think that communicating the Annual Report on the website was enough. He thought that the report was tremendously comprehensive and covers a lot of material that people would like to know; however, he does not know if people go to the website and look for things like this. He thought that there was a way to cut this up by school and by function and push it out to audiences. He did not think people know half the things that have been done and that they needed a better way to get this report out to the public, which will draw in the parent and teacher voice. Mr. Oshana thought that they should make sure everyone knows where to find the report, how to research it and where to go if they have questions.

Mrs. Lombardi told the media in the audience that the Annual Report would be a good story in terms of the Southington Board of Education achievements.

Mrs. Queen felt that it would be good to print and bind the Annual Report and put a couple of copies in the Southington Public Library. Mr. Goralski thought that this was done in the past in book form. Mrs. Smith stated that she would look into it and report back to the Board.

Mr. Goralski stated that he read the Annual Report in its entirety last evening and thanked Mrs. Blanchard who proofs, edits and puts the report together and Mrs. Albaitis who made two minor changes on pages 1, 2 and 21 today for content consistency.

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

“Move to approve the Superintendent’s Annual Report for the 2013-2014 school year, as submitted.”

Motion carried unanimously by voice vote 9 - 0.

b. Opening of School Dates 2014-2015

Mr. Connellan noted that the spreadsheet included events from August 20 through October 24, along with the School Open Houses for the Board’s reference. Mr. Goralski thanked Mr. Connellan for this document.

c. Staff Update 2014-2015

Mrs. Hunt [Personnel Manager] reported that the staffing update changed hourly and what the Board currently has is probably already outdated. There are currently four recommendations that will be eliminated from the list that are waiting to be processed. There are two new resignations. It is a very fluid time in the Personnel Office. She stated that in her 10 years as Personnel Manager, this is the most turnover that they have ever seen. For the new teacher orientation, there will be 45-50 individuals attending.

Mrs. Johnson asked to what this turnover is attributed. Mrs. Hunt replied there were 18 retirements and some new positions have been added, as well as turnover in short-term employees. Mrs. Hunt was not sure what impact the Evaluation Plan had on the turnover.

Mr. Connellan noted that they are currently and consistently interviewing and will provide an update to the Board on readiness. There are a number of specialized positions that are difficult to fill especially in special education.

Mrs. Queen asked if the 45-50 teachers are first-year teachers. Mrs. Hunt replied that they are new hires to Southington and some are experienced teachers.

d. ED-099 Agreement for Child Nutrition Programs

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

“Move to authorize the Superintendent of Schools and Director of Business and Finance as the designated signatories for the ED-099 Agreement for Child Nutrition Programs.”

Mrs. DiNello stated that this agenda item is to add the new Superintendent as a designee for signing monthly reports in order to file for claim reimbursements for the federal free and reduced lunches.

Motion carried unanimously by voice vote 9 - 0.

e. Class Size Report

Mrs. Smith reported that the class size numbers are constantly changing. In the past three weeks there have been approximately 49 new students enrolled which are spread out throughout the district. The grid the Board currently has is from last Monday and it is what she is basing her recommendations on for Board's consideration.

The first recommendation is based upon the guidelines that the Board of Education has set for maximum class sizes. Hatton School currently has students enrolled in three classes of 19 students. She noted that Michelle Passamano [Registrar] will have one student entering Kindergarten registering on Friday that is not listed on the grid for Hatton. Mrs. Smith said that she spoke to Mrs. Kamerbeek [Principal of Hatton School] regarding the make-up of some of the Kindergarten students who are coming in from the Preschool Program.

The second school Mrs. Smith is concerned about was Grade 1 at Plantsville School, which shows two classes with 23 students each. The guideline developed by the Board for that grade is 22 students. On Monday, there is a child enrolling for Grade 1 at Plantsville resulting in Grade 1 class size of 24 and 23 students.

The third hotspot does not show up on the elementary grid and that is a strong request for a special education resource teacher to be assigned full-time to Derynoski School. During the past school year, multiple meetings were held between Dr. Murdica [former Director of Special Education], Mrs. Smith and the TEAM teachers to review their caseloads. There will be 91 students with IEPs at Derynoski Elementary School. The total number of special education service hours is over 403 hours with five special education teachers currently on staff. There have been five special education teachers on staff for 20-25 years and the time has come to give special education support to that building because the needs are more severe than ever before.

Mrs. Smith noted that the Board normally revisits the enrollment grid after Labor Day. She added that there are four other spots to keep watch on in fifth grade where they hope not to exceed 24 students. She noted that Flanders School currently has 23 and 24 with one more fifth grade student coming in next week. Plantsville School has two classes each of 25 students with a student enrolling next week and on the grid South End School shows 23 and 24 students with two students enrolling. Thalberg School has three classes of fifth grade students with 24 students each and two children enrolling next week. She noted that the numbers for fifth grade are doable compared to primary. Mrs. Smith pointed out that these numbers are impossible to predict in October of the previous year.

Mrs. Smith is recommending the elementary school resource teacher at Derynoski School, the Kindergarten teacher at Hatton School and the first grade teacher at Plantsville Elementary School. If the Board supports a Kindergarten teacher at Hatton along with that would come a .5 Paraprofessional because the ratio that they use is a .5 Paraprofessional for every full-time Kindergarten teacher.

Mr. Goralski questioned the readiness of these buildings for classroom availability, supplies and space. Mrs. Smith stated that Hatton School has space but will need funds for outfitting another classroom. Depending on the Board's vote, Mrs. Smith will send out an email to the other principals who always share materials and supplies. Mrs. Smith stated that Plantsville School has a classroom available for an additional first grade room. At Derynoski School, the space is available because it would be inclusive and they would not need a full-size classroom.

Mrs. Carmody stated that the policy of the Board of Education is to keep the Kindergarten and first grade classes as small as possible. She asked Mrs. DiNello where the funding for these positions would come from the budget. Mrs. DiNello replied that the cost for the three certified positions and for a part-time Paraprofessional would be approximately \$149,000. The Board of Education approved a Purchase Plan at the close-out of the previous school year that included whether funding would be available to try to frontload the technology infrastructure, Phase II, with money from the 2013-2014 budget. We were able to do that; therefore, the 2014-2015 budget has \$200,000 budgeted for the technology infrastructure upgrade. She noted that Phase III needed to be done, which will be part of the 2015-2016 budget. At this time, knowing they were able to complete Phase II with money from the previous year, her recommendation would be to use the money allocated in that line item to currently fund these positions. Her follow-up recommendation would be for the Finance Committee to look at line items through the months of September and October. There is a chance that there are positions that will not be filled at the start of the school year which may free up other salary dollars that can assist in covering some of these salary costs and to leave some money to continue the infrastructure for technology.

Mrs. Lombardi asked if the situation of 14% of the student body identified as special education at Derynoski was also represented in other schools. She asked why they did not include the Derynoski request in the development of the budget if they knew they had only five teachers at Derynoski and they had 91 special education students. Mrs. Smith reported that this resource support has been requested for multiple years. Mrs. Lombardi noted that they did not cut this request from the budget. Mr. Goralski pointed out that it could have been cut before it reached the Board. Mrs. Lombardi asked if there were other high needs that were cut from the budget before it reached the Board. Mrs. Smith replied that there are always high needs that are cut from the budget. By the time the Board receives the budget, it has gone through scrutiny to the point that it hurts to hear of the things being reduced. Mrs. Lombardi asked if there was another school in the district with the same need as Derynoski in special education because she wants to make sure there is equity. Mrs. Smith replied that the Board would hear about it if there was another principal coming forward with the same passion.

Mrs. Notar-Francesco stated that the Derynoski special education ratio was 18.2 students to one special education teacher. She asked what that would look like in other schools. Mrs. Smith replied that it is not just the numbers at Derynoski, it is also the situations, severity and IEP hourly needs.

Going forward, Mrs. Johnson would like to see a formula to weigh the severity of the need against the numbers and what the data point would be for the special education needs in a particular school as opposed to others. Mrs. Smith thought that was a great point and they have started on a small scale with that philosophy in the area of literacy. This year, they are starting the District Professional Learning Community which will study district data for the purpose of allocation of resources. When hired, the new Director of Special Education will be co-leading this effort.

Mrs. Carmody agreed with Mrs. Lombardi and would like to see a report that would give the Board an idea on numbers regarding special education in order to be equitable. Mrs. Smith noted that, after speaking to administration at Derynoski, the resource support is to help prevent recommendations for potential outplacements.

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

“Move to approve the three positions as recommended by the administration for Hatton, Plantsville and Derynoski Elementary Schools along with a half time Paraprofessional at Hatton.”

Mr. Goralski stated that, when it comes to special education, it is not like the class size grid that the Board uses because one student’s IEP could become a one-to-one. He stated that IEP hours is really what special education teachers are about. When it comes to special education teachers, they cannot say that equity is numbers. Mrs. Smith stated that Mr. Goralski was correct. Mr. Goralski clarified that they were not spending more money than what they had; they are just taking money from somewhere else. Mr. Oshana added that \$149,000 is a lot of money; but, they are actually saving \$51,000 over the budget. They are using less money to do more for the students.

ROLL CALL VOTE: YES ~ Mrs. Queen, Mrs. Clark, Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco, Mr. Oshana, Mrs. Carmody, and Mr. Goralski.
Motion carried unanimously 9 – 0.

Mr. Goralski asked Mrs. Smith to keep the Board abreast of the numbers in the other classrooms. Mr. Oshana would also like the tracking of the IEP hours versus population numbers.

12. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

**Board of Education
Superintendent's Report
September 11, 2014**



1. Opening of School
 - Commendations for staff
2. Transportation
 - Developing new procedures to enhance / improve communication
3. Strong Elementary School Playground
 - Parent representatives
 - Working with contractors
4. Common Core In-District Coaching Days 2014-2015
 - Technical Assistance
 - One of 66 Districts
5. Connecticut Center for School Change – Systemic Instructional Improvement Program

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 11, 2014

Decision Requested X

Agenda Code 7. 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 2014 – 2015.

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

Alternative Strategies: _____

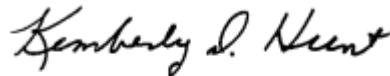
Cost (if applicable): N/A

Funding Source: Board of Education

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Recommend that the Personnel Report be approved as submitted.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. Personnel Report

PERSONNEL ACTIVITY REPORT

FOR: August 2014

APPOINTMENTS

Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Marquardt, Alexa	World Language Teacher	SHS		August 25, 2014	MA	Quinnipiac University	\$46,750.00
Bellis, Kristin	World Language Teacher	SHS		August 25, 2014	BA	University of Vermont	\$43,200.00
Frederick, Jillian	Grade 4 Teacher	S. End		August 25, 2014	MA	University of Bridgeport	\$48,500.00
Hartt, Ryan	Computer Teacher	JFK		August 25, 2014	MA	University of Southern CA	\$46,750.00
Schwartz, Bernadette	Special Education Teacher / EASE Program	JFK	.50	August 25, 2014	6 th Yr	University of Bridgeport	\$30,105.00
Shurtleff, Christian	Social Studies Teacher	SHS	.20	August 25, 2014	MA	University of Connecticut	\$9,350.00
Ayotte, Michelle	Grade 4 Teacher	DES		August 25, 2014	BA	Central CT State University	\$43,200.00
Plant, Daniel	Special Education Teacher	SHS		August 25, 2014	MA	Southern CT State University	\$49,625.00
Monfredo, Teresa	Special Education Teacher	Flanders		August 25, 2014	MA	Long Island University	\$48,500.00
Chiappelli, Andrea	Grade 1 Teacher	Plantsville		August 25, 2014	MA	Quinnipiac University	\$46,750.00
Livingston, Kimberly	Special Education Teacher	DES		August 25, 2014	MA	University of St. Joseph	\$46,750.00
Mellon, Lindsay	School Psychologist	FES / KES		August 25, 2014	6 th Yr	University of Hartford	\$53,405.00
Szymanski, Barbara	Art Teacher	DES/KES/ PES/TES		August 25, 2014	MA	University of Bridgeport	\$48,500.00
Dauphin, Ana	Grade 2 Teacher	Thalberg		August 25, 2014	BA	Central CT State University	\$43,200.00
Uhlman, Alexandra	Guidance Counselor / Grant Funded through the Elementary School Counseling Grant	District		August 25, 2014	MA	University of St. Joseph	\$47,440.00
Shields, Jennifer	Vo Ag Science Teacher	SHS		August 25, 2014	BA	University of Connecticut	\$43,200.00
Gamzon, Allison	Interim Earth Science Teacher	SHS	.40	August 25, 2014	MA	Southern CT State University	\$20,360.00
Colonair, Alexandra	Speech Language Pathologist	DES		August 25, 2014	MA	Southern CT State University	\$50,350.00
Zimmerman, Katherine	Music Teacher	SES & PES	.20	August 28, 2014	MA	University of Hartford	\$16,520.00
Valenti, Kati	Kindergarten Teacher	Hatton		August 29, 2014	MA	University of Bridgeport	\$47,440.00 prorated to start date

APPOINTMENTS

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Rossignol, Donna	Principal's Secretary, Elem & MS, Class I	Flanders	35.00	August 13, 2014	\$21.94
Sherwill, Moira	Secretary Guidance Department, Class II	JFK	35.00	August 20, 2014	\$22.43
Chaves, Manuel	Technology Assistant	District	19.50	August 25, 2014	\$13.73
Fazzino, Joshua	Technology Assistant	District	19.50	August 25, 2014	\$13.73
Fiondella, David	Technology Assistant	District	19.50	August 25, 2014	\$13.73
Gil, Carlos	Security Attendant	SHS	36.25	August 25, 2014	\$17.43
Peters, Michele	Special Education Paraprofessional	Plantsville	15.75	August 28, 2014	\$14.49
Couden, Alicia	ABA Therapist	Hatton	16.00	August 28, 2014	\$17.51
Colagiovanni, Kelly	Clerk	JAD	9.00	August 28, 2014	\$15.05
Czaja, Pamela	Special Education Paraprofessional	Derynoski	15.25	August 28, 2014	\$14.49
DelBuno, Ashley	ABA Therapist	Hatton	28.00	August 28, 2014	\$17.51
DiMattia, Rebecca	Special Education Paraprofessional	Thalberg	15.75	August 28, 2014	\$14.49
Frega, Alison	Special Education Paraprofessional	Derynoski	16.00	August 28, 2014	\$14.49
Harty, Michelle	ABA Therapist	Hatton	16.00	August 28, 2014	\$17.51
Holston, Kendrick	Paraprofessional, ISS	SHS	31.25	August 28, 2014	\$14.49
Johnston, Linda	Special Education Paraprofessional	JFK	19.50	August 28, 2014	\$14.49
Kaur, Parminder	Special Education Paraprofessional	JFK	19.50	August 28, 2014	\$14.49
Kittleman, Despina	Special Education Paraprofessional	JFK	31.25	August 28, 2014	\$15.10
Landrie, Julie	Clerk	Derynoski	15.00	August 28, 2014	\$15.05
Lyons, Yvette	Clerk	JAD	6.00	August 28, 2014	\$15.05
Salerno, Kimberly	Special Education Paraprofessional	Derynoski	31.25	August 28, 2014	\$15.10
Thody, Lori	Special Education Paraprofessional	South End	15.00	August 28, 2014	\$14.49
Faucher, Richard	Special Education Paraprofessional	SHS	31.25	August 28, 2014	\$14.49
Massi, Christine	Special Education Paraprofessional	SHS	31.25	August 28, 2014	\$15.72
Kesilewski, Courtney	Administrative Secretary	Central Office	19.50	September 15, 2014	\$21.00
Soltys, Teresa	Grant Funded Reading Tutor	Plantsville	10.00	September 15, 2014	\$13.30
Bordonaro, Vincent	Evening Cusodian	Kelley	19.50	September 2, 2014	\$14.16
Bafundo, Nicole	Special Education Paraprofessional	Thalberg	15.75	September 2, 2014	\$14.49
Nielson, Heidi	Special Education Paraprofessional	Flanders	19.50	September 2, 2014	\$14.49
Conaty, Kelly	Grant Funded Reading Tutor	Derynoski	25.00	September 2, 2014	\$13.30
Twarog, Katie-Lynn	Grant Funded Reading Tutor	Hatton	15.00	September 2, 2014	\$13.30
Drexler, Ingrid	Grant Funded Math Tutor	Derynoski	10.00	September 2, 2014	\$13.88
Gazaferi, Maria	Grant Funded Math Tutor	JFK	25.00	September 2, 2014	\$13.88
Cranney, Christine	Grant Funded Math Tutor	Flanders	25.00	September 2, 2014	\$13.88
LaQuerre, Stacy	Special Education Paraprofessional	Derynoski	15.75	September 3, 2014	\$14.49
Whittaker, Carol	Grant Funded Math Tutor	Derynoski	15.00	September 3, 2014	\$13.63
Mazur, Beverly	Grant Funded Math Tutor	Hatton	25.00	September 3, 2014	\$13.63

Daly, Laura	Special Education Paraprofessional	Flanders	18.50	To be determined	\$14.49
Nardi, Nancy	Technology Assistant	District	31.25	To be determined	\$13.73
Walsh, Jacqueline	Library Clerk	SHS	15.00	To be determined	\$15.05
St. Jarre, Cynthia	Special Education Paraprofessional	Flanders	19.50	To be determined	\$14.49
Flanigan, Amy	Special Education Paraprofessional	Derynoski	15.75	To be determined	\$14.49
Mullins, Amy	Special Education Paraprofessional	Derynoski	15.75	To be determined	\$14.49

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Albrycht, Sandra	Grade 4 Teacher	South End	August 5, 2014	21 years	Yes
Morek, Danielle	Speech Language Pathologist	DES & Pre-K Itinerant	August 7, 2014	1 year	No
Carrion, Stephanie	Special Education Teacher	Flanders & South End	August 18, 2014		No
Ferrone, Alyssa	Guidance Counselor	DES & Kelley	August 21, 2014	1 year	No
Burns, Dorothy	Grade 2 Teacher	Thalberg	August 18, 2014	11 years	No
St. Pierre, Kevin	Physical Ed / Health Teacher	ALTA	August 15, 2014	1 year	No
Soares, Alicia	Special Education Teacher	SHS	August 11, 2014	9 years	No

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Lavoie, Michelle	Full-Time Special Education Paraprofessional	JFK	August 1, 2014	5 years	No
Rossignol, Donna	Full-Time Special Education Paraprofessional	Flanders	August 12, 2014	15 years	No
Olson, Lisa	Part-Time Special Education Paraprofessional	Derynoski	August 13, 2014	2 years	No
Kittleman, Despina	Part-Time Special Education Paraprofessional	JFK	August 14, 2014	2 years	No
Walling, Ann	Part-Time Kindergarten Paraprofessional	Strong	August 15, 2014	1 year	No
Ross, Lara	ABA Therapist	DES	August 18, 2014	1 year	No
Seitz, Deborah	Clerk, School Lunch Program	District	August 18, 2014	5 years	No
Sherwill, Moira	Software Support Specialist	District	August 19, 2014	1 month	No
Fitzmaurice, Christine	Part-Time Special Education Paraprofessional	Flanders	August 19, 2014	1 year	No
Berthiaume, Susan	ABA Therapist	Hatton	August 19, 2014	1 year	No
Salerno, Kimberly	Part-Time Special Education Paraprofessional	Flanders	August 20, 2014	2 years	No
Rodgers, Risa	Full-Time Special Education Paraprofessional	JAD	August 20, 2014	9 years	Yes
Gadbois, Allison	Board Certified Behavior Analyst	District	August 23, 2014	1 year	No
Faucher, Richard	Part-Time Special Education Paraprofessional	SHS	August 27, 2014	1 year	No
Massi, Christine	Part-Time Special Education Paraprofessional	JFK	August 27, 2014	6 years	No
Jandreau, Denise	Secretary, Class 1	Hatton	December 1, 2014	34 years	Yes

TRANSFERS

Certified

Name	From Position	From School	To Position	To School	Effective Date
Klein, Lauren	Art Teacher	Kelley Thalberg Plantsville Derynoski	Art Teacher	Derynoski	August 25, 2014
Reilly, Erin	Special Education Teacher	Derynoski	Special Education Teacher	Thalberg	August 25, 2014

Classified

Name	From Position	From School	To Position	To School	Effective Date
No Classified transfers in the month of August					

UNPAID LEAVES OF ABSENCE

Name	Position	School	Start Date	End Date	Reason
Viens, Elizabeth	Guidance Counselor	SHS	January 14, 2014	January 5, 2015	Childrearing

COACHING

Appointments

Name	To Position	School	Effective Date	Stipend
Soltys, Katherine	Head Coach, Volleyball	JAD	August 25, 2014	\$2,602.00

Resignations

Name	From Position	School	Effective Date
Carlson, Leslie	Freshman Coach, Girls Volleyball	SHS	August 18, 2014
Thompson, Robin	Head Coach, Volleyball	JAD	August 18, 2014

STIPEND POSITIONS / NON-COACHING

Appointments

School	Position	Appointee	Stipend
JAD	Band Director	Richard Santanella	\$1,743.00
JAD	Curriculum Specialist / Lang Arts	Jean Graff	\$1,417.00
JAD	Curriculum Specialist / Math	Patricia Kelly	\$1,417.00
JAD	Curriculum Specialist / Science	Donna Shea	\$1,417.00
JAD	Curriculum Specialist / Social Studies	Debra Moreau	\$1,417.00
JAD	Curriculum Specialist / Sp Ed	Joanne Grant	\$1,417.00
JAD	Curriculum Specialist / Unified Arts	Todd Prendergast	\$1,417.00
JAD	Curriculum Specialist / World Lang	Bethany Rosin	\$1,417.00
JAD	Department Head / Guidance	Steven Nyerick	\$10,389.06
JAD	Faculty Manager	Patrica Kennefick	\$5,279.00
JAD	Honor Society Advisor	Lindsay Ekegren	\$444.00
JAD	Honor Society Advisor	Kerri Fenton	\$444.00
JAD	Jazz Band Advisor	Richard Santanella	\$1,025.00
JAD	Student Council Advisor	Toni-Ann Rock	\$567.00
JAD	Team Leader / grade 6 - (silver)	Debra Nappi	\$1,417.00
JAD	Team Leader / grade 6 (blue)	Toni-Ann Rock	\$1,417.00
JAD	Team Leader / grade 6 (yellow)	Tammy Samarotto	\$1,417.00
JAD	Team Leader / grade 7 & 8 (red & white)	Heidi Bass-Lamberto	\$1,417.00
JAD	Team Leader / grade 7 (gold)	Betsy Mauri	\$1,417.00
JAD	Team Leader / grade 7 (green)	Kristin Intrieri	\$1,417.00
JAD	Team Leader / grade 8 (orange)	Debra Moreau	\$1,417.00
JAD	Team Leader / grade 8 (purple)	Erin Bard	\$1,417.00
JAD	Lego Advisor	Toni-Ann Rock	\$848.00
JAD	Newspaper Advisor	Heidi Bass-Lamberto	\$848.00
JAD	Stock Market Advisor	Cara Daponte	\$848.00
JAD	Unified Sports Site Coordinator	Rebecca Szrejna	\$306.00
JAD	Unified Sports Site Coordinator	Michael Lodovico	\$306.00
JFK	Band Director	Timothy Johnson	\$1,743.00
JFK	Curriculum Specialist / Lang Arts	Karen Sciota	\$1,417.00
JFK	Curriculum Specialist / Math	Elizabeth Sterner	\$1,417.00
JFK	Curriculum Specialist / Science	Pam Pepin	\$1,417.00

School	Position	Appointee	Stipend
JFK	Curriculum Specialist / Social Studies	Suzanne Blaszczyk	\$1,417.00
JFK	Curriculum Specialist / Special Ed	Denise Herman	\$1,417.00
JFK	Curriculum Specialist / Unified Arts	Timothy Johnson	\$1,417.00
JFK	Curriculum Specialist / World Lang	Rebecca Sheffler	\$1,417.00
JFK	Department Head / Guidance	Jennifer Discenza	\$7,381.66
JFK	Drama Club Advisor	Patrica Altieri	\$512.50
JFK	Drama Club Advisor	Allison Platt	\$512.50
JFK	Faculty Manager	Susanne Blaszczyk	\$5,279.00
JFK	Honor Society Advisor	Thomas Hinman	\$888.00
JFK	Jazz Band Advisor	Timothy Johnson	\$1,025.00
JFK	Student Council Advisor	Jason Ghidini	\$567.00
JFK	Team Leader / Grade 6 - A	Amy Perry	\$1,417.00
JFK	Team Leader / Grade 6 - B	Katherine Sullivan	\$1,417.00
JFK	Team Leader / Grade 6 - C	Jason Ghidini	\$1,417.00
JFK	Team Leader / Grade 7 - A	Susan DeSimone	\$1,417.00
JFK	Team Leader / Grade 7 - B	Victoria Craigie	\$1,417.00
JFK	Team Leader / Grade 7/8 split - C	Thomas Hinman	\$1,417.00
JFK	Team Leader / Grade 8 - A	Jean Galka	\$1,417.00
JFK	Team Leader / Grade 8 - B	Tara Sullivan	\$1,417.00
JFK	Year Book Advisor	Spencer Richards	\$1,025.00
JFK	Newspaper Advisor	John O'Neill	\$848.00
JFK	Stock Market Advisor	Elizabeth Sterner	\$848.00
JFK	Unified Sports	Deborah Blitz	\$306.00
JFK	Unified Sports	Matthew Lefkowitz	\$306.00
SHS	Assistant Band Director	Sara Ossias	\$2,993.00
SHS	Band Camp Assistant	Sara Ossias	\$1,884.00
SHS	Band Camp Director	R. Jeffrey Shaw	\$3,291.00
SHS	Band Director	R. Jeffrey Shaw	\$4,989.00
SHS	Class Advisor Freshman	Iris Satar	\$1,035.00
SHS	Class Advisor Freshman	Kate Tavera	\$1,035.00
SHS	Class Advisor Sophomore	Alexis Yanosy	\$1,035.00
SHS	Class Advisor Sophomore	Marissa Solek	\$1,035.00
SHS	Class Advisor Junior	Nicole Proffitt	\$1,272.00
SHS	Class Advisor Junior	Karen Cavanaugh	\$1,272.00
SHS	Class Advisor Senior	Evan Tuttle	\$2,075.00

School	Position	Appointee	Stipend
SHS	Class Advisor Senior	Christopher Carvalho	\$2,075.00
SHS	Cronicle Advisor	Stephanie Patterson	\$1,394.00
SHS	DECA Advisor	Sandra Spinello	\$471.50
SHS	DECA Advisor	Teresa Brooks	\$471.50
SHS	Department Head - Art	Thomas Horanzy	\$4,655.25
SHS	Department Head - Director of Guidance	Julie Robertson	\$11,881.60
SHS	Department Head - English	Regina Hacket	\$7,242.40
SHS	Department Head - Family & Cons Science	Dorothy Fontana	\$4,655.25
SHS	Department Head - Math	Robert Lasbury	\$7,026.80
SHS	Department Head - PE & Health	David Yanosy	\$4,680.00
SHS	Department Head - Science	Suzanne Hodges	\$7,242.40
SHS	Asst. Dept. Chairperson - Science	David DeStefano	\$1,097.00
SHS	Department Head - Social Studies	Heather Allenback	\$7,026.80
SHS	Asst. Dept. Chairperson - Social Studies	Richard Aroian	\$1,097.00
SHS	Department Head - SPED	Gail Lessard	\$6,608.00
SHS	Department Head - Tech Ed	Justin Mirante	\$3,323.10
SHS	Department Head - World Language	Tina Riccio	\$5,709.27
SHS	Asst. Dept. Chairperson - World Language	Allison DiCicco	\$1,097.00
SHS	Dept Facilitator - Math	Stephen Victor	\$1,097.00
SHS	Dept Facilitator - Special Ed	Mariann Fish	\$1,097.00
SHS	Dept Facilitator - English	Rebecca Migliaro	\$1,097.00
SHS	Dept Facilitator – Business	Lillian Schena	\$1,097.00
SHS	Drama Advisor	Eric Lindblom	\$1,697.00
SHS	Drama Assistant Advisor	Leonard Fredericks	\$1,317.00
SHS	Drama Club, Muscial Advisor	Alyssa Fontana	\$1,131.00
SHS	FBLA Advisor	Cindy Davey	\$943.00
SHS	Honor Society Advisor	Becky Cousano	\$986.00
SHS	Jazz Band Advisor	R. Jeffrey Shaw	\$2,458.00
SHS	Key Club Co-Advisor	Petra Jenkinson	\$986.00
SHS	Key Club Co-Advisor	Beth Hosmer	\$986.00
SHS	March Band Drill Writer	Robert Shaw Jr.	\$1,040.00
SHS	Marching Band Assistant	Matthew Thompson	\$1,316.00
SHS	Mathematics Club	Susan Hart	\$986.00
SHS	Newspaper " <i>Emblem</i> " Advisor	Tammi Haynes	\$2,335.00

School	Position	Appointee	Stipend
SHS	Robotics Team	Kasia Kalinowski	\$1,301.00
SHS	Silver Star Band Director	Mary Jane Sullivan	\$1,743.00
SHS	Silver Star Band Director	Courtney Dalke	\$1,743.00
SHS	Student Council Advisor	James McAloon	\$565.50
SHS	Student Council Advisor	Jennifer Steinberg	\$565.50
SHS	Vo-Ag - Department Head	Marion Stannard	\$21,651.61
SHS	Vo-Ag - Teacher	Diane DiGioia	\$18,651.61
SHS	Vo-Ag - Teacher	Kenneth Patrick O'Keefe	\$15,072.58
SHS	Vo-Ag - Teacher	Victoria Christian	\$10,951.61
SHS	Vo-Ag - Teacher	Jennifer Shields	\$9,754.92
SPS	Lead Technology Analyst	Deborah Miller	\$2,175.00
SHS	Grade 9 Team Leader	Patricia Pettit	\$1,417.00
SHS	Grade 9 Team Leader	Elizabeth Corbin	\$1,417.00



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Policy and Personnel Committee Meeting August 26, 2014

Committee chairperson, Mrs. Colleen Clark, called the Policy and Personnel Committee meeting to order at 6:35 p.m.

Committee Members Present: Mrs. Colleen Clark, Mrs. Patricia Johnson, and Mrs. Patricia Queen. Absent: Mr. Zaya Oshana.

Administration Present: Mrs. Karen Smith, Assistant Superintendent of Schools; and Mrs. Karen Veilleux, Director of Technology.

Bring Your Own Device ~ Update

The committee discussed the recommended Bring Your Own Device Policy that was developed by the district Technology Committee. The policy addresses the definition of devices, accessibility to the internet, security and damages, and the parent agreement for 1:1 Chromebook Pilot. The committee expressed the importance of having a policy that includes equal opportunity for all students. They asked that administration ensure that no student will be without technology when it's required as a learning tool within the school setting. The committee is interested in pursuing the idea of making available, to students in need, any technology that may have aged-out of the system but is still viable. The administration will continue exploring this idea.

This policy will be presented to the full Board of Education for a first reading at the September 11, 2014 meeting. Administrative guidelines will be further developed and shared with the committee.

Upcoming Policy and Personnel Committee Meeting Dates

The following dates were presented for future committee meetings and will be confirmed after all committee members have had the opportunity to review them:

Tuesday, September 23, 2014

Wednesday, October 29, 2014

Tuesday, November 18, 2014

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 8:15 p.m.

Respectfully Submitted,


Karen L. Smith
Assistant Superintendent of Schools

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH
INTERIM SUPERINTENDENT OF
SCHOOLS

BOARD OF EDUCATION

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BOARD CHAIRPERSON

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SOUTHINGTON PUBLIC SCHOOLS

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

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 10:07 a.m.

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

Present from district: Mrs. Karen Smith, Assistant Superintendent of Schools; Ms. Julie Robertson, Director of Guidance, Southington High School; Mrs. Sherry Russman, School Counselor, Southington High School.

The Curriculum and Instruction Committee distributed, discussed, and reviewed the proposed Southington High School Profile. With minor changes, this document will be professionally printed and distributed to colleges and universities as an information piece to admissions offices. The brochure will be electronically accompanying student applications to institutions of higher learning. Copies of the profile will also be made available to the community. Dr. Semmel will be asked to present the profile to the Board of Education in the near future.

The Committee appreciated the work of many individuals including the Guidance Department at SHS for developing a newly formatted Profile for 2014-15. Mrs. Patricia Queen was especially commended for her work in facilitating this project; one in which we are very proud.

The committee established the following dates for future meetings during the 2014-2015 school year:

October 6, 2014*	10:00 a.m.
November 3, 2014	10:00 a.m.
December 1, 2014	1:00 p.m.
January 5, 2015	10:00 a.m.
February 2, 2015	10:00 a.m.
March 2, 2015	10:00 a.m.
April 13, 2015	10:00 a.m.
May 4, 2015	10:00 a.m.
June 1, 2015	10:00 a.m.

*The October meeting will be held at Flanders Elementary School and the agenda for the October meeting will include Elementary Spelling, Grammar, and Cursive Writing.

Additional topics of interest for the 2014-2015 school year include: *World Language at Southington High School and South End Elementary, Special Education/ABA Program, Common Core State Standards and SBAC, Full-Day Kindergarten Updates and Grade 1 Implications, Professional Development Wednesdays, Personalized Learning, and Differentiation and the Middle Schools (Enrichment).*

Motion:

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

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

Motion carried unanimously by voice vote.

The meeting was adjourned at 11:34 a.m.

Respectfully Submitted,

Karen L. Smith
Interim Superintendent of Schools

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF
SCHOOLS

KAREN L. SMITH
ASSISTANT SUPERINTENDENT
OF SCHOOLS

BOARD OF EDUCATION

BRIAN S. GORALSKI
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DAVID J. DERYNOSKI

PATRICIA P. JOHNSON

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

200 NORTH MAIN STREET
SOUTHINGTON, CT
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205



SOUTHTINGTON BOARD OF EDUCATION
Southington, Connecticut

FINANCE COMMITTEE MEETING
Monday, September 8, 2014, 7:00 p.m.
Municipal Center Conference Room #2
200 North Main Street, Southington, CT 06489

Board Members Present: Jill Notar-Francesco, Chairperson; David Derynoski, Terry Lombardi, Zaya Oshana (via FaceTime); Patricia Johnson

From Administration: Sherri DiNello, Director of Business & Finance; Lisa Jones, Accounting/Purchasing Manager

The Finance Committee meeting was called to order at 7:05 p.m.

1. **TRANSFER OF FUNDS:**

The committee reviewed the Transfer of Funds and recommends approving as presented to the Board of Education.

2. **SELF INSURANCE REPORT 2013-2014 & 2014-2015:**

The Finance Committee reviewed the previous year's claims versus budget and the first month of the new fiscal year. Mr. Oshana asked if we can get any data from consultants about the impact of the Wellness Program. Mrs. DiNello will request information.

3. **Snow Removal & Sanding Services - Bid #2015-BID-16:**

Mrs. Lisa Jones presented the bid document. Mrs. Notar-Francesco asked for arrival times to be filled in on page 16 and also requested a list of current vendors and sites for both snow plowing and lawn services. Mrs. Jones will provide the requested information. A request was also made to add the word "ice" in Section N of page 18.

4. **KNIGHTVERTISING FUNDS / CONCESSION STAND:**

Mrs. DiNello provided information shared in a memo within the packet as well as background information on how Knightvertising money was raised. She explained the request to assist funding the hood on the ANSUL system was made by Mike DeFeo to Peter Romano, Director of Operations. Mr. Derynoski shared history on Gridiron Club concessions that began under a tent and how Mrs. Helen Henne spearheaded efforts to renovate and fundraising for the concession stand.

After a lengthy discussion, the committee consensus was the Knightvertising funds should be used for student activities including DECA and FBLA trip expenses. There was no support to move this request forward to help fund the concession stand needs. The committee does not want to begin the practice of funding Booster Club related activities.

5. **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) UPDATE:**

The committee supports the purchase of five (5) AED units for the following locations: Alta, Strong, Flanders, VOAG and the Maintenance building utilizing funds in the equipment contingency account.

6. **CONTRACT ELEMENTARY COUNSELING GRANT EVALUATION – YEAR 2:**

The committee recommends approving the agreement to utilize Paula Quinn as the external evaluator for year two of the Counseling Grant at a cost of \$25,000 to the full Board.

7. **GAS AND ELECTRICITY CONTRACT UPDATE:**

Mrs. DiNello explained that our electrical contract will expire in December 2014. Our natural gas contract expired in August but administration entered into a short three month extension so it will now expire in November 2014 at the same time the town contract for gas expires.

There are too many projects that will impact estimating utilization moving forward including: Middle School construction, NORESCO Project, Solar Installation.

Mr. Garry Brumback, Town Manager, held an Energy Summit on September 3, 2014 and is planning a presentation to the Town Council on September 22, 2014 about plans moving forward. The consensus at the Summit was hiring a consultant to manage the Town and Board of Education energy and gas needs would be extremely beneficial. In-house staff does not have the expertise to project and forecast future budgets or appropriate contracts.

Mrs. DiNello requested a consensus from the committee that the Board of Education will participate in the Request for Proposal (RFP) for a consultant and that the Director of Business and Finance has the authority to follow their recommendations moving forward.

8. **TRANSPORTATION CONTRACT UPDATE:**

Mrs. DiNello explained progress is being made in developing a new contract. She was requesting input from the Finance Committee for negotiations in regard to a counter proposal and parameters in response to a proposal from New Britain Transportation. The committee will bring a recommendation to the full Board of Education.

9. **YEAR END CLOSE-OUT 2013-2014:**

The committee approved the year end close-out for 2013-2014 as presented.

10. **FINANCIAL UPDATE 2014-2015:**

The committee reviewed the financial update for 2014-2015.

11. **MISCELLANEOUS:**

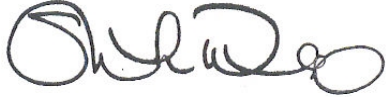
a. **Update on Health Benefits:**

Mrs. DiNello shared that she and Mrs. Kim Hunt, Personnel Manager, met with Joseph Spurgeon from Milliman last week to review employee classifications and hours worked to determine if a change in practice was needed in regard to the number of days and hours substitutes worked this year. Based on information reviewed, Mr. Spurgeon confirmed that we can still have substitutes work over 30 hours without needing to offer benefits to them in the next school year. However, a discussion will need to take place in the spring for direction to administration

for 2015-2016 because changes may need to be made to the number of days worked by subs or benefits may be required to be offered in 2016-2017.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherri P. DiNello". The signature is fluid and cursive, with a large initial "S" and a long, sweeping underline.

Sherri P. DiNello
Director of Business & Finance

SPD/lb
#4.1415.9-8-14minutes.docx

Southington Public Schools
 Southington, Connecticut

2014-2015

TRANSFERS OF FUNDS

RECOMMENDED TO FINANCE COMMITTEE

September 8, 2014

SCHOOL	FUND	ACCOUNT	KEY #	DESCRIPTION	AMOUNT TRANSFERRED FROM	AMOUNT TRANSFERRED TO
SHS	10	41800	2230	Misc. Expenses	(4,760.00)	
	10	54200	2510	School-based Equipment		4,760.00
	10	42200	2285	New Texts - AP Spanish	(3,060.00)	
	10	42200	2285	New Texts - AP French	(3,240.00)	
	10	42100	2250	Text Replacement		6,300.00
CENTRAL	10	41500	2191	Oil Heat	(115,000.00)	
OFFICE	10	41650	0938	Gas Heat		115,000.00
	10	42200	2285	New Program Textbooks	(10,000.00)	
	10	70105	5578	Systemwide Special Projects		10,000.00
SCIENCE	10	42200	2285	New Texts	(13,000.00)	
COORDINATOR	10	54200	2522	School-based Equipment		13,000.00
TOTAL					(149,060.00)	149,060.00

Southington Public Schools

200 North Main Street
Southington, CT 06489

RECEIVED

To: **DIRECTOR OF BUSINESS & FINANCE**

From: Richard Terino

AUG 29 2014

Location: Southington High School

**SOUTHINGTON BOARD OF EDUCATION
BUSINESS MANAGER**

Subject: **REQUEST FOR TRANSFER OF FUNDS**

Please authorize the following transfers within the accounts assigned to my program location:

	FUND	ACCOUNT NUMBER	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	10	41800 Misc. Expenses	690	2210	462	2230	\$4,760.00
TO:	10	54200 School based Equipment	730	1000	462	2510	\$4,760.00
FROM:							
TO:							
FROM:							
TO:							
FROM:							
TO:							

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

25 student desks @ \$170.00 each plus 12% shipping-

Need due to student population increase and wear/tear


Signature: Principal - Administrator

Date

BUSINESS OFFICE USE ONLY


Approved

Denied

COMMENTS

- _____ Insufficient balance
- _____ Outstanding encumbrance
- _____ Other (See COMMENTS)

Reviewed



Director of Business & Finance

9/5/14

Date

Southington Public Schools
200 North Main Street
Southington, CT 06489

RECEIVED

To: **DIRECTOR OF BUSINESS & FINANCE**

JUL 31 2014

From: Richard Terino
Location: Southington High School
Subject: **REQUEST FOR TRANSFER OF FUNDS**

**SOUTHINGTON BOARD OF EDUCATION
BUSINESS MANAGER**

Please authorize the following transfers within the accounts assigned to my program location:

	FUND	ACCOUNT NUMBER	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM :	New Texts-AP Spanish	42200	641	1000	500	2285	\$3,060.00
TO:	10 <i>Text Replacement</i>	42100	641	1000	462	2250	\$3,060.00
FROM :	New Texts-AP French	42200	641	1000	500	2285	\$3,240.00
TO:	10 <i>Text Replacement</i>	42100	641	1000	462	2250	\$3,240.00
FROM :							
TO:							
FROM :							
TO:							

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

New textbooks were unnecessary. Licenses have to be purchased to continue usage of existing texts.

Signature: Richard Terino
Principal - Administrator
Date: 7-25-14

BUSINESS OFFICE USE ONLY

Approved

Denied

- _____ Insufficient balance
- _____ Outstanding encumbrance
- _____ Other (See COMMENTS)

COMMENTS

Reviewed with KS

[Signature]

Director of Business & Finance

9/5/14

Date

Southington Public Schools

49 Beecher Street
Southington, CT 06489

To: **DIRECTOR OF BUSINESS & FINANCE**

From: Sherri DiNello

Location: Central Office

Subject: **REQUEST FOR TRANSFER OF FUNDS**

Please authorize the following transfers within the accounts assigned to my program location:

	FUND	ACCOUNT NUMBER	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	10	41500	400	260	500	2191	115000
TO:	10	41650	400	260	462	0938	115000
FROM:	10	42200	641	100	500	2285	10000
TO:	10	70105	300	260	500	5578	10000
FROM:							
TO:							
FROM:							
TO:							

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

① JAD will be using gas not oil so funds need to be transf in budget.

② At the 6/26/14 BOC meeting a recom. was made to allocate \$10,000 for Gr 9 Algebra bls to assist in school net software purchase



Signature: **Principal - Administrator**

9/5/14

Date

BUSINESS OFFICE USE ONLY

Approved

Denied

COMMENTS

- _____ Insufficient balance
- _____ Outstanding encumbrance
- _____ Other (See COMMENTS)



Director of Business & Finance

9/5/14

Date

Southington Public Schools

49 Beecher Street
Southington, CT 06489

To: **DIRECTOR OF BUSINESS & FINANCE**

From: J. Duff

Location: _____

Subject: **REQUEST FOR TRANSFER OF FUNDS**

Please authorize the following transfers within the accounts assigned to my program location:

	FUND	ACCOUNT NUMBER	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	10	42200	641	100	500	2285	\$13000
TO:	10	54200	730	100	462	2522	13000
FROM:							
TO:							
FROM:							
TO:							
FROM:							
TO:							

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

See attached

Signature: Principal - Administrator

Date _____

BUSINESS OFFICE USE ONLY

Approved

Denied

- _____ Insufficient balance
- _____ Outstanding encumbrance
- _____ Other (See COMMENTS)

COMMENTS

Reviewed w/ KS

[Signature]

9/5/14

Director of Business & Finance

Date

Proposal to Transfer Funds from K-8 non-fiction texts to support Technology pilot and a New Physics Classroom.

In the spring of 2014 an opportunity was presented to the Science Department at SHS to utilize an underused room as a full time Physics room. It alleviates using a Biology classroom for Physics as well as a former Social Studies classroom for additional Science classes. The renovation of the room was accomplished with available funds but there was no money budgeted for supplies to support the teaching of Physics for our increasing Science enrollment.

Also in the spring of 2014 a technology pilot was proposed for the use of Chromebooks in Chemistry along with Lab Quest data acquisition devices. Money was available for the Chromebooks and the LabQuests but not for sensors or probeware to enable the use of the devices in our Science classrooms. The use of Chromebooks with the LabQuests has the potential to greatly enhance hands on lab work with improved student engagement, state of the art data collection and analysis both in and out of the classroom, increased collaboration and more personalized learning.

For the school year 2014-2015, \$50,000 was allocated for non-fiction texts in grades K-8. To date there has been a little over \$15,000 of texts purchased. This has provided a STEM based collection of non-fiction texts for every grade 3 - 5 classroom and a new Science standards based collection of texts for each grade 6 - 8 classroom. There are plans to purchase National Geographic leveled texts for grades 3 - 5 and PebbleGo resources and texts for grades K - 2. These have an estimated cost of less than \$20,000.

I am requesting a transfer of \$13,000 from the non-fiction text account to be used in the following way:

\$3,047 to provide for sensors/probeware to fully support Chemistry.

\$9,685 to fully outfit the new classroom for Physics classes.

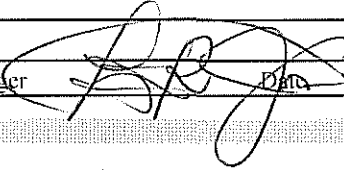
Purchasing Department
 Southington Public Schools

BID APPROVAL REQUEST

Snow Removal/Sanding Bid

The attached compilation of the above listed bid is submitted for **APPROVAL** by the Superintendent of Schools, Board of Education Finance Committee and Board of Education.

This bid seeks the pricing for Snow Removal and Sanding at four locations: JF Kennedy Middle School, Strong School, Thalberg School, South End School			
Funding Source:	32910	Proposed Budgeted Amount - Kennedy Middle School	\$7,004
		Strong School	\$6,978
		Thalberg School	\$7,725
		South End School	\$12,618
			\$34,325

Signature of Accounting/Purchasing Manager  Date September 3, 2014

Superintendent's Direction: **Approved as Submitted** (submit to Finance Committee for approval)
 Hold (pending future action)
 Rejected all _____
 part _____ adjust as directed below

Direction: _____

Timothy J. Conellan 9-3-14
 Signature of Superintendent of Schools Date

Rejected all _____
 part _____ adjust as directed below

Direction: Approved as revised.

9-8-14
 Signature of Finance Committee Chairperson Date

Board of Education's Direction **Approved as Submitted** (submit to Board of Education for approval)
 Hold (pending future action)
 Rejected all _____
 part _____ adjust as directed below

Direction: _____

Signature of Board of Education Chairperson Date

**PUBLIC SCHOOLS OF SOUTHINGTON
SOUTHINGTON, CONNECTICUT**

LEGAL NOTICE

INVITATION TO BID

The Board of Education is accepting bids for:

SNOW REMOVAL AND SANDING SERVICES

2015-BID-16

SEALED, MARKED BIDS will be accepted by the Purchasing Department, in Room 7, Administration Building, 200 N Main Street, Southington, Connecticut 06489 until:

2:30 p.m. E.D.S.T on

at which time all submitted bids will be publicly opened and read.

Bids must be submitted on the forms and in the manner specified.

Bid forms and specifications may be obtained from the Southington Public Schools' web site:

www.SouthingtonSchools.org Purchasing Department RFP & Bid Invitation

Bid envelopes are to be returned to the address below with bid number clearly marked on the outside of the envelope

Purchasing Office
Board of Education
200 N Main Street
Southington CT 06489
Bid Number – 2015-BID-16

Lisa R. Jones
Accounting/Purchasing Manager
(860) 628-3200 ext 216

BID SCOPE

The Southington Board of Education is soliciting bids for Snow Removal Services, Salt/Sand Spreading Services and Ice Melt/Sanding Services.

The bid is presented with two options:

- Option 1.** Each school site - on a per storm price
- a. a rate per storm for snow removal
 - b. a rate per yard per storm for salt/sand spreading; ice melt/sand use on walkways
 - c. if award is made on a "per storm" basis the vendor must contact the Purchasing Department at 628-3200 within 1 business day after plowing and/or sanding of each storm stating that the work is complete
- Option 2.** Each school site - on a fixed total season price
- a. a fixed total season price for snow removal - all storms
 - b. a fixed total season price for salt/sand spread; ice melt/sand use on walkways - all storms

Ice melt and sand shall be used on sidewalks, walkways and stairs in place of sand/salt spreading.

Season shall be defined as from the first snow and/or ice storm to and including the last snow and/or ice storm during the school year July 1 through June 30.

The bid also gives the prospective bidders the opportunity to bid a fixed price on one, two or three years on either or both options.

Prospective bidders, at their discretion, may bid on any one or all of the sites as presented and at the bidder's discretion may bid on **Option 1** or **Option 2** or both.

It is the intent to award either **Option 1** or **Option 2** for each site and award may be made on a one year or multiple year basis in a manner which will best serve the interest of the Southington School System.

Payments

- Option 1.** Payments to the successful bidder under this option will be made at the end of each month upon receipt of vendor's invoice. If multiple years are awarded the same payment process will apply for each succeeding year. The last payment will be held until repairs to the site (if any) are completed.
- Option 2.** Payments to the successful bidder under this option will be made in six (6) monthly payments at the end of each month, beginning November 2014 through and including April 2015. If multiple years are awarded, the same payment process will apply for each succeeding year. The last payment will be held until repairs to the site (if any) are completed.

ADDITIONAL INFORMATION

To assist prospective bidders, the following time schedules are provided. Adjustments may be possible based on individual requirements and/or changes. Bidders are to confirm afternoon departure times with the principal of each site.

A. Arrival of custodial/teaching staff

Site	Arrival Time
JF Kennedy Middle School	6:00
Strong Elementary School	7:00
Thalberg Elementary School	6:30
South End Elementary School	7:00

B. Arrival of student buses

Site	Arrival Time
JF Kennedy Middle School	7:45
Strong Elementary School	8:30
Thalberg Elementary School	8:15
South End Elementary School	8:15

C. Early dismissal – unless otherwise directed

Site	Early Dismissal Time
JF Kennedy Middle School	12:45
Strong Elementary School	1:30
Thalberg Elementary School	1:10
South End Elementary School	1:10

SPECIFIC DIRECTIONS

- A. A separate sheet is provided on which bidders are to list equipment information.
- B. A separate sheet is provided on which bidders are to provide employee information.
- C. Before bidding a visit should be made to the school to review with the building principal or designate, the areas and the scope of work that will be required
- D. Unless otherwise specifically directed, the snow plowing operation will begin when a minimum accumulation of 1" has been reached.
- E. **Snow Storm**
All accumulation resulting from the effects of a named storm counts as one occasion. In the cases where the snow event is too insignificant to receive a name, a storm occasion will be defined as a continuous snow event depositing 1" or more, with a break in the precipitation of no more than six (6) hours.
- F. To provide maximum safety for faculty and students, the spreading of a salt/sand and/or ice melt product will be done **when and where it is needed at the discretion of the successful bidder** based on bidder's ongoing inspection for the duration of the storm and beyond, of each site awarded to them or by request of the school principal or the Building and Grounds Supervisor.
- G. **Bidders must agree to provide the removal service and sanding, or ice melt spreading if and when needed to the schools on a top priority basis within the time frames stated or as might be directed by the School System Administration.**
 - 1. Staff parking areas and an access walkway as designated by the building principal must be cleared by the time staff arrives – see page 16. This must be completed even if the regular school day has been canceled or delayed in opening. To maximize available parking spaces, all snow must be removed completely from all spaces. This will alleviate problems in subsequent storms.
 - 2. Sufficient emergency vehicle access plowing and/or sanding must be done when accumulation has met the minimum as stated above or when ice conditions dictate sand or ice melt should be applied. This access clearing and/or sanding must be done on all storm days and/or when required by a thaw/freeze situation.
 - 3. Removal and/or sanding of the complete areas as described on the individual school specification sheets must be completed by the opening of school. This is to be based on each school's opening time as is to be discussed with the principal.
- H. Special care must be taken when removing snow and/or ice from school property which directly abuts neighboring residences.
- I. Immediate replowing, resanding or ice melt application, on a no-charge basis, will be attended to upon request of the school principal and/or Supervisor of Building and Grounds at his/her discretion if the original operation is not satisfactorily completed.
- J. Salt and mix applied to asphalt driveways and play areas is to be at a **ratio of one part salt to four parts sand. Sand is to be stone-free and is to be textured - white or clear.** Average requirement per site per storm is listed for a per storm basis award. **Invoices must state the yards actually applied.**

SPECIFIC DIRECTIONS – continued

- K. The ice melt/sand mix product is to be safe for concrete and shall be used on all concrete walkways, stairs, landings and steps. Bidder is to list the ice melt product he proposes to use. Descriptive literature including Material Safety Data Sheets must accompany information on product the bidder proposes to use (see page 32).

Site	Total Average Cubic Yard Requirement Sand/Salt Ice Melt/Sand Per Application
JF Kennedy Middle School	7.1
Strong Elementary School	3.9
Thalberg Elementary School	4.8
South End Elementary School	5

- L. The successful bidder is encouraged, but not required, to stake the sites prior to anticipated storms for the purpose of identification of plowing areas as well as obstacles.
- M. At sites with oil fills, access to oil fills must be provided and the area around the fill pipe cut back sufficiently so as to eliminate thaw/freeze water problems. At all sites access to flagpoles and milk delivery sites must be provided.
- N. Whenever the word **CLEAR** is used on the bid sheets contained in this bid, it is to be defined as meaning removal down to the underlying surface of all ice and snow accumulation.
- O. It is to be understood that clearing of stairs, landings, entrance pads, handicapped access ramps, flagpole sites and steps are the responsibility of the bidder. These areas are to be maintained so as to allow full accessibility to the building. No snow is to be left blocking any door.
- P. Vendors need to respond to all calls regarding snow removal and sand/ice issues in a courteous and timely manner.
- Q. Prospective bidders shall note that award and/or rejection of this bid in total or in part will be at the discretion of the Board of Education and the award will not be based solely on prices bid. All factors as indicated in these bid sheets will be considered in the award process. Awards and/or rejection will be made in a manner which will best serve the interests of the Southington Public School System.
- R. It is the intent of the Board of Education to consider one, two or three-year contracts. Multi-year contracts will be awarded during similar time frames contingent of previous year's performance (see Bid Conditions item #23).

REMOVAL PRECAUTIONS

1. No snow is to be piled on existing walks or drives.
2. No snow is to be piled or blown into entrance drives and/or walks.
3. During each storm, snow is to be cleared from all parking spaces. This will maximize parking and avoid problems in future storms.
4. All curbing is to be carefully avoided. Snow is not to be piled against fences. Fence damage and turf and curb repair will be the responsibility of the vendor.
5. When removing snow from or sanding walkways, landing and stairs, consideration is to be given to weight of equipment so that marking and/or cracking of walkways will not occur. Should damage occur, the bidder accepts full responsibility for the repair of damage to the satisfaction of the Board of Education.
6. Snow is not to be pushed or deposited on adjoining property or roads.
7. Access cutouts between the street crosswalk and sidewalk for children walking are included in this bid and will be designated by the principal.
8. Special attention is to be given to all handicapped ramps and parking areas. As in all other areas, these are to be cleared and well sanded.

SPECIFIC BID CONDITIONS

Bidder must furnish to the site principal, Operations Administrator, Supervisor of Building and Grounds and Purchasing Agent at the Board of Education, in writing, within 10 days of bid award, a phone number where they can be reached or where messages and instructions may be left for them from the hours of 6:00 a.m. to 8:00 p.m. Monday through Sunday, inclusive.

The Board of Education reserves the right to discontinue service at any school or any athletic area if conditions or internal arrangements are made after bids are accepted.

Inadequate performance at any given school could result in termination of the agreement and the loss of payment for the same. Evaluation as to adequacy of performance will be determined by the site principal or Supervisor of Buildings and Grounds.

At the end of each month of service the contractor must provide an invoice to the accounts payable office. All invoices must be cross-referenced to a Board of Education purchase order number covering the service for which the invoice is being submitted. Payments for any given work will be withheld until all work for the period is complete and corrected to the satisfaction of the Board of Education or its authorized representative.

Successful vendor will revisit the schools awarded to him/her and review with the building principal, the snow removal procedures and areas to be plowed and cleared **prior to the first snowfall**. A plot plan will be provided which will identify current conditions on site BEFORE the plowing/sanding begins. Once an agreement between school personnel and vendor is reached, both parties will sign the plot plan. At the end of the snow season any damage which is determined to be caused by vendor must be repaired/replaced, at no cost to the Board of Education, prior to release of last payment.

Work and payment for such which is deemed outside of the bid content shall be arranged through the securing of a specific purchase order and no work outside the bid content shall be entered into without an approved, written purchase order issued by the Board of Education purchasing department and being received by the contractor.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

JFK	JF Kennedy Middle School 1071 S Main Street Plantsville CT 06479	860.628.3275	Mr. S. Madancy, Principal
SES	Strong Elementary School Marion Avenue Plantsville CT 06479	860.628.3314	Mrs. L. Lackner, Principal
TES	Thalberg Elementary School 145 Dunham Road Southington CT 06489	860.628.3370	Mrs. M. Bennett, Principal
SEES	South End Elementary School Maxwell Nobel Drive Plantsville CT 06479	860.628.3320	Mr. J. Quinn, Principal

Last Year's Pricing

JF Kennedy Middle School	\$6,800	season price
Strong Elementary School	\$6,775	season price
Thalberg Elementary School	\$7,500	season price
South End Elementary School	\$12,360	season price

BID DIRECTIONS

Bids to be considered must be presented on the sheets provided within this bid. Additional information sheets may be attached. All entries must be typed or entered in ink. Pencil entries may be cause for rejection of the bid.

No bidder may withdraw his bid for a period of 45 days after the opening date.

Prices must hold for a full season.

no	Bid bond is required with this bid	see page 2 – item 30
yes	Proof of insurance is required with this bid	see page 2 – item 31
no	Performance bond will be required by successful bidder	see page 3 – item 34
no	Prevailing Wage Project	see page 3 – item 45
no	Samples required with this bid	see page 1 - item 16
yes	References are requested with this bid.	see page 2 – item 28
yes	Workplace Analysis must be returned with this bid	see page 12
no	Descriptive literature and item(s) specifications must be submitted with bid	
yes	Non-collusive bid statement must be submitted with bid	

NO BID

In the event you are unable to submit a proposal against this bid, please complete below, clip and mail to the address listed. Failure to respond will result in your name being removed from our bid list.

To: Board of Education
Purchasing Department
200 N Main Street
Southington CT 06489

2015-BID-16

Our firm will not submit a bid at this time for the following reason(s):

Company Name

Response By

BID SHEET

**SNOW REMOVAL AND SAND SPECIFICATIONS AND BID FORM
J.F. KENNEDY MIDDLE SCHOOL**

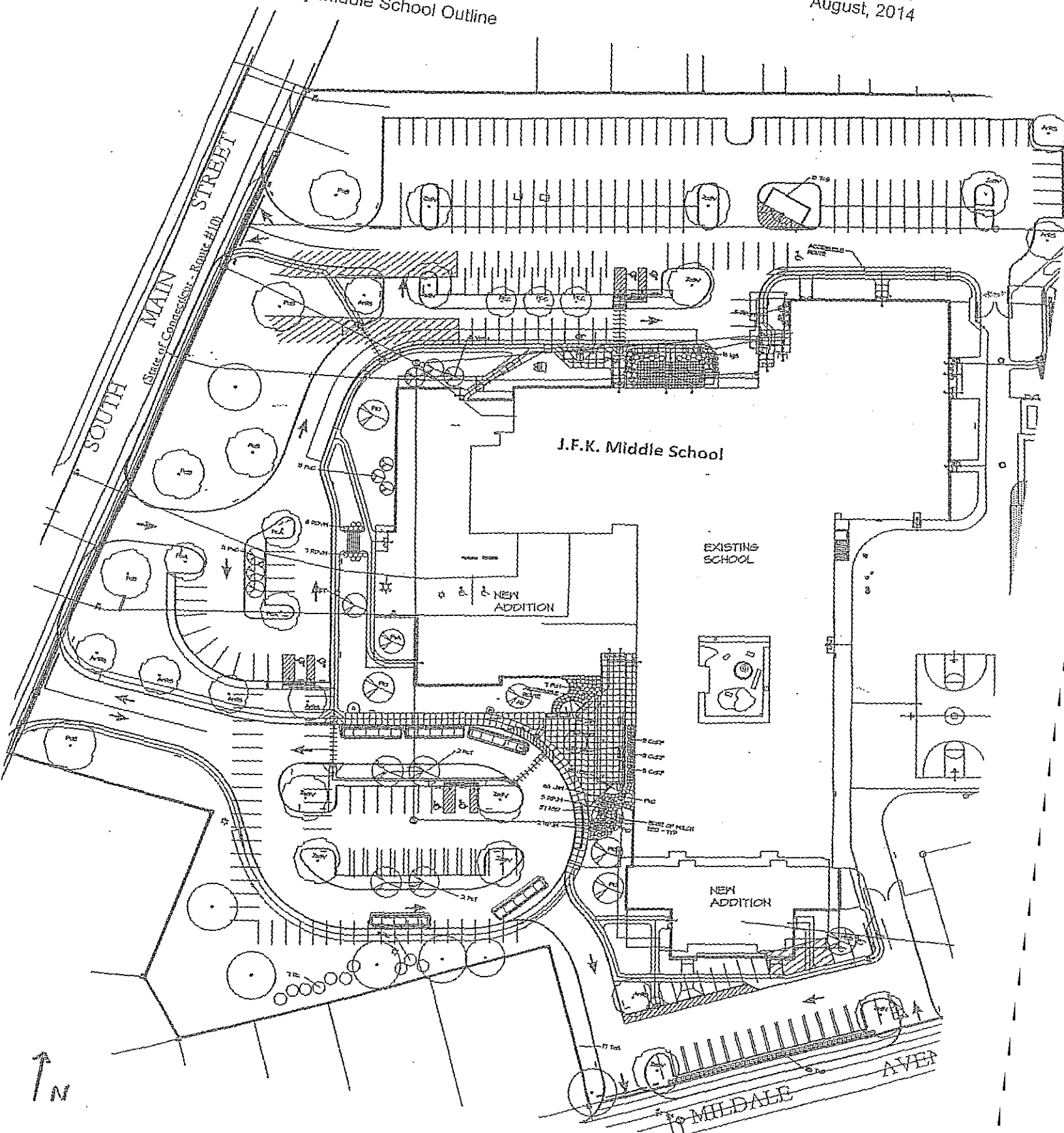
Drives and Parking Areas

1. Clear north parking area and entrance.
2. Clear main entrance, drive, circle and south exit to Milldale Avenue.
3. Clear both front and side parking lots.
4. Clear approximately 15 feet drive around and across the rear of building.
5. Salt/sanding-ice melt/sanding of areas 1 – 4 above.

Walks – Including All Landings, Entrance Pads, Stairs and Steps – Listed or Unlisted

1. Clear walk from South Main Street to front entrance.
2. Clear walk from South Main Street to auditorium entrance.
3. Clear crosswalk in front of auditorium and music room entrance.
4. Clear walk from entrance to Milldale Avenue.
5. Clear walk from parking lot adjacent to south end of building to open both entrances.
6. Clear walk from tennis court to Buckland Street.
7. Ice melt/sanding of areas 1 – 6 above.

			2014-15	2015-16	2016-17
Option 1	a. Snow Removal	price per storm	\$	\$	\$
	b. Salt/Sand Spreading	price per yard	\$	\$	\$
Option 2	c. Snow Removal	fixed season price	\$	\$	\$
	d. Salt/Sand Spreading	fixed season price	\$	\$	\$
		total season price	\$	\$	\$



BID SHEET

**SNOW REMOVAL AND SAND SPECIFICATIONS AND BID FORM
STRONG SCHOOL**

Drives and Parking Areas

1. Clear entrance drive up to and including traffic circle.
2. Clear parking areas west of circle and the area west of the main building to the fence line.
3. Clear drive in front of All Purpose Room for oil fill and continue through to clear entire area.
4. Salt/sanding-ice melt/sanding of areas 1 – 3 above.

Walks – Including All Landings, Entrance Pads, Stairs and Steps – Listed or Unlisted

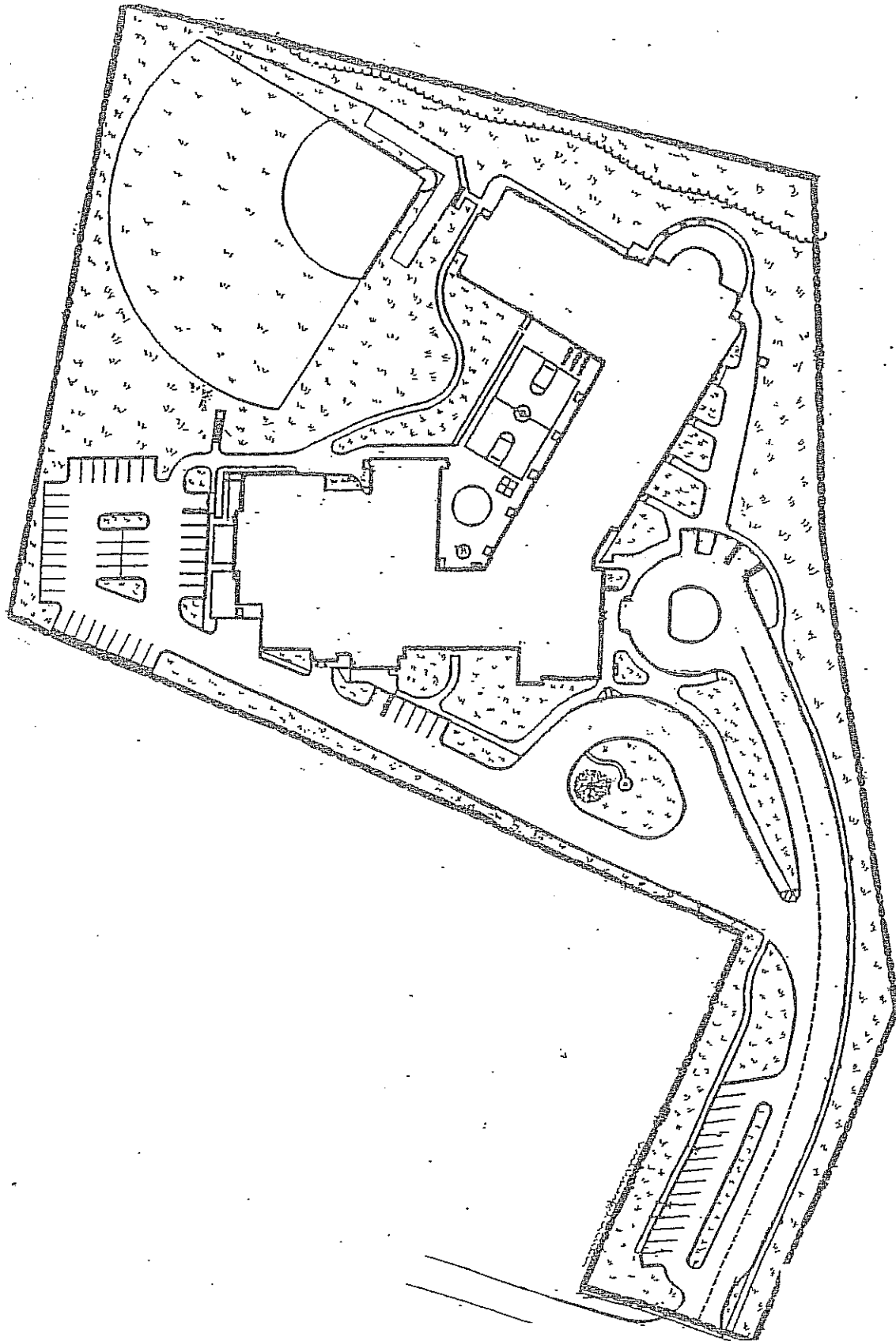
1. Clear entrance walk to and around circle.
2. Clear walk in front of building.
3. Clear walk to All Purpose Room entrance.
4. Clear walk to kitchen entrance.
5. Clear walk to kindergarten area.
6. Clear walk to single relocatable – south entrance.
7. Clear walk to single relocatable – west entrance.
8. Clear walkways and ramps leading to relocatable.
9. Ice melt/sanding of areas 1 – 8 above.

Play Areas

1. Clear entire play area adjacent to main building from the single relocatable back.
2. Plow approach to kindergarten area. Clear between portable and main building.
3. Salt/sanding of areas 1 – 2 above.

			2014-15	2015-16	2016-17
Option 1	a. Snow Removal	price per storm	\$	\$	\$
	b. Salt/Sand Spreading	price per yard	\$	\$	\$
Option 2	c. Snow Removal	fixed season price	\$	\$	\$
	d. Salt/Sand Spreading	fixed season price	\$	\$	\$
		total season price	\$	\$	\$

Strong Elementary School Outline



BID SHEET

**SNOW REMOVAL AND SAND SPECIFICATIONS AND BID FORM
THALBERG SCHOOL**

Drives and Parking Areas

1. Clear main driveway from Dunham Road, circular drive and entire parking lot
2. Clear double cut drive around school to connect cleared play area and to enable vehicles to circle building.
3. Clear kitchen delivery entrance from main parking area to entrance door.
4. Clear areas adjacent to step leading to classroom exit doors.
5. Salt/sanding-ice melt/sanding of areas 1 – 4 above.

Walks – Including All Landings, Entrance Pads, Stairs and Steps – Listed or Unlisted

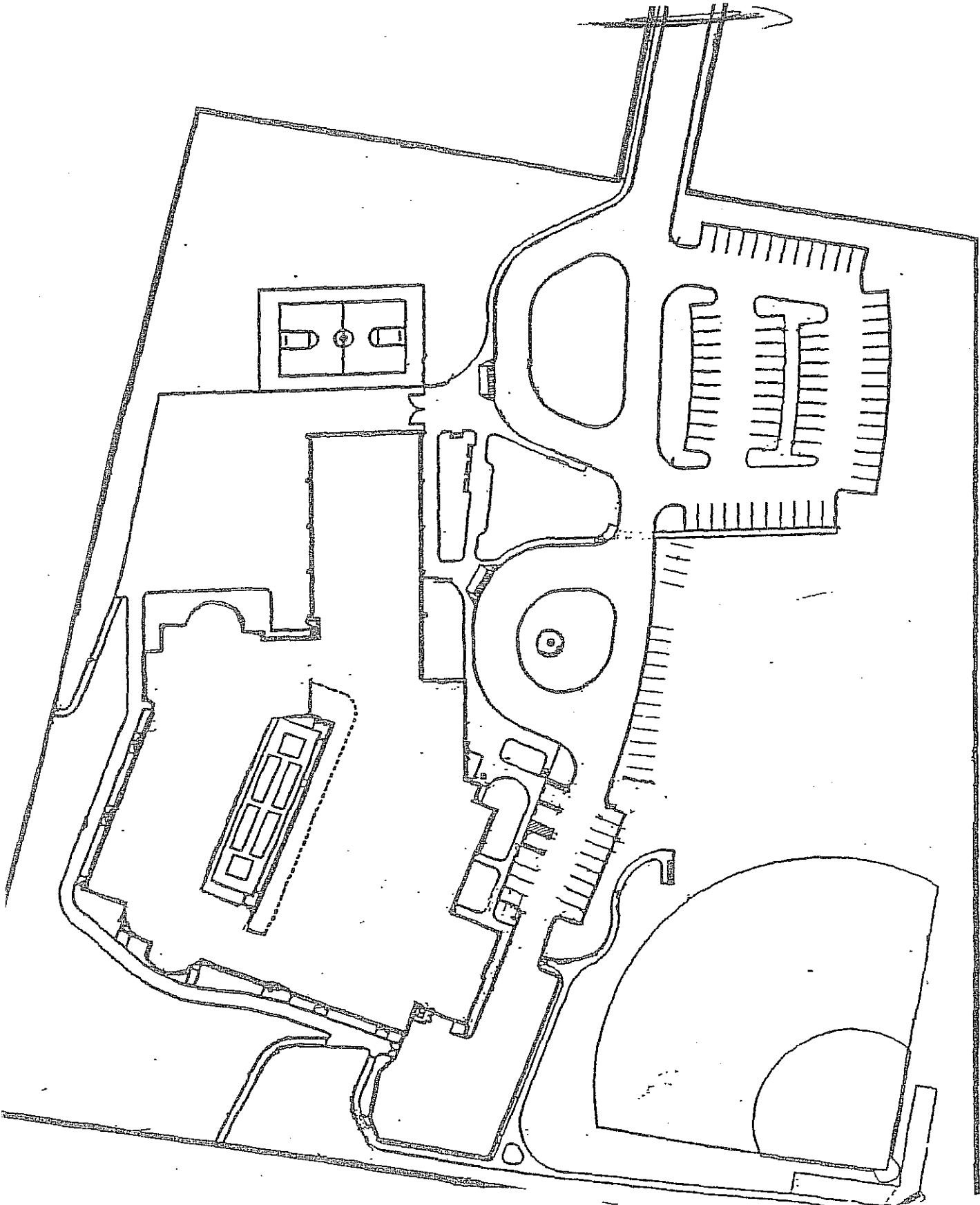
1. Clear walk from Dunham Road to play area.
2. Clear walk from Johanna Circle to rear of school play area.
3. Clear walk from southwest entrance to gate to Jordan Court – the small street off Rethal Street.
4. Clear front walkway ramp to entrance door.
5. Clear ramp to gymnasium entrance and handicap ramp north entrance.
6. Clear walkway to flagpole area.
7. Ice melt/sanding of areas 1 – 6 above.

Play Areas

1. Clear kindergarten play area.
2. Salt/sanding of area above

			2014-15	2015-16	2016-17
Option 1	a. Snow Removal	price per storm	\$	\$	\$
	b. Salt/Sand Spreading	price per yard	\$	\$	\$
Option 2	c. Snow Removal	fixed season price	\$	\$	\$
	d. Salt/Sand Spreading	fixed season price	\$	\$	\$
		total season price	\$	\$	\$

Thalberg Elementary School Outline



BID SHEET

**BID FORM AND SNOW AND SAND REMOVAL SPECIFICATIONS
SOUTH END SCHOOL**

Drives and Parking Areas

1. Clear entrance drive up to and including traffic circle.
2. Clear connector circular drive and parking area.
3. Clear entire parking lot.
4. Clear new parking area west of existing parking area.
5. Salt/sanding-ice melt/sanding of area 1 – 4 above.

Walks – Including All Landings, Entrance Pads, Stairs and Steps – Listed or Unlisted

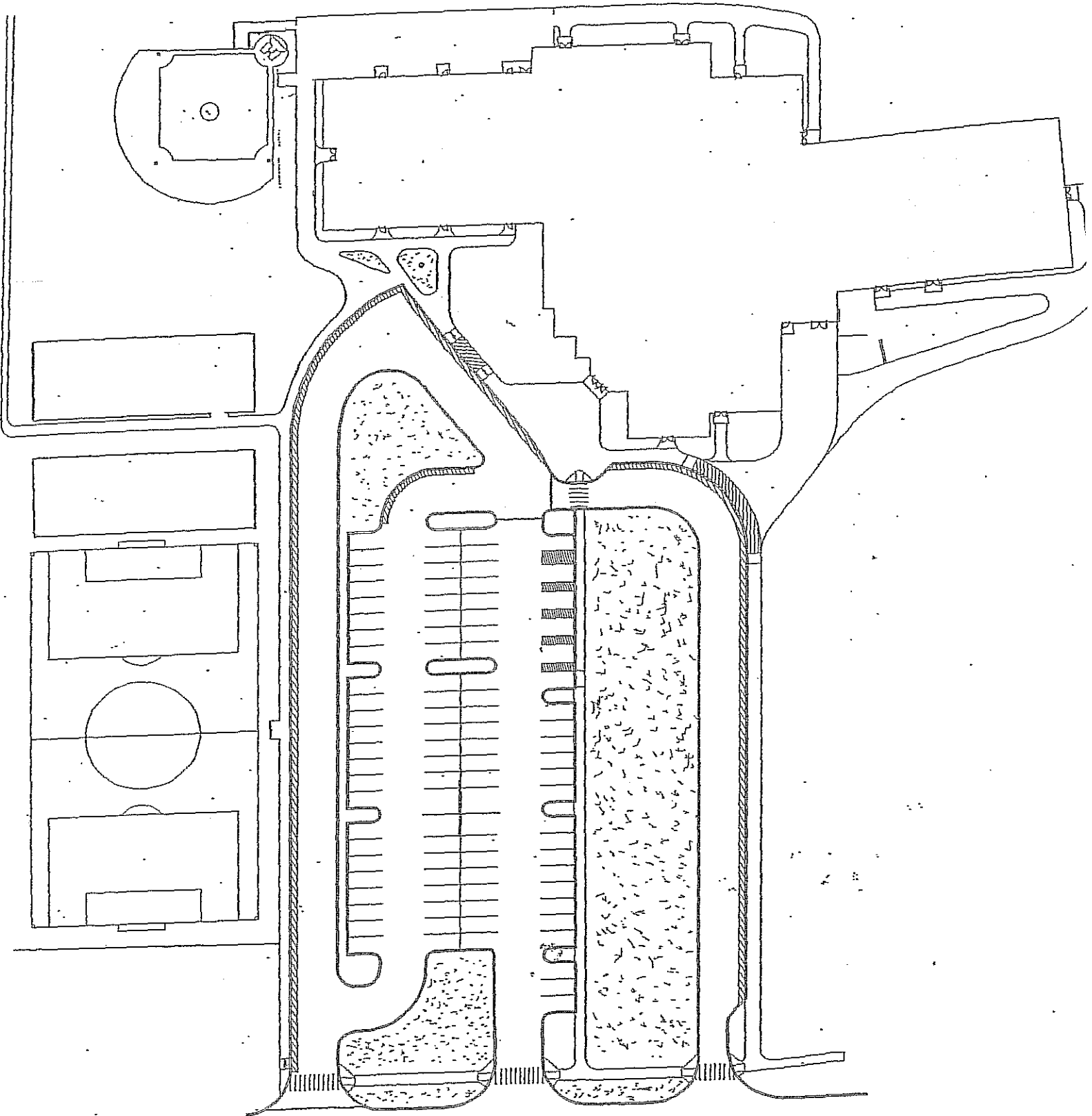
1. Clear walk from east play area to middle entrance.
2. Clear kindergarten approach walks.
3. Clear walk from Maxwell Nobel Drive around circle to front door and around the front of the building to the kindergarten approach walk.
4. Clear walk from circle to middle and north entrances and around the west side of the addition.
5. Clear walk from rear entrance to Deckert Drive.
6. Ice melt/sanding of areas 1 – 5 above.

Play Areas

1. Clear paved play area including entrances from circle.
2. Salt/sanding of area above.

			2014-15	2015-16	2016-17
Option 1	a. Snow Removal	price per storm	\$	\$	\$
	b. Salt/Sand Spreading	price per yard	\$	\$	\$
Option 2	c. Snow Removal	fixed season price	\$	\$	\$
	d. Salt/Sand Spreading	fixed season price	\$	\$	\$
		total season price	\$	\$	\$

South End Elementary School Outline



BID SHEET – continued

EQUIPMENT

Please list all of the equipment which will be used in the course of regular performance of snow removal and sanding. If equipment is not owned by you, please list the owner(s) below under remarks.

	Description	Quantity	Owned by Bidder	Owned by Others
1				
2				
3				
4				
5				
6				
7				

Remarks:

PROPOSED ICE MELT PRODUCT WITH SALT – descriptive literature including Material Safety Data Sheet must accompany information below

Brand Name	
Manufactured By	

PROPOSED ICE MELT PRODUCT WITHOUT SALT - descriptive literature including Material Safety Data Sheet must accompany information below

Brand Name	
Manufactured By	

BID SHEET – continued

EMPLOYEE INFORMATION

List all employees who will be used in the course of regular performance of snow removal and sanding. Indicate part or full time status for each employee listed.

	Name	How Long Employed	Full Time	Part Time
1				
2				
3				
4				
5				
6				
7				

Remarks:

Customer References – 3 Required

Provide the following information regarding your largest (acreage maintained) account:
(even if your firm has worked for the Board of Education in the past, this section must be filled out)

1	Name	Approximate Acreage
Address		
Contact		Phone

2	Name	Approximate Acreage
Address		
Contact		Phone

3	Name	Approximate Acreage
Address		
Contact		Phone

BID SHEET – continued

When snow accumulation requires relocation of snow accumulation on-site or off-site, such relocation and the amount to be relocated shall be determined and authorized prior to any movement by:

Mr. Charles Beliveau Supervisor of Buildings and Grounds 860.628.3392
or
Mr. Peter Romano Operations Administrator 860.628.3200 ext 206

No decision to relocate, or the amount to relocate, will be made by the contractor unless a safety concern is confronted. In such cases, the contractor shall remedy the safety concern and report the action to Mr. Romano (phone number above) as soon as practical.

Please provide your contingency plan should the accumulation of snow require the removal of snow from the premises or from one area to another on-site. Show and describe what equipment you would employ (i.e. number of vehicles, type of vehicles, size of vehicles), ownership of said equipment and the proposed hourly cost of each piece of equipment inclusive of the manpower as required for each piece of equipment.

List the legal disposal site you will use if removal from the premises becomes necessary and list the machinery to be used and the cost of each per hour.

Disposal Site Address	

Name/Address of Site Owner	
	Phone

Equipment to be used:

Description	Cost Per Hour Including Operator

Equipment Owned By: _____

Address: _____

BID SHEET

By submitting this bid, bidder agrees to all of the provisions and conditions contained herein pages 1 through 35.

The Board of Education reserves the option to extend any contract or award developed under this bid, under the same terms and conditions, for a period not to exceed the length of the original award, if agreeable to both parties.

NON COLLUSIVE BID STATEMENT

The undersigned bidder, having fully informed himself regarding the accuracy of the statements made herein, certifies that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition, and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Board of Education to consider the bid and make an award in accordance therewith.

Legal Name of Business	
Business Address	street
	city
	state
	zip
	phone
	fax
	Email address
Person Authorized to Sign for Company	
Signature of Authorized Person	
Date	

TO: BOARD OF EDUCATION FINANCE COMMITTEE

FROM: LISA R. JONES, ACCOUNTING/PURCHASING MANAGER

SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATOR (AED's)

DATE: SEPTEMBER 3, 2014

We are pleased to inform you that the district has received 3 AED's that were donated from Hoops for Heart Health through the Plainville-Southington Health District.

In ensuring that all of our school buildings have AED's we are requesting approval to purchase additional units for the 4 locations identified below. The cost to purchase these additional units would total \$5,600.

1. ALTA,
2. Strong Elementary School,
3. Flanders Elementary School, and
4. Vocational Agricultural (VOAG).

Currently the Maintenance Building does not have an AED unit at their facility. The Administration would like for the Finance Committee to discuss if a unit should be placed at this facility as well.

The district has not provided funding or AED units at our Non-Public School locations, St. Thomas and St. Dominic's or Central Christian Academy. We would recommend if the opportunity of future fundraising with the Hoops for Heart Health Program become available consideration should be given to these schools.

Memorandum of Understanding
and
Scope of Work

to be completed by

Paula Quinn
(Contractor)

for

Southington Public Schools
200 North Main Street
Southington, CT 06489
(Contractee)

Elementary Counseling Grant

2014 - 2015

**Memorandum of Understanding
and
Scope of Work
for
External Evaluation of Southington Public School's
Elementary Counseling Grant
Funded by the
U.S. Department of Education**

This memorandum of understanding presents an agreement and a proposed outline of work to be completed by the Contractor, Quinn Evaluation Consulting, for the Contractee, the Southington Public Schools, for the external evaluation of the Elementary Counseling Grant for its second year (July 1, 2014 – June 30, 2015) of the three year grant. A Memorandum of Understanding (MOU) for the third year will be submitted at the end of the current grant year. Any changes to this agreement as a result of changes in the grant or its timeline will be submitted by Quinn Evaluation Consulting, as appropriate.

The outline of work for the project's evaluation in year two will meet the specific needs of the accepted program proposal by the U.S. Department of Education. Accordingly, the contractor will conduct formative and summative evaluative services over the second year of the grant period for the Southington Public Schools for the Elementary Counseling Grant.

The overall purpose of this evaluation will be to provide information to the Contractee and the federal program officer on an ongoing basis and at specified intervals about the project's effectiveness during the first year of implementation and also to measure and describe its impact on teachers, students, counselors, schools and the district.

Deliverables will include a formative report at the end of the program year (or the Annual Performance Report [APR] as specified by the federal program officer). These deliverables will report on the project's development over time, as well as provide periodic updates and/or reports on the process of evaluation, findings, and the project's impact.

Tasks

To accomplish these services during the term of the grant, the contractor will continue to develop the evaluation design to include the completion of these **or other evaluation tasks** as needed but found to be more necessary for a successful evaluation of this particular project:

- In collaboration with the Project Director, develop a schedule of deliverables, and then submit deliverables on time.
- Create databases for entry and analysis of project-specific data.
- In collaboration with the Project Director, provide management for office and field operations specific to the evaluation.
- Maintain communications with project officials at local and federal levels as needed.
- Collect various documents, materials, and plans completed for, developed for or related to the grant.

- Conduct ongoing development and refinement of the evaluation design.
- Provide ongoing consulting for process improvement and other needs with the project's leadership and its Advisory Committee on the evaluation process and progress.
- Attend and participate in the project's Advisory Committee meetings and various project planning events for counselors and other participants, and, when relevant and necessary, provide follow-up procedures following each.
- Collect formal and informal interview data from counselors, teachers, key program personnel, partners, and program consultants while on site, by telephone, and/or through electronic communications.
- Develop survey and assessment instruments specific to the project's needs for evaluation.
- Administer survey and assessment instruments on site, electronically or through the mail.
- Provide follow-up activity on survey administration, including monitoring return rates, repeat/reminder mailings, and related procedures.
- Manage and analyze quantitative and qualitative data.
- Provide ongoing communication with the project's leaders and provide verbal reporting on project's progress as needed.
- Cooperate with project leadership team to produce the second formative report (APR) for 2014-2015 project year.
- Cover all expenses related to the project evaluation, including costs for communication, duplication, postage, local specific travel (an exception exists for national travel requested by the project), office expenses, office supplies, and data entry.

For these evaluation-specific services in year one of the Elementary Counselor Grant, the Southington Public School District agrees to pay Contractor a fee of \$25,000 for services performed in year one of the Elementary Counselor Grant.

First payment of \$6,250 will be initiated upon receipt of signed contract (MOU). Additional payments will be made in three equal payments of \$6,250 within 30 days of receiving invoice. Invoice will be provided no later than the 30th day of the following months: December, March and June.

Signed:

Date: _____

Karen L. Smith, Assistant Superintendent

Date: _____

Paula Quinn, Contractor



SOUTHTON PUBLIC SCHOOLS

Sherri DiNello
Director of Business & Finance

MEMO

TO: Finance Committee Members
DATE: September 8, 2014
RE: Gas / Electricity Contract Update

Peter Romano and I were invited to attend an Energy Summit meeting held on September 3, 2014 that the Town Manager, Garry Brumback, organized. In attendance at this meeting, in addition to the Mr. Brumback, were representatives from the Town Finance and Engineering offices, Dawn Miceli from the Town Council, and the following vendors:

Turning Earth
Quantum Biopower
Noresco
Woodard & Curran
Greenskies

Mr. Brumback summarized that the purpose of the meeting was to create a multifaceted approach on energy strategies with the town and schools together. He outlined three key components: energy procurement, energy generation and energy management. The timing of this meeting is helpful because of the pending expiration of our electricity and gas contracts. At our Finance meeting, I will share the next steps and plans for a presentation that Mr. Brumback is organizing for the Town Council meeting on September 22nd.



SOUTHTON PUBLIC SCHOOLS

Sherri DiNello
Director of Business & Finance

MEMO

TO: Finance Committee Members
DATE: September 8, 2014
RE: End-of-Year Closeout – June 30, 2014

The Board of Education budget ended the June 30, 2014 fiscal year with a balance of \$13,079. Attached is the final Expenditure Report and the data used to compile the Form ED001, End of Year School Report, with the State Department of Education.

Previous
 ↓
 13-14

Run Date 09/03/14 11:22 AM

For 07/01/13 - 06/30/14

Periods 00 - 13

SOUTHINGTON PUBLIC SCHOOLS
 Expenditure Summary Report

Page No 1
 FJEXS06B

Account No/Description	Expenditures and Encumbrances				Exp/Enc Summary			
	Original Budget	Adjustments	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
10 REGULAR EDUCATION								
11110 ADMINISTRATIVE SALARIES	714,295.00		714,295.00	.00	706,774.33	706,774.33	7,520.67	98.95
11120 CLERICAL SALARIES	352,229.00		352,229.00	.00	369,305.40	369,305.40	-17,076.40	104.85
11135 DATA PROCESSING SALARIES	512,883.00		553,033.00	.00	534,959.67	534,959.67	18,073.33	96.73
11140 FISCAL SALARIES	325,965.00		325,965.00	.00	328,234.01	328,234.01	-2,269.01	100.70
11210 PRINCIPALS & COORDINATORS SALARIES	2,754,112.00		2,816,250.00	.00	2,778,687.59	2,778,687.59	37,562.41	98.67
11300 TEACHER SALARIES	28,453,033.00		28,455,205.00	.00	27,597,580.87	27,597,580.87	857,624.13	96.99
11500 LIBRARY/MEDIA SALARIES	545,751.00		545,751.00	.00	546,722.13	546,722.13	-971.13	100.18
11600 SCHOOL SECRETARY SALARIES	1,408,785.00		1,408,785.00	.00	1,400,647.94	1,400,647.94	8,137.06	99.42
11710 SCHOOL PHYSICIAN SALARY	12,395.00		12,395.00	.00	14,895.00	14,895.00	-2,500.00	120.17
11715 STUDENT PHYSICAL FEES	3,000.00		3,000.00	.00	1,992.41	1,992.41	1,007.59	66.41
11720 REGISTERED NURSES SALARIES	569,096.00		569,096.00	.00	563,858.02	563,858.02	5,237.98	99.08
11740 LICENSED PRAC. NURSES SALARIES	119,839.00		130,949.00	.00	143,539.99	143,539.99	-12,590.99	109.62
11810 CUSTODIAL SALARIES	1,448,205.00		1,448,205.00	.00	1,455,916.40	1,455,916.40	-7,711.40	100.53
11820 MAINTENANCE SALARIES	935,013.00		935,013.00	.00	925,872.82	925,872.82	9,140.18	99.02
11900 GUIDANCE SALARIES	1,343,862.00		1,343,862.00	.00	1,317,277.45	1,317,277.45	26,584.55	98.02
11910 COACHING SALARIES	357,772.00		360,863.00	.00	342,791.09	342,791.09	18,071.91	94.99
11915 ATHL. ATTENDENTS SALARIES	3,000.00		3,000.00	.00	8,607.10	8,607.10	-5,607.10	286.90
11916 EVENT SUPERVISOR & CHAPERONES	28,000.00		28,000.00	.00	36,179.68	36,179.68	-8,179.68	129.21
11920 STIPEND SALARIES	74,631.00		74,631.00	.00	73,670.50	73,670.50	960.50	98.71
11922 DETENTION SALARIES	10,200.00		10,200.00	.00	8,110.71	8,110.71	2,089.29	79.52
12100 PARAPROFESSIONAL SALARIES	612,225.00		612,225.00	.00	540,293.57	540,293.57	71,931.43	88.25
12150 RETIREMENT COMPENSATION	197,856.00		197,856.00	.00	480,439.52	480,439.52	-282,583.52	242.82
12200 TEACHER SUBSTITUTES	425,894.00		425,894.00	.00	981,662.47	981,662.47	-555,768.47	230.49
12205 TEACHER SUBST:SCHOOL BUSINESS	48,000.00		48,000.00	.00	41,435.00	41,435.00	6,565.00	86.32
12220 SECRETARY SUBSTITUTES	4,500.00		4,500.00	.00	15,089.95	15,089.95	-10,589.95	335.33
12230 CUSTODIAL SUBSTITUTES	20,000.00		20,000.00	.00	17,940.90	17,940.90	2,059.10	89.70
12400 PARAPROFESSIONAL SUBSTITUTES	2,000.00		2,000.00	.00	7,205.77	7,205.77	-5,205.77	360.29
12510 ATHLETIC TRAINER SERVICES	15,347.00		15,347.00	.00	15,347.00	15,347.00	.00	100.00
12700 NURSE SUBSTITUTES	62,320.00		62,320.00	.00	93,249.10	93,249.10	-30,929.10	149.63
12820 SUMMER MAINT. SALARIES	10,260.00		10,260.00	.00	9,234.84	9,234.84	1,025.16	90.01
12830 CROSSING GUARD SALARIES	95,530.00		95,530.00	.00	100,299.68	100,299.68	-4,769.68	104.99
12840 SECUR. ATTENDANTS SALARIES	135,022.00		135,022.00	.00	135,783.82	135,783.82	-761.82	100.56
14100 WORK STUDY SALARIES	6,000.00		6,000.00	.00	4,898.90	4,898.90	1,101.10	81.65
14200 NEW PERSONNEL SALARIES	118,661.00		.00	.00	.00	.00	.00	.00
20110 MUNICIPAL RETIREMENT ADMIN. FEE	887,222.00		887,222.00	.00	868,755.90	868,755.90	18,466.10	97.92
20210 SOCIAL SECURITY FEES	415,400.00		415,400.00	.00	397,596.95	397,596.95	17,803.05	95.71
20230 MEDICARE FEES	510,100.00		510,100.00	.00	521,979.52	521,979.52	-11,879.52	102.33
20310 HEALTH INSURANCE	9,171,184.00		9,171,184.00	.00	9,236,000.30	9,236,000.30	-64,816.30	100.71
20320 LIFE & DISABILITY INSURANCE	83,000.00		83,000.00	.00	78,632.17	78,632.17	4,367.83	94.74
20410 UNEMPLOYMENT INSURANCE	50,000.00		50,000.00	.00	39,516.74	39,516.74	10,483.26	79.03
20510 WORKERS' COMPENSATION	600,980.00		563,553.00	.00	563,551.63	563,551.63	1.37	100.00
31200 PROFESSIONAL DEVELOPMENT	116,000.00		116,000.00	.00	120,877.18	120,877.18	-4,877.18	104.20
31300 TUITION REIMBURSEMENT-SEA	20,000.00		20,000.00	.00	7,500.00	7,500.00	12,500.00	37.50

SOUTHINGTON PUBLIC SCHOOLS

For 07/01/13 - 06/30/14

Expenditure Summary Report

FJEXS06B

Periods 00 - 13

Expenditures and Encumbrances

Exp/Enc Summary

Account No/Description	Original Budget	Adjustments	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
10 REGULAR EDUCATION								
31800 LEGAL FEES	75,000.00		75,000.00	.00	84,592.00	84,592.00	-9,592.00	112.79
31900 PROFESSIONAL & TECHNICAL SERVICES	55,000.00		55,000.00	.00	71,604.98	71,604.98	-16,604.98	130.19
31950 DATABASE SERVICES	8,869.00		8,869.00	.00	9,188.02	9,188.02	-319.02	103.60
32110 WATER AND SEWER	89,190.00		89,190.00	.00	89,813.08	89,813.08	-623.08	100.70
32120 ELECTRICITY	1,625,500.00		1,625,500.00	.00	1,650,700.50	1,650,700.50	-25,200.50	101.55
32125 ENERGY CONSERVATION	24,930.00		24,930.00	.00	9,600.00	9,600.00	15,330.00	38.51
32140 CONTRACTED REFUSE	82,779.00		73,779.00	.00	76,297.83	76,297.83	-2,518.83	103.41
32200 CONTRACTED CUSTODIAL SERVICES	252,874.00		252,874.00	.00	249,558.04	249,558.04	3,315.96	98.69
32201 SHS HVAC	39,848.00		39,848.00	.00	36,722.74	36,722.74	3,125.26	92.16
32301 UPKEEP OF GROUNDS	31,000.00		24,344.25	.00	21,534.34	21,534.34	2,809.91	88.46
32302 MAINTENANCE OF ATHLETIC FIELDS	39,450.00		39,450.00	.00	37,985.85	37,985.85	1,464.15	96.29
32303 REPL. OF WINDOW COVERINGS	1,000.00		1,732.82	.00	1,732.82	1,732.82	.00	100.00
32304 REPAIR OF GLASS	4,000.00		6,220.96	.00	6,725.96	6,725.96	-505.00	108.12
32305 BURNER/BOILER REPAIR SERVICES	16,689.00		14,573.19	.00	14,573.19	14,573.19	.00	100.00
32306 CONTRACTED SERVICE HEAT REPAIR	54,246.00		45,776.00	.00	49,481.63	49,481.63	-3,705.63	108.10
32307 CONTRACTED CLOCK & BELL REPAIR	7,640.00		2,549.01	.00	2,549.01	2,549.01	.00	100.00
32308 CONTRACTED PUBLIC ADDRESS SYSTEM	29,071.00		28,182.22	.00	29,643.13	29,643.13	-1,460.91	105.18
32309 CONTRACT SERVICE ELEVATORS	32,728.00		32,728.00	.00	36,552.82	36,552.82	-3,824.82	111.69
32310 OTHER EXPENSES FOR REPAIR	16,027.00		12,437.20	.00	12,437.20	12,437.20	.00	100.00
32313 COPIER REPAIR	94,681.00		82,681.00	.00	70,328.22	70,328.22	12,352.78	85.06
32316 ALL OTHER CONTRACTS	10,884.50		10,884.50	.00	11,526.09	11,526.09	-641.59	105.89
32317 MUSICAL INSTRUMENT REPAIR	14,924.00		14,924.00	.00	11,106.31	11,106.31	3,817.69	74.42
32318 INSTRUCTIONAL EQUIPMENT REPAIRS	11,478.00		11,478.00	.00	8,738.70	8,738.70	2,739.30	76.13
32319 OTHER EQUIPMENT REPAIR	39,692.00		43,680.02	.00	50,742.02	50,742.02	-7,062.00	116.17
32320 SPECIAL EQUIPMENT REPAIR	15,831.00		21,250.56	.00	25,929.91	25,929.91	-4,679.35	122.02
32322 ROOF REPAIR	4,371.00		10,350.77	.00	11,591.21	11,591.21	-1,240.44	111.98
32323 COMPUTER MAINTENANCE INSTRUCTION	25,277.62		25,277.62	.00	25,184.98	25,184.98	92.64	99.63
32324 COMPUTER MAINTENANCE HARDWARE	25,512.08		25,512.08	.00	24,215.48	24,215.48	1,296.60	94.92
32325 COMPUTER MAINTENANCE SOFTWARE	178,717.80		178,717.80	.00	157,649.60	157,649.60	21,068.20	88.21
32405 PROPERTY/LIABILITY/ AUTO INSURANCE	197,769.00		189,572.00	.00	189,571.90	189,571.90	.10	100.00
32415 STUDENT INSURANCE	16,021.00		25,178.00	.00	25,178.00	25,178.00	.00	100.00
32510 RENTAL & LEASING OF EQUIPMENT	387,434.00		387,434.00	.00	394,278.82	394,278.82	-6,844.82	101.77
32520 RENTAL OF FACILITIES	232,463.00		232,463.00	.00	234,216.52	234,216.52	-1,753.52	100.75
32800 RAVE AND OTHER AV REPAIRS	3,000.00		3,000.00	.00	1,721.71	1,721.71	1,278.29	57.39
32900 CARE OF GROUNDS	55,432.00		55,432.00	.00	42,486.00	42,486.00	12,946.00	76.65
32910 CARE OF DRIVES & WALKS	139,863.00		139,863.00	.00	147,300.35	147,300.35	-7,437.35	105.32
33100 SYSTEMWIDE TRANSPORTATION	1,422,787.00		1,485,787.00	.00	1,497,292.25	1,497,292.25	-11,505.25	100.77
33300 VOCATIONAL EDUCATION TRANSPORTATION	140,260.00		147,260.00	.00	140,177.62	140,177.62	7,082.38	95.19
33700 NON-PUBLIC SCHOOL TRANSPORTATION	335,184.00		360,184.00	.00	341,959.22	341,959.22	18,224.78	94.94
33800 MAGNET SCHOOL TUITIONS	396,816.00		465,219.00	.00	508,843.00	508,843.00	-43,624.00	109.38
33810 PRINCIPALS / TEACHERS PROF. CONFERENCES	10,000.00		10,000.00	.00	3,025.66	3,025.66	6,974.34	30.26
33900 BOARD OF EDUCATION EXPENSES	6,500.00		6,500.00	.00	9,270.25	9,270.25	-2,770.25	142.62
33905 ADMINISTRATIVE EXPENSES	1,000.00		1,000.00	.00	1,281.07	1,281.07	-281.07	128.11

For 07/01/13 - 06/30/14

Expenditure Summary Report

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Expenditures and Encumbrances

Exp/Enc Summary

Account No/Description	Original Budget	Adjustments	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
10 REGULAR EDUCATION								
33910 CENTRAL OFFICE CONFERENCES AND TRAVEL	8,000.00		8,000.00	.00	8,141.23	8,141.23	-141.23	101.77
33920 BUSINESS OFFICE TRAVEL EXPENSES	1,500.00		1,500.00	.00	923.61	923.61	576.39	61.57
33925 OTHER ADMINISTRATIVE TRAVEL EXPENSES	19,000.00		19,000.00	.00	19,030.68	19,030.68	-30.68	100.16
33930 TEACHERS' TRAVEL EXPENSES	5,400.00		5,400.00	.00	7,801.64	7,801.64	-2,401.64	144.47
33950 NURSES' TRAVEL EXPENSES	300.00		300.00	.00	57.68	57.68	242.32	19.23
33960 MAINTENANCE TRAVEL EXPENSES	5,000.00		5,000.00	.00	3,736.95	3,736.95	1,263.05	74.74
34100 POSTAGE	43,000.00		43,000.00	.00	46,193.23	46,193.23	-3,193.23	107.43
34200 TELEPHONE	234,684.00		234,684.00	.00	246,128.88	246,128.88	-11,444.88	104.88
35100 RECRUITING	3,000.00		3,000.00	.00	3,232.94	3,232.94	-232.94	107.76
35200 ADVERTISING	2,000.00		2,000.00	.00	3,584.18	3,584.18	-1,584.18	179.21
36100 PRINTING EXPENSES	11,800.00		11,800.00	.00	10,149.96	10,149.96	1,650.04	86.02
36200 RECYCLING SERVICES	9,426.00		9,426.00	.00	7,152.12	7,152.12	2,273.88	75.88
39200 MIDDLE SCHOOL ATHLETIC TRANSPORTATION	15,348.00		15,348.00	.00	21,211.17	21,211.17	-5,863.17	138.20
39300 HIGH SCHOOL ATHLETIC TRANSPORTATION	75,790.00		75,790.00	.00	84,323.12	84,323.12	-8,533.12	111.26
39440 BAND & ORCHESTRA FIELD TRIPS	22,000.00		22,000.00	.00	25,027.31	25,027.31	-3,027.31	113.76
39450 SYSTEMWIDE FIELD TRIPS	26,000.00		26,000.00	.00	17,521.18	17,521.18	8,478.82	67.39
39470 STUDENT ACTIVITIES	4,160.00		4,160.00	.00	-500.00	-500.00	4,660.00	-12.02
40110 CENTRAL OFFICE CLERICAL SUPPLIES	15,500.00		15,500.00	.00	21,208.74	21,208.74	-5,708.74	136.83
40210 AUDIO VISUAL SUPPLIES	26,725.00		26,725.00	.00	17,880.95	17,880.95	8,844.05	66.91
40300 GENERAL TEACHING SUPPLIES	223,749.00		223,749.00	.00	158,356.79	158,356.79	65,392.21	70.77
40305 CONTENT AREA LITERACY SUPPORT	14,865.00		14,865.00	.00	10,622.89	10,622.89	4,242.11	71.46
40310 KINDERGARTEN CLASSROOM SUPPLIES	14,000.00		14,000.00	.00	21,670.86	21,670.86	-7,670.86	154.79
40320 COORDINATORS PROGRAM SUPPLIES	12,200.00		12,200.00	.00	11,073.61	11,073.61	1,126.39	90.77
40400 ART SUPPLIES	61,534.00		53,734.00	.00	37,639.07	37,639.07	16,094.93	70.05
40600 TECHNOLOGY EDUCATION SUPPLIES	44,946.00		44,946.00	.00	34,124.92	34,124.92	10,821.08	75.92
40700 FAMILY & CONSUMER SCIENCE SUPPLIES	26,415.00		20,015.00	.00	16,791.86	16,791.86	3,223.14	83.90
40800 OCCUPATIONAL SERVICES	4,020.00		4,020.00	.00	2,526.54	2,526.54	1,493.46	62.85
40900 MUSIC SUPPLIES	35,348.00		35,348.00	.00	24,352.85	24,352.85	10,995.15	68.89
40910 INSTRUMENTAL MUSIC SUPPLIES	11,750.00		11,750.00	.00	4,296.06	4,296.06	7,453.94	36.56
40920 PHYSICAL EDUCATION SUPPLIES	15,372.00		13,152.00	.00	7,579.80	7,579.80	5,572.20	57.63
41100 TESTING SUPPLIES	33,120.00		33,120.00	.00	23,148.15	23,148.15	9,971.85	69.89
41150 MATH SUPPLIES	22,238.00		21,678.00	.00	14,513.38	14,513.38	7,164.62	66.95
41200 SCIENCE SUPPLIES	67,940.00		67,940.00	.00	46,393.24	46,393.24	21,546.76	68.29
41300 HEALTH SUPPLIES	20,073.00		20,073.00	.00	14,972.63	14,972.63	5,100.37	74.59
41410 CUSTODIAL SUPPLIES	167,580.00		166,754.00	.00	151,283.92	151,283.92	15,470.08	90.72
41420 OPERATION OF VEHICLES	27,000.00		27,000.00	.00	49,283.98	49,283.98	-22,283.98	182.53
41430 REPAIR OF BUILDINGS	187,500.00		195,970.00	.00	206,671.71	206,671.71	-10,701.71	105.46
41440 ENVIRONMENTAL & SAFETY	21,000.00		21,000.00	.00	36,379.42	36,379.42	-15,379.42	173.24
41500 OIL HEAT	233,100.00		233,100.00	.00	373,493.27	373,493.27	-140,393.27	160.23
41650 GAS HEAT	371,316.00		371,316.00	.00	466,423.47	466,423.47	-95,107.47	125.61
41800 MISCELLANEOUS EXPENSES	15,000.00		15,000.00	.00	16,128.77	16,128.77	-1,128.77	107.53
41850 GRADUATION EXPENSES	13,700.00		13,700.00	.00	13,975.49	13,975.49	-275.49	102.01
41950 COPIER SUPPLIES	36,112.00		36,112.00	.00	33,523.90	33,523.90	2,588.10	92.83

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Account No/Description	Expenditures and Encumbrances				Exp/Enc Summary			
	Original Budget	Adjustments	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
10 REGULAR EDUCATION								
42100 TEXTBOOK REPLACEMENT	101,600.00		101,600.00	.00	79,061.34	79,061.34	22,538.66	77.82
42250 MATH CONSUMABLE WORKBOOKS	65,000.00		65,000.00	.00	64,572.50	64,572.50	427.50	99.34
42300 CONSUMABLE ACTIVITY BOOKS	94,191.00		86,375.19	.00	54,366.94	54,366.94	32,008.25	62.94
42400 PERIODICALS	.00		.00	.00	673.88	673.88	-673.88	.00
42500 COMPUTER SOFTWARE	43,400.00		43,400.00	.00	29,874.43	29,874.43	13,525.57	68.84
42600 COMPUTER SUPPLIES	61,600.00		69,075.00	.00	55,559.56	55,559.56	13,515.44	80.43
42800 HEALTH EDUCATION SUPPLIES	3,606.00		3,606.00	.00	2,054.03	2,054.03	1,551.97	56.96
43100 LIBRARY BOOKS	45,210.00		45,210.00	.00	35,865.92	35,865.92	9,344.08	79.33
43200 OTHER LIBRARY EXPENSES	6,579.00		6,579.00	.00	4,769.42	4,769.42	1,809.58	72.49
44100 SUBSCRIPTIONS	11,021.00		11,021.00	.00	5,618.27	5,618.27	5,402.73	50.98
46200 NEW ALTHLETIC EQUIPMENT	10,000.00		10,000.00	.00	9,917.22	9,917.22	82.78	99.17
46300 MIDDLE SCHOOL REPLACEMENT OF ATHLETIC EQ	2,000.00		2,000.00	.00	1,984.00	1,984.00	16.00	99.20
46400 HIGH SCHOOL REPLACEMENT OF ATHLETIC EQUI	33,500.00		33,500.00	.00	33,908.19	33,908.19	-408.19	101.22
46470 HIGH SCHOOL FIRST AID SUPPLIES	5,237.00		5,237.00	.00	5,130.76	5,130.76	106.24	97.97
46472 AWARDS AND PROGRAMS	9,300.00		9,300.00	.00	7,959.03	7,959.03	1,340.97	85.58
46473 OFFICIATING EXPENSES	24,150.00		24,150.00	.00	31,880.00	31,880.00	-7,730.00	132.01
46500 MIDDLE SCHOOL REPAIR OF ATHLETIC EQUIPME	200.00		200.00	.00	195.44	195.44	4.56	97.72
46600 HIGH SCHOOL REPAIR OF ATHLETIC EQUIPME	14,296.00		14,296.00	.00	14,263.92	14,263.92	32.08	99.78
46900 MIDDLE SCHOOL FIRST AID SUPPLIES	400.00		400.00	.00	397.92	397.92	2.08	99.48
46910 MEDICAL SERVICES	1,800.00		1,800.00	.00	3,484.00	3,484.00	-1,684.00	193.56
48100 PETTY CASH	2,200.00		2,200.00	.00	1,875.00	1,875.00	325.00	85.23
49310 BUSINESS EDUCATION SUPPLIES	12,611.00		10,831.00	.00	5,074.95	5,074.95	5,756.05	46.86
49600 ALTERNATIVE EDUCATION PROGRAM	15,000.00		15,000.00	.00	7,551.65	7,551.65	7,448.35	50.34
49700 GUIDANCE SUPPLIES	12,352.00		12,177.00	.00	7,098.40	7,098.40	5,078.60	58.29
49900 ALIO & POWER SCHOOL SUPPLIES	20,000.00		20,000.00	.00	19,989.59	19,989.59	10.41	99.95
54100 EQUIPMENT ADMINISTRATION	5,000.00		5,000.00	.00	8,187.05	8,187.05	-3,187.05	163.74
54200 SCHOOL BASED EQUIPMENT	7,984.00		28,085.81	.00	78,128.39	78,128.39	-50,042.58	278.18
54300 TECHNOLOGY EQUIPMENT CONTING.	10,000.00		10,000.00	.00	16,330.56	16,330.56	-6,330.56	163.31
64000 DUES & MEMBERSHIP FEES	48,000.00		48,000.00	.00	53,468.40	53,468.40	-5,468.40	111.39
70101 HIGH SCHOOL SPECIAL PROJECTS	10,600.00		10,600.00	.00	14,541.85	14,541.85	-3,941.85	137.19
70105 SYSTEMWIDE SPECIAL PROJECTS	16,284.00		16,284.00	.00	44,781.00	44,781.00	-28,497.00	275.00
74400 MAJOR PROJECTS & EQUIPMENT	95,200.00		95,200.00	.00	296,688.15	296,688.15	-201,488.15	311.65
80100 SUMMER SCHOOL	.00		.00	.00	-.33	-.33	.33	.00
80200 JUMPSTART	24,950.00		24,950.00	.00	18,573.57	18,573.57	6,376.43	74.44
81112 SALARIES- DIRECTOR	4,000.00		4,000.00	.00	3,979.00	3,979.00	21.00	99.48
81113 SALARIES- TEACHERS	10,000.00		10,000.00	.00	9,892.69	9,892.69	107.31	98.93
81116 SALARIES- CLERICAL	3,000.00		3,000.00	.00	5,314.50	5,314.50	-2,314.50	177.15
81418 INSTRUCTIONAL SUPPLIES	10,925.00		10,925.00	.00	6,160.88	6,160.88	4,764.12	56.39
81450 LEARNING ACADEMY	17,320.00		17,320.00	.00	12,515.03	12,515.03	4,804.97	72.26
82113 VOAG - TEACHER SALARIES	340,729.00		364,929.00	.00	358,466.82	358,466.82	6,462.18	98.23
82116 VOAG - CLERICAL SALARIES	34,747.00		34,747.00	.00	35,881.31	35,881.31	-1,134.31	103.26
82118 VOAG - CUSTODIAL SALARIES	98,223.00		98,223.00	.00	101,712.53	101,712.53	-3,489.53	103.55
82203 VOAG - HEALTH INSURANCE	141,850.00		141,850.00	.00	141,850.00	141,850.00	.00	100.00

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Expenditures and Encumbrances

Exp/Enc Summary

Account No/Description	Original Budget	Adjustments	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
10 REGULAR EDUCATION								
82319 VOAG - WATER & SEWER	2,456.00		2,456.00	.00	1,654.70	1,654.70	801.30	67.37
82320 VOAG - GAS	20,158.00		20,158.00	.00	20,597.22	20,597.22	-439.22	102.18
82321 VOAG - ELECTRICITY	40,000.00		40,000.00	.00	39,414.16	39,414.16	585.84	98.54
82323 VOAG - PROPERTY SERVICES	10,000.00		13,500.00	.00	14,372.79	14,372.79	-872.79	106.47
82324 VOAG - PROPERTY INSURANCE	5,000.00		5,000.00	.00	5,000.00	5,000.00	.00	100.00
82338 VOAG - PROFESSIONAL TRAVEL	2,150.00		2,150.00	.00	3,367.42	3,367.42	-1,217.42	156.62
82339 VOAG - TEACHER TRAVEL	400.00		400.00	.00	300.00	300.00	100.00	75.00
82342 VOAG - TELEPHONE	450.00		450.00	.00	450.00	450.00	.00	100.00
82394 VOAG - FIELD TRIPS	3,400.00		3,400.00	.00	5,550.00	5,550.00	-2,150.00	163.24
82401 VOAG - OFFICE SUPPLIES	1,000.00		1,000.00	.00	524.05	524.05	475.95	52.41
82402 VOAG - AUDIO VISUAL SUPPLIES	2,000.00		2,000.00	.00	4,185.43	4,185.43	-2,185.43	209.27
82403 VOAG - TEACHING SUPPLIES	17,000.00		19,500.00	.00	37,860.66	37,860.66	-18,360.66	194.16
82414 VOAG - CUSTODIAL SUPPLIES	4,500.00		4,500.00	.00	4,109.45	4,109.45	390.55	91.32
82421 VOAG - TEXTBOOKS	1,500.00		1,500.00	.00	1,721.73	1,721.73	-221.73	114.78
82423 VOAG - WORKBOOKS	1,320.00		1,320.00	.00	1,253.38	1,253.38	66.62	94.95
82425 VOAG - COMPUTER SOFTWARE	1,750.00		1,750.00	.00	3,457.50	3,457.50	-1,707.50	197.57
82426 VOAG - COMPUTER SUPPLIES	2,000.00		2,000.00	.00	1,500.06	1,500.06	499.94	75.00
82431 VOAG - LIBRARY BOOKS	750.00		750.00	.00	981.63	981.63	-231.63	130.88
82440 VOAG - PERIODICALS	780.00		780.00	.00	745.53	745.53	34.47	95.58
82445 VO-AG EQUIPMENT	10,503.00		123,009.00	.00	93,796.62	93,796.62	29,212.38	76.25
90100 APPROPRIATED REVENUES	.00		406,182.00	.00	406,182.00	406,182.00	.00	100.00
10 REGULAR EDUCATION	63,640,999.00	654,824.00	64,295,823.00	.00	64,512,476.29	64,512,476.29	-216,653.29	100.34
15 SPECIAL EDUCATION								
20110 MUNICIPAL RETIREMENT ADMIN. FEE	345,031.00		345,031.00	.00	424,778.25	424,778.25	-79,747.25	123.11
20210 SOCIAL SECURITY FEES	195,500.00		195,500.00	.00	200,919.26	200,919.26	-5,419.26	102.77
20230 MEDICARE FEES	143,900.00		143,900.00	.00	146,620.80	146,620.80	-2,720.80	101.89
83110 CLERICAL SALARIES	206,184.00		206,184.00	.00	210,879.43	210,879.43	-4,695.43	102.28
83111 PRINCIPAL SALARY	34,040.00		34,040.00	.00	32,730.88	32,730.88	1,309.12	96.15
83112 ADMINISTRATIVE SALARIES	367,002.00		367,002.00	.00	367,002.00	367,002.00	.00	100.00
83113 TEACHER SALARIES	3,431,159.00		3,431,159.00	.00	3,387,084.61	3,387,084.61	44,074.39	98.72
83115 SPEECH PATHOLOGISTS SALARIES	670,848.00		670,848.00	.00	580,219.42	580,219.42	90,628.58	86.49
83116 PSYCHOLOGISTS SALARIES	524,230.00		524,230.00	.00	515,231.33	515,231.33	8,998.67	98.28
83117 SOCIAL WORKERS SALARIES	442,479.00		442,479.00	.00	439,443.80	439,443.80	3,035.20	99.31
83118 GUIDANCE SALARIES	221,805.00		221,805.00	.00	232,460.49	232,460.49	-10,655.49	104.80
83120 PRESCHOOL TEACHER SALARIES	244,002.00		244,002.00	.00	247,740.00	247,740.00	-3,738.00	101.53
83121 PARAPROFESSIONAL SALARIES	3,552,890.00		3,697,160.00	.00	3,562,682.46	3,562,682.46	134,477.54	96.36
83122 SUBSTITUTES SALARIES	138,545.00		138,545.00	.00	138,545.00	138,545.00	.00	100.00
83123 HOMEBOUND INSTRUCTOR SALARIES	105,000.00		105,000.00	.00	97,094.07	97,094.07	7,905.93	92.47
83124 PARAPROFESSIONAL SUBSTITUTES	27,000.00		27,000.00	.00	26,009.86	26,009.86	990.14	96.33
83125 EXTENDED SCHOOL YEAR SALARIES	83,052.00		83,052.00	.00	87,340.69	87,340.69	-4,288.69	105.16
83126 FAMILY RESOURCE SALARIES	.00		.00	.00	-189.33	-189.33	189.33	.00
83128 NEW PERSONNEL SALARIES	144,270.00		.00	.00	.00	.00	.00	.00
83129 ABA PROGRAM SALARIES	.00		300,000.00	.00	317,191.52	317,191.52	-17,191.52	105.73

SOUTHINGTON PUBLIC SCHOOLS

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Account No/Description	Original Budget	Adjustments	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
15 SPECIAL EDUCATION								
83203 HEALTH INSURANCE	3,536,116.00		3,536,116.00	.00	3,537,880.40	3,537,880.40	-1,764.40	100.05
83205 WORKERS' COMPENSATION	160,741.00		149,805.00	.00	149,804.37	149,804.37	.63	100.00
83206 LIFE & DISABILITY INSURANCE	35,080.00		35,080.00	.00	31,717.68	31,717.68	3,362.32	90.42
83313 OCCUPATIONAL / PHYSICAL THERAPY	520,000.00		520,000.00	.00	493,490.15	493,490.15	26,509.85	94.90
83314 EVALUATION & DIAGNOSTIC	40,000.00		40,000.00	.00	49,209.25	49,209.25	-9,209.25	123.02
83315 VOCATIONAL SERVICES	17,000.00		17,000.00	.00	3,284.28	3,284.28	13,715.72	19.32
83318 LEGAL SERVICES	15,000.00		15,000.00	.00	26,705.50	26,705.50	-11,705.50	178.04
83319 PURCHASED SERVICES	113,716.00		113,716.00	.00	48,624.02	48,624.02	65,091.98	42.76
83320 DIAGNOSTIC CENTER	105,000.00		105,000.00	.00	235,009.44	235,009.44	-130,009.44	223.82
83332 IN-TOWN TRANSPORTATION	698,136.00		628,136.00	.00	549,577.49	549,577.49	78,558.51	87.49
83335 OUT OF TOWN TRANSPORTATION	1,364,564.00		1,339,564.00	.00	1,320,713.83	1,320,713.83	18,850.17	98.59
83337 PROFESSIONAL DEVELOPMENT	18,000.00		18,000.00	.00	8,110.10	8,110.10	9,889.90	45.06
83338 PROFESSIONAL MEETINGS	2,500.00		2,500.00	.00	1,123.28	1,123.28	1,376.72	44.93
83339 ADMINISTRATIVE TRAVEL	5,500.00		5,500.00	.00	6,894.23	6,894.23	-1,394.23	125.35
83340 TRAVEL FOR INSTRUCTION	4,400.00		4,400.00	.00	1,097.73	1,097.73	3,302.27	24.95
83350 AUDIOLOGICAL SERVICES	130,418.00		130,418.00	.00	97,462.30	97,462.30	32,955.70	74.73
83369 APPLIED BEHAVIOR ANALYSIS PROGRAM	607,631.00		307,631.00	.00	158,076.81	158,076.81	149,554.19	51.39
83370 OUT OF TOWN TUITION	1,899,895.00		1,899,895.00	.00	2,252,962.54	2,252,962.54	-353,067.54	118.58
83371 AGENCY PLACEMENT TUITION	310,189.00		310,189.00	.00	156,737.51	156,737.51	153,451.49	50.53
83400 CLERICAL SUPPLIES	1,950.00		1,950.00	.00	2,066.17	2,066.17	-116.17	105.96
83401 OFFICE SUPPLIES	2,000.00		2,000.00	.00	1,094.62	1,094.62	905.38	54.73
83402 AUDIO VISUAL SUPPLIES	528.00		528.00	.00	427.84	427.84	100.16	81.03
83403 GENERAL TEACHING SUPPLIES	4,536.00		4,536.00	.00	2,141.62	2,141.62	2,394.38	47.21
83404 ART SUPPLIES	3,080.00		3,080.00	.00	2,293.86	2,293.86	786.14	74.48
83410 PHYSICAL EDUCATION SUPPLIES	352.00		352.00	.00	289.29	289.29	62.71	82.18
83411 TESTING SUPPLIES	25,500.00		25,500.00	.00	26,105.30	26,105.30	-605.30	102.37
83412 SCIENCE SUPPLIES	1,144.00		1,144.00	.00	576.29	576.29	567.71	50.38
83414 MATH SUPPLIES	228.00		228.00	.00	.00	.00	228.00	.00
83417 PROFESSIONAL MATERIALS	1,800.00		1,800.00	.00	.00	.00	1,800.00	.00
83421 TEXTBOOK REPLACEMENT	3,256.00		3,256.00	.00	2,565.45	2,565.45	690.55	78.79
83422 NEW PROGRAM TEXTS	2,500.00		2,500.00	.00	.00	.00	2,500.00	.00
83423 CONSUMABLE TEXTS	1,408.00		1,408.00	.00	1,096.52	1,096.52	311.48	77.88
83424 PERIODICALS	500.00		500.00	.00	259.50	259.50	240.50	51.90
83425 COMPUTER SOFTWARE	30,000.00		30,000.00	.00	24,953.34	24,953.34	5,046.66	83.18
83493 GIFTED & TALENTED SUPPLIES	3,000.00		3,000.00	.00	3,740.42	3,740.42	-740.42	124.68
83494 SYSTEMWIDE SPEECH SUPPLIES	2,000.00		2,000.00	.00	1,954.94	1,954.94	45.06	97.75
83495 INSTRUCTIONAL SUPPLIES	14,000.00		14,000.00	.00	14,231.77	14,231.77	-231.77	101.66
83496 SPECIALIZED MATERIALS	18,000.00		18,000.00	.00	17,954.06	17,954.06	45.94	99.74
83497 VOCATIONAL SUPPLIES	2,500.00		2,500.00	.00	631.82	631.82	1,868.18	25.27
83498 PERSCHOOL SPEECH SUPPLIES	1,000.00		1,000.00	.00	999.75	999.75	.25	99.98
83499 PRESCHOOL PROGRAM SUPPLIES	6,000.00		6,000.00	.00	5,921.93	5,921.93	78.07	98.70
83542 EQUIPMENT FOR INSTRUCTION	6,100.00		6,100.00	.00	4,966.77	4,966.77	1,133.23	81.42
15 SPECIAL EDUCATION	20,592,205.00	-105,936.00	20,486,269.00	.00	20,256,536.71	20,256,536.71	229,732.29	98.88

SOUTHINGTON PUBLIC SCHOOLS

For 07/01/13 - 06/30/14

Expenditure Summary Report

FJEXS06B

Periods 00 - 13

Expenditures and Encumbrances

Exp/Enc Summary

<u>Account No/Description</u>	<u>Original Budget</u>	<u>Adjustments</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumbrance</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent</u>
4 FY 2013/2014	84,233,204.00	548,888.00	84,782,092.00	.00	84,769,013.00	84,769,013.00	13,079.00	99.98

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 11, 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

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ X _____

Board Meeting Date _____ September 11, 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 Temporary Certificate for Occupancy were received for both schools the week of August 18th. Both schools opened on time August 28th with many new classrooms put into use for the first time. _____

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 Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 11, 2014

Decision Requested X Agenda Code 9 c

AGENDA REPORTING FORM

Agenda Topic: Administrator Evaluation Plan Update

Summary of Issue: Administration is asking that the Board of Education approve the 2014-2015 Administrator Evaluation and Support Plan. Included is an overview of the changes that were incorporated into the plan by the Administrator Evaluation and Support Plan Committee, as well as the full plan. The revised plan was submitted to the State Department of Education for their approval and is now required to be presented to the Board of Education for their approval. 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.

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

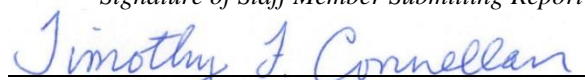
Recommendation or Comment: Motion to accept the revised copy of the Administrator Evaluation and Support Plan that was presented and approved by the State Department of Education on September 3, 2014.

Titles of Attachments:

- Overview of the Admin Eval Plan Update



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Administrator Evaluation Roll Out

1. Staff included for implementation in 2014-2015: All administrators: Assistant Superintendent, Principals, Assistant Principals, Directors, Coordinators (All administrators holding an 092).

2. Overview of Process:

August Orientation and Context setting	Completed by 10/15 Goal-setting Plan Development	January/February Mid-Year Formative Review	By June 30 Self-Assessment Summative Assessment
----------------------------------------------	--------------------------------------------------------	--------------------------------------------------	-------------------------------------------------------

3. Observations:

“Tenured” Administrators or Rating of Proficient or Exemplary	TWO observations
“New” to district or school OR Rating of Developing or Below Standard	FOUR Observations

4. Administrator Evaluation Categories

Category 1. Leadership Practice 40%

1. Performance Expectation 1: Vision, Mission and Goals 10%
2. Performance Expectation 2: Teaching and Learning 50%
3. Performance Expectation 3: Organizational Systems/Safety 10%
4. Performance Expectation 4: Families and Stakeholders 10%
5. Performance Expectation 5: Ethics and Integrity 10%
6. Performance Expectation 6: The Education System 10%

Definitions of indicators within expectation located in “Common Core of Leadership Evaluation Rubric.” Set one focus area within this document which should yield evidence for the evaluator.

Category 2. Stakeholder Feedback 10%

Baseline survey of teachers and parents (minimum) establishes one target for growth; post-survey should document evidence of growth.

NOTE: Categories 1 and 2 = Summative Practice 50% Rating.

Category 3. Student Learning 45%

*State Measures of Academic Learning-Progress and Results 22.5%. SPI generates rating.

*Locally-determined Measures- Progress and Results 22.5%. 2 SLOs written:

- one must be based on student outcomes from subjects/grades not state assessed
- one must be based on cohort and extended graduation rate (high school only)
- others may be based on state or district assessments not included in state accountability measures, school or classroom assessments in subjects/grades where state assessment is not available.

*State & Locally-determined Measures = Student Learning 45% Rating.

Administrator Evaluation Roll Out

Category 4. Teacher Effectiveness 5%

Rating based on % teachers rated proficient or exemplary on Student Growth and Development portion only.

NOTE: Categories 3 and 4 = Summative Outcome Related Indicators 50% Rating.

5. Goal Setting: Identify 2 student learning goals and one survey topic target and 1 area of focus for your practice.

Available Data	→→→→→			
Superintendent's Priorities	→→→→→	SLO 1	→→→→→	Focus Area 1 Set in Common Core of Leadership Performance Expectations
School Improvement Plan	→→→→→	SLO 2	→→→→→	
Prior Evaluation Results	→→→→→	Survey Target	→	

6. Levels of Performance:

- **Exemplary**—substantially exceeds target/indicators
- **Proficient**—met target/indicators
- **Developing**—made progress but did not meet target/indicators
- **Below Standard**—made little or no progress against target/indicators

7. Overall- Summative Rating Matrix

Overall Practice Rating					
		Exemplary	Proficient	Developing	Below Standard
		Overall Outcomes Rating	Exemplary	Exemplary	Exemplary
Proficient	Exemplary		Proficient	Proficient	Developing
Developing	Proficient		Proficient	Developing	Developing
Below Standard	<i>Gather further Information</i>		Developing	Developing	Below Standard

Administrator Evaluation Roll Out

1. Staff included for implementation in 2014-2015: All administrators: Assistant Superintendent, Principals, Assistant Principals, Directors, Coordinators (All administrators holding an 092).

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Administrator Evaluation Roll Out

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School Improvement Plan	→→→→→	SLO 2	→→→→	
Prior Evaluation Results	→→→→→	Survey Target	→	

6. Levels of Performance:

Exemplary—substantially exceeds target/indicators

Proficient—met target/indicators

Developing—made progress but did not meet target/indicators

Below Standard—made little or no progress against target/indicators

7. Overall- Summative Rating Matrix

Overall Practice Rating					
		Exemplary	Proficient	Developing	Below Standard
Overall Outcomes Rating	Exemplary	Exemplary	Exemplary	Proficient	<i>Gather further Information</i>
	Proficient	Exemplary	Proficient	Proficient	Developing
	Developing	Proficient	Proficient	Developing	Developing
	Below Standard	<i>Gather further Information</i>	Developing	Developing	Below Standard

**Southington Public Schools
Southington, CT**

Southington Administrator Evaluation and Development Plan

*The content of this document is meant for use in the Southington Public School District
beginning in the year 2014-2015.*

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**Southington's Administrator Evaluation and Development
Committee Members
2014-15**

Karen Smith

Assistant Superintendent of Schools

Kimberly Hunt

Personnel manager

Steve Madancy

Principal, Kennedy Middle School

Patricia Mazarella

Principal, Flanders Elementary School

Frank Pepe

Principal, DePaolo Middle School

Brian Stranieri

Assistant Principal, Southington High School

Richard Terino

Assistant Principal, Southington High School

Introduction

Southington's administrator evaluation and development system is applicable to all administrators working under the 092 certification. The Superintendent of Southington Public Schools shall annually evaluate or cause to be evaluated each administrator who serves in a role requiring a 092 certification, in accordance with the requirements of Connecticut General Statutes. This plan ascribes to the Common Core of Leading: Connecticut School Leadership Standards. This plan defines effective practice, encourages the exchange of accurate, useful information about strengths and development areas, and promotes collaboration and shared ownership for professional growth.

Design Principles

Purpose and Rationale

Effective teaching ensures student success, and effective teaching can only occur when administration provides effective leadership and the necessary support. To support our teachers and administrators, we need to clearly define excellent practice and results, give accurate, useful information about educators' strengths and development areas and provide opportunities for professional learning, growth and recognition. The purpose of the Southington Administrator Evaluation and Development system is to evaluate performance, fairly and accurately, and to help each educator strengthen his/her practice to improve student learning. Administrator effectiveness is defined in terms of (1) administrator practice (the actions taken by administrators that have been shown to impact key aspects of school life); (2) the results that come from this leadership (teacher effectiveness and student achievement); and (3) the perceptions of the administrator's leadership among key stakeholders in his/her community.

Core Design Principles

1. Administrator performance is evaluated in four areas:
 - Student learning (45%)
 - Administrator practice (40%)
 - Stakeholder feedback (10%)
 - Teacher effectiveness (5%)
2. Growth over time is an inherent expectation.
3. To ensure the accuracy of ratings, evidence of performance and observation of practice within the CCL Leadership Standards is paramount; however, of equal importance are the professional conversations between the evaluator and his/her evaluatee. Both should be considered to make an informed judgment about the quality and efficacy of practice.

This document describes the process of evaluation and delineates the four components that form its basis ~ *leadership practice, stakeholder feedback, student learning and teacher effectiveness.*

The sequence of steps taken by the evaluator/evaluatee to conclude a summative rating for the evaluatee are specified.

Administrator Evaluation and Development Overview

Southington's evaluation and development plan consists of multiple measures to ensure a comprehensive depiction of administrator performance. All administrators will be evaluated in four components, grouped into two major categories: Leadership Practice and Student Outcomes.

1. Leadership Practice Related Indicators: This category contains components that positively impact student learning.
 - a) Observation of Leadership Performance and Practice (40%) as defined in the Common Core of Leading (CCL): Connecticut School Leadership Standards
 - b) Stakeholder Feedback (10%) on leadership practice through surveys
2. Student Outcomes Related Indicators: This category is comprised of two components that reflect the administrator's contribution to student academic progress at the school and classroom level.
 - a) Student Learning (45%) assessed in equal weight by 1) progress on the academic learning measures in the state's accountability system for schools and 2) performance and growth on locally-determined measures
 - b) Teacher Effectiveness Outcomes (5%) as determined by an aggregation of teachers' success with respect to Student Learning Objectives (SLOs)

Ratings from each of the four components will be combined to produce a summative performance rating of Exemplary, Proficient, Developing, or Below Standard. The ratings are defined as follows:

Exemplary – substantially exceeding indicators of performance

Proficient – meeting indicators of performance

Developing – meeting some indicators of performance but not others

Below Standard – not meeting indicators of performance.

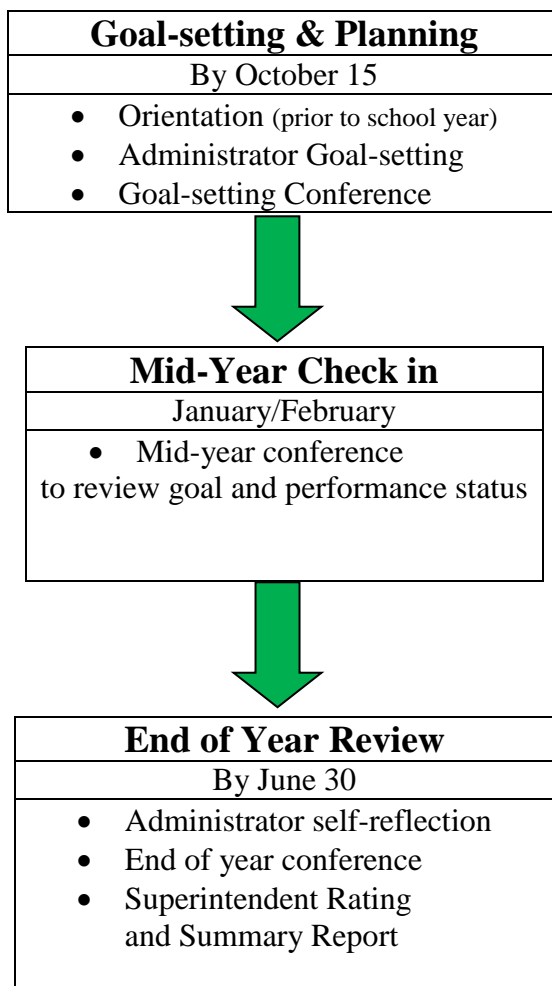
Process and Timeline

Orientation

To begin, the superintendent or designee will provide the administrator with materials that present the evaluation and development process along with any necessary information (i.e., SPI, Stakeholder Survey results, District Strategic Plan, School Improvement Plan). Materials must include the following:

- assessment rubric for administrator practice
- instruments employed to gather feedback from staff, families, and, if incorporated, student feedback
- forms utilized within the process
- a copy of this document which details the process and calculation involved in integrating the elements of evaluation into an overall, summative rating.

Conferences



Step 1 / Goal-setting

Prior to the goal-setting conference, the administrator will craft at least two SLOs and one Survey Target that will form the basis of discussion. A focus area or areas to support the achievement of the SLOs and Survey Target will be identified in this conference. While it is understood that any administrator shall attend to each of the Common Core of Leading: Connecticut School Leadership Standards, a given Performance Expectation's Element may form the focus area that can produce the greatest impact on the administrator's practice and thus, summative evaluation rating.

The superintendent or designee and administrator will mutually agree on the measures and performance targets for the student learning indicators, teacher effectiveness outcomes, and stakeholder feedback. The evaluator and administrator will also identify the focus area(s) for development of administrator practice aligned to the Connecticut School Leadership Standards. Any professional development and resource needs to support the administrator in meeting the performance targets will be discussed. If the evaluator and the evaluatee are unable to agree on the goals, the sources of evidence, and/or support needed, the dispute shall be submitted to a subcommittee of Southington's Administrator Evaluation and Development Committee. The superintendent and

the president of the collective bargaining unit may each designate self or select one representative from the Southington Administrator Evaluation and Development Committee to constitute this subcommittee and select a neutral party mutually agreed upon between them. The decision of the evaluation team shall be binding. Orientation and the goal-setting conference results are depicted below:

Available Data	→→→			Focus Area(s) <i>Aligned to Common Core of Leadership Performance Expectations and selected to assist in accomplishing the SLOs and Survey Target</i>
Superintendent's Priorities	→→→	SLO 1	→→→	
School Improvement Plan	→→→	SLO 2	→→→	
Prior Evaluation Results	→→→	Survey Target	→→→	

Forty-five percent (45%) of an administrator’s summative rating is based on multiple student learning indicators.

1. Twenty-two point five percent (22.5%) of an administrator’s evaluation shall be based only on student performance and/or growth on the state-administered assessments in core content areas that are part of the state’s approved school accountability system.

This portion must include

- a) School Performance Index (SPI) progress from year to year;
- b) SPI progress for student subgroups.

This portion may include

- a) SPI rating
- b) SPI rating for student subgroups.

The local district will determine the relative weight on each of the above components.

2. Twenty-two point five percent (22.5%) of an administrator’s evaluation shall be based on at least two locally-determined indicators of student learning, at least one of which must include student outcomes from subjects and/or grades not assessed on state-administered assessments. Any measure must be aligned to Common Core of State Standards and Connecticut Content Standards. ***For administrators in high schools, selected indicators must include the cohort graduation rate and the extended graduation rate as defined in the State’s approved application for flexibility under the Elementary and Secondary Education Act. All protections related to the assignment of school accountability ratings for cohort graduation rate and extended graduation rate shall apply to the use of graduation data for principal evaluation.***

Indicators

1. For school-based administrators, selected indicators must be relevant to the student population (e.g., grade

levels) served by the administrator's school and may include the following:

- Student performance or growth on the state-administered assessments and/or district-adopted assessments not included in the state accountability measures (e.g., commercial content area assessments, Advanced Placement examinations, etc.).
 - Students' progress toward graduation in the school using predictive indicators, including but not limited to 9th and/or 10th grade credit accumulation and/or the percentage of students that pass 9th and/or 10th grade subjects most commonly associated with graduation.
 - Students' performance or growth on school or classroom-developed assessments in subjects and grade levels for which there are not available state assessments.
 - Other indicators proposed by the district.
2. For assistant principals, indicators may focus on student results from a subset of teachers, grade levels, or subjects, consistent with the job responsibilities of that assistant principal.
 3. For central office administrators, indicators may be based on results in the group of schools, group of students, or subject area most relevant to the administrator's job responsibilities, or on district-wide student learning results.

In the selection of indicators, the district may establish its own district-wide indicators or may allow administrators and their evaluators to craft mutually agreed upon student learning objectives specific to that administrator.

Locally established indicators will align to the Common Core State Standards or where no standards are available will align to research-based learning standards.

For any administrator assigned to a school in "review" or "turnaround" status in the state's accountability system, the indicators used for administrator evaluation must align with the performance targets set out in the school's mandated Improvement Plan.

Step 2 / Plan Implementation and Evidence Collection

As the evaluatee implements the plan, he/she and the evaluator both collect evidence about the evaluatee's practice. The evaluator must conduct school site visits with timely feedback provided after each visit. The evaluator should establish a schedule of site visitations to observe the evaluatee's practice and collect evidence on it. The first visit should occur near the beginning of the school year. Subsequent visitations might be planned at 2-3 month intervals. Site visitations include a minimum of:

- two observations for each administrator
- four observations for administrators new to the district, school, profession, or who has received a rating of **Developing** or **Below Standard**.

Possible reviews of practice or sources of evidence may include but are not limited to

- Artifacts of budget aligned with identified priorities
- Data systems and reports for student information
- Artifacts of data analysis and plans for response
- Observations of teachers' meetings
- Observation of Administrative/Leadership Team meetings
- Communications to parents and community
- Observations of interactions with staff

- Observations of interactions with students
- Observations of interactions with families.

Step 3 / Mid-year Formative Review

In January/February, the evaluator shall hold a conference meeting with the evaluatee on the status of his/her SLO and Survey Target progress. Discussion of the administrator's practice shall also occur. This meeting affords the opportunity to revise any goal/target outcome that has been impacted by a change of context (e.g., a large influx of new students).

Step 4 / Self-Reflection

In the spring, the evaluatee reflects and assesses his/her practice on the 18 Elements of the CCL: Connecticut Leadership Standards. This reflection should involve consideration of the following:

- Need to grow and improve practice on a given element;
- Strengths within a given element but potential for growth or improvement; and,
- Consistent effectiveness on a given element.

This self-reflection shall be submitted to the evaluator prior to the End of the Year Summative Review as an opportunity for the self-reflection to inform the summative rating.

Step 5 / Summative Review and Rating

The evaluator and evaluatee meet in the late spring to discuss the evaluatee's self-reflection and all evidence collected over the course of the year. While a formal rating follows this meeting, the evaluator uses the meeting to convey strengths, growth areas, and the probable rating. After the meeting, the evaluator assigns a rating, based on all available evidence.

Formulating the Summative Rating

Leadership Practice Related Indicators

The Leadership Practice Related Indicators evaluate the administrator's knowledge of a complex set of skills and competencies and how these are applied in leadership practice. It is comprised of two categories:

- Observation of Leadership Practice (40%)
- Stakeholder Feedback (10%)

Category #1 Observation of Leadership Performance & Practice (40%)

Leadership practice is framed by the CCL: Connecticut School Leadership Standards, adopted by the Connecticut State Board of Education in June 2012. Effective administrative practice is delineated by six performance expectations.

1. **Vision, Mission, and Goals:** *Education leaders ensure the success and achievement of all students by guiding the development and implementation of a shared vision of learning, a strong organizational mission and high expectations for student performance.*
2. **Teaching and Learning:** *Education leaders ensure the success and achievement of all students by monitoring and continuously improving teaching and learning.*
3. **Organizational Systems and Safety:** *Education leaders ensure the success and achievement of all students by managing organizational systems and resources for a safe high-performing learning environment.*

4. **Families and Stakeholders:** *Education leaders ensure the success and achievement of all students by collaborating with families and stakeholders to respond to diverse community interests and needs and to mobilize community resources.*
5. **Ethics and Integrity:** *Education leaders ensure the success and achievement of all students by being ethical and acting with integrity.*
6. **The Education System:** *Education leaders ensure the success and achievement of all students and advocate for their students, faculty and staff needs by influencing systems of political, social, economic, legal and cultural contexts affecting educations.*

While all six of these performance expectations make for successful schools, improving teaching and learning is at the core of what effective educational leaders do. Therefore, **Performance Expectation 2 (Teaching and Learning)** constitutes half of the leadership practice rating and the other five performance expectations are equally weighted.

In order to arrive at these ratings, administrators are measured against the **CCL: Leader Evaluation Rubric (Appendix B)** which describes leadership actions across four performance levels for each of the six performance expectations and associated elements. The four performance levels are **Exemplary, Proficient, Developing, and Below Standard**. The rubric is designed to be developmental in use. It contains a detailed continuum of performance for every indicator within the CCL: Connecticut School Leadership Standards in order to serve as a guide and resource for evaluators and evaluatees to discuss practice, identify specific areas for growth and development, and have common language to use in describing what improved practice would be.

In cases where an evaluatee demonstrates one level of performance for a given concept and a different level of performance for another concept within an indicator, the evaluator will use judgment to decide the level of performance assigned to that indicator.

The superintendent or designee (i.e., the primary evaluator) will be responsible for the overall evaluation process, including assigning summative ratings. The district may also decide to use complementary evaluators to assist the primary evaluator. Complementary evaluators are certified administrators. Complementary evaluators *must* be fully trained as evaluators in order to be authorized to serve in this role.

Evaluatees and evaluators will not be required to complete this rubric at the Indicator level for any self-reflection or evaluation process. Evaluators and evaluatees will review performance and complete evaluation detail at the Performance Expectation level and may discuss performance at the Element level, using individual Indicators for supporting information as needed. As part of the evaluation process, evaluators and evaluatees should identify areas for ongoing support and growth.

All indicators of the evaluation rubric may not apply to assistant principals, directors, supervisors, or central office administrators. The district evaluators will generate ratings using evidence collected from applicable indicators in the CCL: Connecticut School Leadership Standards.

Summative ratings are based on the preponderance of evidence for each performance expectation in the CCL: Connecticut School Leadership Standards. The evaluator will assign a total practice rating based on the criteria in the chart below and generate a summary report of the evaluation prior to June 30.

Exemplary	Proficient	Developing	Below Standard
<i>Exemplary</i> on Teaching and Learning +	At least <i>Proficient</i> on Teaching and Learning +	At least <i>Developing</i> on Teaching and Learning +	<i>Below Standard</i> on Teaching and Learning
<i>Exemplary</i> on at least 2 other performance expectations +	At least <i>Proficient</i> on at least 3 other performance expectations +	At least <i>Developing</i> on at least 3 other performance expectations	or
No rating below <i>Proficient</i> on any performance expectation	No rating below <i>Developing</i> on any performance expectation		<i>Below Standard</i> on at least 3 other performance expectations

Category #2 Stakeholder Feedback (10%)

Feedback from stakeholders is **10%** of an administrator’s summative rating. A survey with measures aligned to CCL: Connecticut School Leadership Standards is administered annually to stakeholders to assess a leader’s effectiveness. The survey shall:

- If constructed for school or district-wide purposes, contain a subset aligned to some or all of the CCL: Connecticut School Leadership Standards; and
- Include teachers and parents as stakeholders but may include other staff, community members, and students.

Examples of Surveyed Stakeholders School-based Administrators
<p><u>Principals</u> All parents/guardians All teachers and staff All students grades 7-12</p> <p><u>Assistant Principals</u> All or a subset of parents/guardians All or a subset of teachers and staff All or a subset of students grades 7-12</p> <p style="text-align: center;">Central Office Administrators</p> <p><u>Assistant Superintendent</u> Principals Subsets of other administrators Relevant parents/guardians</p> <p><u>Directors and Supervisors</u> Principals Assistant principals Specific subsets of teachers and staff Other district specialists Relevant parents/guardians</p>

The rating reflects the degree to which an administrator has shown growth on feedback measures, using data from the prior year or beginning of the year as a baseline for setting a growth target.

Exceptions:

- Administrators with high ratings previously-rating reflects maintenance of that degree
- Administrators new to the role-reasonable target set using district or school averages

The process outlined below shall afford the Stakeholder Feedback summative rating:

1. Administer standardized district survey aligned to the CCL: Connecticut School Leadership Standards to relevant stakeholders
2. Review and analyze standardized district survey results to establish baseline
3. Identify one area for growth, set a target for growth and detail action steps to accomplish that growth
4. In the spring, administer standardized district survey aligned to the CCL: Connecticut School Leadership Standards to relevant stakeholders
5. Aggregate and reflect on data to determine whether the action steps taken resulted in the established target being achieved
6. Assign a rating using the scale

Exemplary – substantially exceeding indicators of performance

Proficient – meeting indicators of performance

Developing – meeting some indicators of performance but not others

Below Standard – not meeting indicators of performance

More than half of the rating of an administrator on stakeholder feedback must be based on an assessment of improvement over time.

The evaluator makes an overall determination on the administrator's Leadership Practice and concludes a rating based on the following weights:

- Observation of Leadership Practice (**40%**)
- Stakeholder Feedback (**10%**).

Formulating the Summative Rating

Student Outcomes Related Indicators

Category #3 Student Learning (45%)

Student learning is assessed in equal weight by a) performance and progress on the academic learning measures in the state's accountability system for schools and b) performance and growth on locally-determined measures. Each of these measures will have a weight of **22.5%** and together they will constitute the **45%** of the administrator's evaluation.

State Measures of Academic Learning

Currently the state's accountability system includes two measures of student academic learning:

1. School Performance Index (SPI) progress – changes from baseline in student achievement on Connecticut's standardized assessments
2. SPI progress for student subgroups – changes from baseline in student achievement for subgroups on Connecticut's standardized assessments

Evaluation ratings for administrators on these state measures are generated as follows:

Step 1: The target level for all Connecticut schools is an SPI rating of 88. Ratings of SPI Progress are applied to give the administrator a score between 1 and 4, using the table below.

SPI>88	Did not Maintain	Maintain		
	1	4		
SPI<88	<50% target progress	50-99% target progress	100-125% target progress	>125% target progress
	1	2	3	4

Note: Administrators who work in schools with two SPIs will use the average of the two SPI ratings to apply for their score.

Step 2: Scores are weighted to emphasize improvement in schools below the State’s SPI target of 88 and to emphasize subgroup progress and performance in schools above the target.

SPI Progress	100% minus subgroup %
SPI Subgroup Progress	10% per subgroup: up to 50%

*Subgroup must exist in year prior and in year of evaluation.

Below is a Southington plan calculation for a school with two subgroups.

Measure	Score	Weight	Summary Score
SPI Progress	3	.8	2.4
SPI Subgroup 1 Progress	2	.1	.2
SPI Subgroup 2 Progress	2	.1	.2
Total			2.8

Step 3: The weighted scores are summed (see above sample); the result produces an overall state test rating as demonstrated on the table below.

Exemplary	Proficient	Developing	Below Standard
At or above 3.5	2.5 to 3.49	1.5 to 2.4	Less than 1.5

All protections related to the assignment of school accountability ratings (e.g., the minimum number of days a student must be enrolled in order for that student’s scores to be included in an accountability measure) shall apply to the use of state test data for administrator evaluation.

Locally-determined Measures (Student Learning Objectives)

Administrators establish at least two Student Learning Objectives (SLOs) on measures they select. A rating is assigned based on the results of the SLO measures and the mid-year and end of year conferences in which

- adequate data was collected to enable the evaluator to make a fair judgment about whether the administrator met established objectives;
- objectives are based on review of student characteristics (e.g., attendance, demographic and learning characteristics) relevant to the assignment of the administrator;

3. data informed mid-year conference and opportunity existed at mid-year to adjust performance targets;
4. summative data informed summative rating; and
5. professional resources are appropriate to supporting the administrator in meeting performance targets

Rating is assigned as illustrated in the following table:

Exemplary	Proficient	Developing	Below Standard
Exceeded both objectives substantially Or Exceeded one objective and substantially exceeded the other	Met both objectives	Met 1 objective and made substantial progress on the other	Met no objective Or Met 1 objective but did not make substantial progress on the other

Combining State Measures of Academic Learning (22.5%) and Locally-determined Measures (22.5%) into the Student Learning Summative Rating (45%)

To arrive at an overall Student Learning Rating, the state assessment rating and the locally-determined rating are applied in the following matrix. The point of intersection will yield the overall Student Learning Rating.

Locally-determined Measures of Academic Learning	<i>State Measures of Academic Learning</i>				
	<u>Rated</u>	<u>Exemplary</u>	<u>Proficient</u>	<u>Developing</u>	<u>Below Standard</u>
	<u>Exemplary</u>	Rate Exemplary	Rate Exemplary	Rate Proficient	Gather further information
	<u>Proficient</u>	Rate Exemplary	Rate Proficient	Rate Proficient	Rate Developing
	<u>Developing</u>	Rate Proficient	Rate Proficient	Rate Developing	Rate Developing
	<u>Below Standard</u>	Gather further information	Rate Developing	Rate Developing	Rate Below Standard

Category #4 Teacher Effectiveness (5%)

Teacher effectiveness -as measured by an aggregation of teachers’ student learning objectives (SLOs)- is **5%** of an administrator’s evaluation. A central office administrator will be responsible for the teachers under his/her assigned role. All other administrators will be responsible for the teachers assigned to their given schools or a subset within those schools.

The administrator’s rating for teacher effectiveness is assigned as illustrated in the table below.

Exemplary	Proficient	Developing	Below Standard
>80% of teachers are rated <i>proficient</i> or <i>exemplary</i> on the student growth portion of their evaluation	>60% of teachers are rated <i>proficient</i> or <i>exemplary</i> on the student growth portion of their evaluation	>40% of teachers are rated <i>proficient</i> or <i>exemplary</i> on the student growth portion of their evaluation	<40% of teachers are rated <i>proficient</i> or <i>exemplary</i> on the student growth portion of their evaluation

The evaluator makes an overall determination on the administrator’s Student Outcomes Related Indicators and concludes a rating based on the following weights:

- Student Learning (**45%**)
- Teacher Effectiveness Outcomes (**5%**).

Summative Administrator Evaluation Rating

Each administrator shall annually receive a summative rating in one of four levels:

Exemplary – substantially exceeding indicators of performance

Proficient – meeting indicators of performance

Developing – meeting some indicators of performance but not others

Below Standard – not meeting indicators of performance.

The evaluator applies the overall rating for Leadership Practice derived from Observation of Leadership Performance and Practice (40%) and Stakeholder Feedback (10%) and the overall rating for Student Outcomes derived from Student Learning (45%) and Teacher Effectiveness Outcomes (5%) to the following matrix. The summative rating is identified where the two ratings intersect.

Student Outcomes		<i>Leadership Practice</i>			
	<u><i>Rated</i></u>	<u><i>Exemplary</i></u>	<u><i>Proficient</i></u>	<u><i>Developing</i></u>	<u><i>Below Standard</i></u>
<u><i>Exemplary</i></u>	Rate Exemplary	Rate Exemplary	Rate Proficient	Gather further information	
<u><i>Proficient</i></u>	Rate Exemplary	Rate Proficient	Rate Proficient	Rate Developing	
<u><i>Developing</i></u>	Rate Proficient	Rate Proficient	Rate Developing	Rate Developing	
<u><i>Below Standard</i></u>	Gather further information	Rate Developing	Rate Developing	Rate Below Standard	

The evaluator completes the summative evaluation report and shares it with the evaluatee. It shall be placed into the evaluatee’s personnel file. If, within two weeks of the report’s receipt, the evaluatee requests, his/her written comments shall be added to the report in the personnel file.

Summative ratings must be completed for all administrators by June 30 of a given school year. Should data (i.e., survey results, teacher effectiveness ratings, state accountability measures, summative student learning indicators) not be available at the time of a final rating, a rating must be completed based on the evidence that is available.

- If the stakeholder survey results are not yet available, then the observation of practice rating should count for 50% of the preliminary rating.
- If the teacher effectiveness outcomes ratings are not yet available, then the student learning measures should count for 50% of the preliminary rating.
- If the state accountability measures are not yet available, then the Student Learning Objectives should count for the full assessment of student learning. When the summative rating for an administrator may be significantly impacted by state standardized test data or teacher effectiveness ratings, the evaluator may recalculate the evaluatee's summative rating when the data is available and submit the adjusted rating no later than September 15. This adjustment should occur before the start of the new school year so that prior year results can inform goal setting in the new school year.

Definition of Effectiveness and Ineffectiveness

Administrator effectiveness will be based upon a pattern of summative ratings derived from the evaluation system. All administrators receiving a summative rating of *Proficient* or *Exemplary* shall be deemed effective. Any administrator not rated *Proficient* or *Exemplary* will be placed on an Improvement and Remediation Plan. An experienced administrator shall be deemed ineffective if said administrator receives at least two sequential *Developing* ratings or one *Below Standard* rating at any time.

To be deemed effective, administrators new to the district will be required to have no more than one summative rating of *Developing* in their first year and a summative rating of *Proficient* or *Exemplary* in their second year.

Improvement and Remediation Plan

It is understood that an administrator shall receive structured support when an area(s) of concern is identified during the school year. This support is intended to provide short-term assistance to address concern in its earliest stage.

If an administrator's performance is rated as *Developing* or *Below Standard*, it signals the need for focused support and development. An Improvement and Remediation Plan will be constructed in collaboration with the evaluator and evaluatee who is entitled to representation by his/her exclusive bargaining unit representative. The plan is to be created within 30 work days after the completion of the summative rating conference. The plan must include the following components:

- Area(s) in need of improvement;
- Evidence from summative evaluation that show an area(s) needing improvement (i.e., CCL: Connecticut School Leadership Standards - Performance Expectation ratings of *Developing* or *Below Standard*);
- Exemplar practices/strategies in the area(s) identified as needing improvement that the evaluatee can implement;
- Specific tasks the evaluatee will complete that will improve Performance Expectation
- List of supports and resources the evaluatee can use to improve (e.g., professional learning opportunities, peer observation, colleague mentor);
- How the evaluatee will demonstrate progress towards *Proficient* in the identified area(s) in need of improvement through observation, data, evidence, etc.;
- Timeline for meeting the year-end summative rating of no less than **Proficient** which identifies a mid-year conference in January;

- Scheduled observations and periodic meetings which occur at designated frequency; and,
- All evaluative feedback will include a written summary.

The evaluator and evaluatee will sign the plan and copies will be distributed to all those involved in its implementation including the superintendent. The content of the plan shall be confidential.

To be deemed effective, the administrator upon conclusion of his/her Improvement and Remediation Plan must receive a rating of *Proficient* or better.

Dispute Resolution Process

A dispute shall be submitted to a subcommittee of Southington’s Administrator Evaluation and Development Committee. The superintendent and the president of the collective bargaining unit may each designate self or select one representative from the Southington Administrator Evaluation and Development Committee to constitute this subcommittee and select a neutral party mutually agreed upon between them. This subcommittee shall resolve disputes where the evaluator and administrator cannot agree on objectives/goals, the evaluation period, feedback on performance and practice, or final summative rating. Resolutions must be topic specific and timely. Should the process established not result in resolution of a given issue, the determination regarding that issue will be made by the superintendent.

Ensuring Fairness and Accuracy: Evaluator Training

The district will provide all evaluators of administrators with training focused on the administrator evaluation system, including training on conducting effective observations and providing high-quality feedback. Ongoing calibration activities will be incorporated into their training.

Evaluation-based Professional Learning

As this evaluation process identifies the needs of individual or groups of individual administrators, the district will provide professional learning opportunities. These opportunities shall be linked to the specific outcomes of the evaluation process as they relate to student learning needs, professional practice needs, and/or the results of stakeholder feedback.

Career Development and Professional Growth

The district will provide opportunities for administrator career development and professional growth based on performance identified through the evaluation process. These opportunities include, but are not limited to,

- observations of peers
- mentoring/coaching early career administrators
- participation in improvement and remediation plans for peers whose performance has necessitated them
- conducting professional learning workshops for peers
- targeted professional development based on areas of need

Appendix A

Common Core of Leading: Connecticut School Leadership Standards

Appendix B

Common Core of Leading (CCL): Leader Evaluation Rubric

Appendix C

Forms

FORM A
Initial Evaluation and Development Plan

Name: _____

Date: _____

School/Position: _____

STUDENT GROWTH INDICATORS

Student Learning Objectives

Write each SLO and identify what professional learning and/or other type of support would help you to achieve your goals.

SLO 1

SLO 2

Focus Area Performance Expectation Element(s):

Possible Action Step(s)

Identify what professional learning and/or other type of support would help you to achieve your goals.

Survey Target:

Possible Action Step(s)

Administrator: _____

Date: _____

Evaluator:

Date:

FORM B
Mid-year Administrator Self-Assessment/Reflection

Name: _____ **Date:** _____

School/Position: _____

Status of Student Learning Objectives

Copy and paste original SLOs and if applicable, revisions.

SLO 1:

Consider your overall assessment of progress toward the objective, describe what you have done that produced these results, describe what you have learned and how you will use it going forward, and identify what professional learning and/or other type of support would help you to achieve your goals.

SLO 2:

Consider your overall assessment of progress toward the objective, describe what you have done that produced these results, describe what you have learned and how you will use it going forward, and identify what professional learning and/or other type of support would help you to achieve your goals.

Status of Focus Area Performance Expectation Element(s)

Focus Area (Please record original Focus Area.):

Consider your overall assessment of progress within the focus area, describe what you have done that produced these results, describe what you have learned and how you will use it going forward, and identify what professional learning and/or other type of support would help you to achieve your goals.

Status of Survey Target

Survey Target (Please record original Survey Target.):

Consider your overall assessment of progress within the survey target and describe what you have learned and how you will use it going forward.

Administrator: _____

Date: _____

Evaluator: _____

Date: _____

FORM C
End of Year Summative Administrator Self-Assessment/Reflection

Name: _____ Date: _____

School/Position: _____

Status of Student Learning Objectives

Copy and paste original SLOs and if applicable, revisions.

SLO 1:

Consider your overall assessment of progress toward the objective, describe what you have done that produced these results, describe what you have learned and how you will use it going forward, and identify what professional learning and/or other type of support would help you to achieve your goals.

SLO 2:

Consider your overall assessment of progress toward the objective, describe what you have done that produced these results, describe what you have learned and how you will use it going forward, and identify what professional learning and/or other type of support would help you to achieve your goals.

Status of Focus Area Performance Expectation Element(s)

Focus Area (Please record original Focus Area.):

Consider your overall assessment of progress within the focus area, describe what you have done that produced these results, describe what you have learned and how you will use it going forward, and identify what professional learning and/or other type of support would help you to achieve your goals.

Status of Survey Target

Survey Target (Please record original Survey Target.):

Consider your overall assessment of progress within the survey target, describe what you have done that produced these results, describe what you have learned and how you will use it going forward.

Administrator: _____

Date: _____

Evaluator: _____

Date: _____

This form should be attached to the administrator's final evaluation report.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 11, 2014

Decision Requested X

Agenda Code 9 d

AGENDA REPORTING FORM

Agenda Topic: Teacher Evaluation Plan Update

Summary of Issue: Administration is asking that the Board of Education approve the 2014-2015 Teacher Evaluation and Support Plan. Included is an overview of the changes that were incorporated into the plan by the Teacher Evaluation and Support Plan Committee. The full plan is available on the Southington Public Schools Website. The revised plan was submitted to the State Department of Education for their approval and is now required to be presented to the Board of Education for their approval. The revisions included in this plan will better serve the Southington Public School District. 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 and approved by the State Department of Education on September 3, 2014.

Titles of Attachments:

1. Overview of Changes made to the 2014-2015 Teacher Evaluation and Support Plan



Signature of Staff Member Submitting Report


Signature of Interim Superintendent of Schools

Teacher Evaluation and Support Plan ~ Key Changes

I. Goal Setting

Minimum one SLO

- The objective will be a broad goal for student learning. It should address a central purpose of the teacher’s assignment and it should pertain to a large **or significant proportion** of his/her students (page 17).

Definition of standardized assessment (IAGD)

As stated in the CT Guidelines for Educator Evaluation, a standardized assessment is characterized by the following attribute:

A periodic assessment tool, including formative versions of a statewide mastery exam such as the SBAC, that is administered more than once per year to examine student growth and development over time and cumulative results of which shall determine progress toward a goal mutually agreed upon between an evaluator and teacher. Such tools shall be aligned to a district’s curriculum and document student growth and development over the course of a school year.

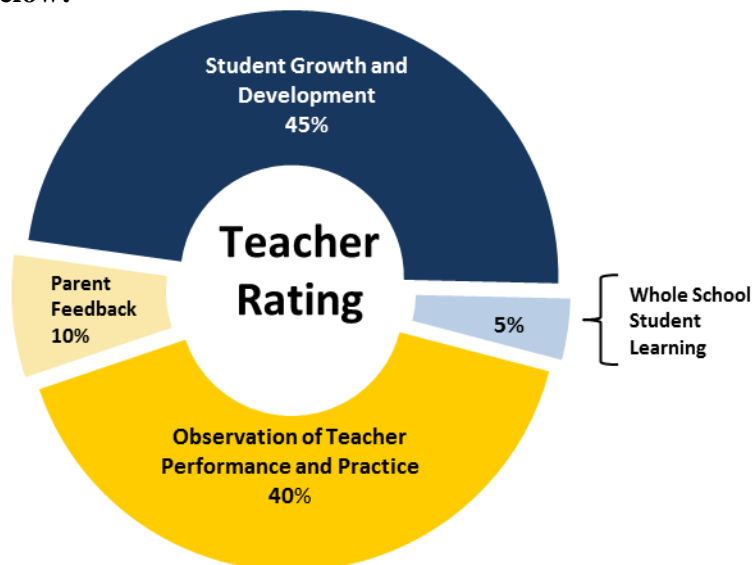
II. Observation of Performance and Practice

Three category observation cycle

First and Second Year Novice Teachers, Non-Tenured, TEAM	Minimum 3 formal observations; all will include a post conference; 2 will include a pre-conference
Below Standard and Developing, Tenured and Non-Tenured	Minimum 3 formal observations; all will include post conference; 2 will include pre-conference and an additional 2 informal observations
Proficient and Exemplary, 3 rd & 4 th Year Teachers, Tenured and Previously Tenured in other district	Minimum 1 formal observation including pre and post conference once every three years; 3 informal observations all other years

III. Usage of Numbers in Rating Teacher Effectiveness

Chart values remain as below:



Numbers used to compute/calculate ratings mathematically eliminated.

Teacher Evaluation and Support Plan ~ Key Changes

Page 2

Observation of Performance and Practice

~~CT Framework for Teacher Evaluation and Support~~ replaced by

Common Core of Teaching Rubric for Effective Teaching

DOMAIN 1

- Classroom Environment, Student Engagement and Commitment to Learning

DOMAIN 2

- Planning for Active Learning

DOMAIN 3

- Instruction for Active Learning

DOMAIN 4

- Professional Responsibilities and Teacher Leadership

**Each Domain has 3 indicators only.*

Consideration of above Domains are valued at 35%, 15%, 35%, 15% respectively.

Note: Number calculation does not occur to arrive at a rating; however, the application of these values precludes Domain 4 receiving greater consideration than Domain 1 in the overall summative rating. An administrator has the ability to use a “preponderance of evidence” when assigning the overall summative rating; that is, for example, should one Domain Indicator not have evidence collected, the other two Indicators can be used to determine the individual Domain rating.

IV. Career Development and Growth

By request of the State Department of Education, we added the following paragraph to Section III, Support and Development:

Career Development and Growth

Rewarding exemplary performance identified through the evaluation process with opportunities for career development and professional growth is a critical step in both building confidence in the evaluation system itself and in building the capacity of all teachers. Examples of such opportunities include, but are not limited to: observation of peers; mentoring early-career teachers; participating in development of teacher improvement and remediation plans for peers whose performance is developing or below standard; leading Professional Learning Communities; differentiated career pathways; and focused professional development based on goals for continuous growth and development.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date September 11, 2014

Decision Requested x Agenda Code 10 a.

AGENDA REPORTING FORM

Agenda Topic: Appointment of Director Pupil Services

Summary of Issue: The Director of Pupil Services position became vacant due to the resignation of Dr. Perri Murdica effective July 1, 2014.

Background: The Board of Education interviewed candidates for the Director of Pupil Services on Wednesday, September 10, 2014 at a Special Board of Education meeting held at the Municipal Center.

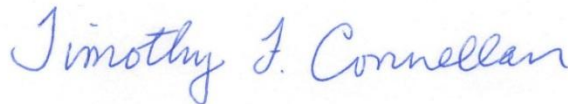
Alternative Strategies: N/A

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 Director of Pupil Services with a start date and salary to be determined.



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date: September 11, 2014

Decision Requested _____

Agenda Code 10 b.

AGENDA REPORTING FORM

Agenda Topic: 2013-2014 School Resource Officer Annual Report

Summary of Issue: The School Resource Officer program has been in operation at Southington High School since the fall of 1997. Under the direction of Dr. Semmel, Officer MacKenzie has prepared the attached report which summarizes the program for the end of the 2013-2014 school year.

Background: The School Resource Officer has proven to be a valuable staffing resource at Southington High School. Officer Donald MacKenzie is currently the school's resource officer.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: 2013-2014 school year

Ending Date of Program or Project: N/A

Recommendation or Comment: Board members may wish to comment on the report.

Title of Attachment:

1. 2013-2014 Report

Timothy J. Connellan

Signature of Superintendent of Schools

**Southington Police Department
Southington High School SRO
Final Report
2013-2014 Year**

REPORTING PERIOD:

August 2013 - June 2014

Southington High School has approximately 2000 students and a staff of approximately 250. It is one of the largest schools in Connecticut. This was my second year as the School Resource Officer and as such, there was a brief adjustment period. During the school year, I was presented with a variety of incidents and responsibilities. During the year, I responded to medical calls, parking lot accidents, fire alarms, thefts, and fights just to name a few.

I worked with school administrators on a variety of security issues including: parking lot safety, installation of new security cameras, Protective/Restraining Orders, bullying, and Code Lock Drills. The K-9 Units came into the school on a few occasions.

I was a guest lecturer in several Health classes, Psychology classes, Current Event classes, Civics classes and Business Law classes. In the classes I spoke in I covered DUI laws, Juvenile laws, distracted driving, search and seizure laws and experiences I have had over the years as an Officer.

I participated in the freshman class Anti Bullying Presentation. I also assisted Assistant Principal, Mr. Halloran and Teacher, Candy Patten in the institution of an Alternative to Arrest Program.

I also spend a significant amount of time acting as an informal counselor to several students. As the school year progressed and students became more comfortable with me, they would come to my office to discuss problems they were having at home and at school. Many issues students encountered, were the product of harassment through Face Book and Twitter. I also worked closely with school counselors as they encountered various problems with students.

I assisted officers and detectives with information on various cases they were working on throughout the year. I helped recruit and acted as a liaison for the Police Explorer program.

One of my duties as School Resource Officer is to enforce the law. During the school year, there were numerous incidents such as fights, thefts, harassment, threatening and drug investigations. The Town of Southington has a Juvenile Review Board (JRB) for juveniles that qualify for the program. I referred the majority of qualified juveniles to the JRB rather than a criminal Juvenile arrest. Below is a breakdown of arrests, JRB referrals this year along with a breakdown of the variety of calls I responded to.

Total Items for Call Type 01D-Domestic Violence : 6

Total Items for Call Type 01E-Physical Violence - Non Dmstc : 1

Total Items for Call Type 04A-Verbal Dispute : 1

Total Items for Call Type 04C-Threatening/harassmnt : 13

Total Items for Call Type 04F-Fugitives : 1

Total Items for Call Type 04P-Suspicious - Person : 2

Total Items for Call Type 04V-Suspicious - Vehicle : 4

Total Items for Call Type 06D-Computer Crime : 1

Total Items for Call Type 06P-Theft - From Person : 13

Total Items for Call Type 06T-Theft - Commercial : 1

Total Items for Call Type 06U-Theft - Of Services : 1

Total Items for Call Type 07A-Welfare Check : 2

Total Items for Call Type 07B-Medical - Seizure : 1

Total Items for Call Type 07C-Medical - Cardiac : 1

Total Items for Call Type 07E-Medical - Edp : 1

Total Items for Call Type 07H-Medical - Difficulty Breathin : 1

Total Items for Call Type 07I-Medical - Intox Person : 2

Total Items for Call Type 07M-Medical - Falls : 4

Total Items for Call Type 07P-Medical - Uncons. Person : 1

Total Items for Call Type 07S-Medical - Suicide Attempt : 1

Total Items for Call Type 07T-Medical - Trauma : 2

Total Items for Call Type 07U-Medical - Unknown : 5

Total Items for Call Type 08A-Damage To Property : 1

Total Items for Call Type 08T-Vandalism - Town Owned Prop. : 2

Total Items for Call Type 08V-Vandalism - Vehicle : 5

Total Items for Call Type 09A-Mva : 1

Total Items for Call Type 09B-Pblc Hazard - Unknown : 1

Total Items for Call Type 09L-Pblc Hazard - Site Line Issue : 1

Total Items for Call Type 09O-Pblc Hazard - Erratic Operato : 4

Total Items for Call Type 09P-Parking Lot Collision : 14

Total Items for Call Type 10B-Motor Vehicle Stop : 4

Total Items for Call Type 10C-Parking Violation : 11

Total Items for Call Type 10D-Traffic Detail / Priv Tow : 1

Total Items for Call Type 11A-Lost Property : 2

Total Items for Call Type 11B-Found Property : 1

Total Items for Call Type 12A-Alcohol Related : 2

Total Items for Call Type 12B-Drug Related : 6

Total Items for Call Type 12D-Drop Box : 1

Total Items for Call Type 13J-Missing Person - Juvenile : 1

Total Items for Call Type 14C-Assist Fed Agency : 1

Total Items for Call Type 17-Alarm : 15

Total Items for Call Type 17S-School - Panic Alarm : 2

Total Items for Call Type 18B-Civil Matters/no Crime : 1

Total Items for Call Type 19A-Unlock Car Door : 11

Total Items for Call Type 19B-Police Info : 24

Total Items for Call Type 19E-Traffic Matters : 2

Total Items for Call Type 19F-Location Check : 44

Total Items for Call Type 19I-Investigation : 7

Total Items for Call Type 19M-Escort : 1

Total Items for Call Type 19N-Deliver/pick-Up Items : 8

Total Items for Call Type 19SC-School Check - Patrol : 24
Total Items for Call Type 19T-Training On Shift : 2
Total Items for Call Type 20-Animal Issues : 2
Total Items for Call Type 20L-Animal - Located : 1
Total Items for Call Type 20R-Animal - Roaming : 1
Total Items for Call Type 21B-Person Fingerprinted : 1
Total Items for Call Type 21C-Car Seats : 1
Total Items for Call Type 21E-Explorers : 4
Total Items for Call Type 21J-Internet Safety : 1
Total Items for Call Type 21S-Sro : 16
Total Items for Call Type 22-Oos Activity : 5
Total Items for Call Type 22M-Meal Break : 1
Total Items for Call Type 24-Fire-Non-Emerg. Respnse. : 1
Total Items for Call Type 33-911 Unknown : 1
Total Items for Call Type 50-Fire-General Fire Service : 1
Total Items for Call Type 90-Health Department Record : 1

Total Items Matching Search Criteria: 302

Arrests – 15

Infractions – 2

JRB – 4

ALT to arrest - 2

I am the first Officer to have been assigned to Southington High School for a third year. I will be able to utilize this opportunity to build stronger relationships with the returning students and staff members as they are already familiar with me. Next year, I hope reduce the total number of arrests by working with students and faculty to prevent problems before they spiral out of control. I also hope to get the opportunity to guest lecture in even more classes.

Officer MacKenzie #364, SRO

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date September 11, 2014

Decision Requested _____ Agenda Code 10 c.

AGENDA REPORTING FORM

Agenda Topic: School Opening 2014-2015

Summary of Issue: Administration will share an Opening of School update.

Background: _____

Alternative Strategies: N/A

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

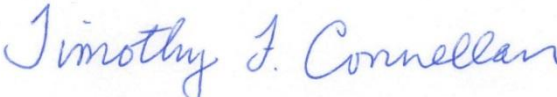
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Informational item.

Title of Attachment:

1. 2013-2014 Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only X Board Meeting Date September 11, 2014

Decision Requested _____ Agenda Code 10 d

AGENDA REPORTING FORM

Agenda Topic: Summer School 2014

Summary of Issue: Administration will share an overview of the 2014 Summer School Program.

Background: A presentation will include program highlights, courses, and data from the Summer Enrichment and Summer School programs that were offered for students in July 2014.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: _____


Ending Date of Program or Project: _____

Recommendation or Comment: N/A

Titles of Attachments:

1. Summer School PowerPoint Presentation

mp\Board\Agenda\9-11-14, SummerSchool.doc



Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

Southington Summer Programs



2014

Presented by:
Dave DeStefano

July 2014



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 9-12 program began	2	3	4 Holiday No School	5
6	7 K-5 & 6-8 programs began	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 9-12 program concluded	23	24 6-8 program concluded	25 K-5 program concluded	26
27	28	29	30	31		

Program Highlights



- Elementary enrollment increased 80% compared to last year's data and up from 12 students in 2008 to 47 in 2014.
- Twelve enrichment courses were offered, seven of which had enough enrollment to run.
- Facility use was flawless given the high school was going through rooftop renovations.
- 96.7% of high school students were able to recover credits.
- Summer school webpage redesign increased awareness.



- Bus Routes
- CT Sex Offender Registry
- Family Resource/Early Child
- Food Services Program
- Preschool
- School/Street Directory
- Southington Drug Task Force
- STEPS
- Summer Math
- Summer Reading Lists
- Summer School**
- 6-8 Summer School
- 9-12 Summer School
- Camp Invention
- Elementary Enrichment**

[Home](#) > [Parents & Students](#) > [Summer School](#) > [Elementary Enrichment](#)

Southington Public Schools Summer Enrichment 2014 Grades K-5 Program and Classes

Dear Parent/Guardian and Student:

The Board of Education will offer another great year of elementary-level summer enrichment. Parents or guardians, wishing to satisfy their child's curiosity and promote collaborative skills, will be able to register their children in an enrichment class at various grade levels.

- WHO:** Students Entering Grades K-6
- WHEN:** July 7 - 25, 2014
Monday - Friday
- WHERE:** Hatton Elementary School
- TUITION:** \$150 per student/session -OR-
\$250 per double session
- DISCOUNT:** \$50 discount for each additional child enrolled
- TIMES:** 9:00 - 12:00 p.m.
15 minute break built in during the session with teacher present
- OPEN HOUSE:** Friday, July 25
10:30 - 12:00 p.m. Student work will be on display for parents
- NOTE:** Transportation and snacks are not provided for this program

2014 Summer registration [forms](#) are now available!

Classes	Grade Level (2014-2015)	Instructor (Home School)	Session(s)*
Nature's Wonders	K - 2	Ms. Smith (Strong)	FULL
The Magic of Fairy Tales	1 & 2	Ms. Bianchini (Kelley)	A

Elementary Enrichment Courses



- Nature's Wonders
- The Magic of Fairy Tales
- Grow with Me
- Board Game Designer
- Crime Scene Investigations (CSI)
- Basic Computer Coding
- Sports and Math

Classes that ran.

Elementary Enrichment Data



Number of Certified Staff	6
Registered Nurse	1
Number of courses offered	12
Registered Students (based on 2013-2014 school year)	Pre-K: 2
	Kindergarten: 9
	Grade 1: 9
	Grade 2: 3
	Grade 3: 11
	Grade 4: 6
Grade 5: 7	
Session A Enrollment: 43	
Session B Enrollment: 34	

Representing Schools	Number Enrolled	Versus 2013
Derynoski	7	+7
Flanders	8	+6
Hatton	9	+1
Kelley	3	+1
Plantsville	3	-1
South End	0	-2
St. Dominic	1	+1
St. Thomas	1	+1
Strong	5	+3
Thalberg	10	+4
Total	47	+20

Elementary Enrichment Photos



Elementary Enrichment Photos



Middle School



- In March, an appointment was made with Steve Madancy, principal of the middle school. In attendance was the new assistant principal, Sue Vitcavage.
- The purpose of the meeting was to review the policy on summer and to review the process of contacting parents of students who qualified for summer school.
- At the conclusion of the meeting it was determined to start the middle school program a week later so that contacted parents have ample time to register their child.

Middle School Data



Number of Certified Staff	2
Remedial Courses	Language Arts & Mathematics
Registered Students (based on 2013-2014 school year)	Grade 6: 3
	Grade 7: 13
	Grade 8: 13
Language Arts Sessions: 21	
Mathematics Sessions: 25	

Representing Schools	Number Enrolled	Versus 2013
DePaolo	22	0
Kennedy	7	-1
Total	29	-1

High School



- At the high school level, low enrollment was attributed to student success during the school year by successfully earning credit.
 - As a result there were significantly less students eligible for summer school.


High School Data




Number of Certified Staff	6
English 9	Earth Science
English 10	Biology
English 11	Civics
English 12	U.S. History
Algebra I	Physical Education
Algebra II	Health
Geometry	
Registered Students (based on 2013-2014 school year)	Grade 9: 15
	Grade 10: 18
	Grade 11: 12
	Grade 12: 4
2014 Combined Total High School Students: 49	

Session	# Enrolled	Vs. 2013
English 9	14	-3
English 10	8	-7
English 11	7	+1
English 12	2	+2
Algebra I	6	-12
Algebra II	4	-4
Geometry	6	-1
Earth Science	2	-2
Biology	5	0
U.S. History	0	0
Civics	0	-4
Health	2	+1
P.E.	7	+1
Total	63	-23


2014 Enrollment (Compared to Last Year)




	# of students	Vs. LY	# of sessions	Vs. LY
Elementary	47	+20	77	+35
Pre-K	2	+2	4	+4
Kindergarten	9	+5	16	+10
Grade 1	9	+4	16	+8
Grade 2	3	-5	5	-7
Grade 3	11	+8	19	+13
Grade 4	6	+2	8	+3
Grade 5	7	+4	9	+4



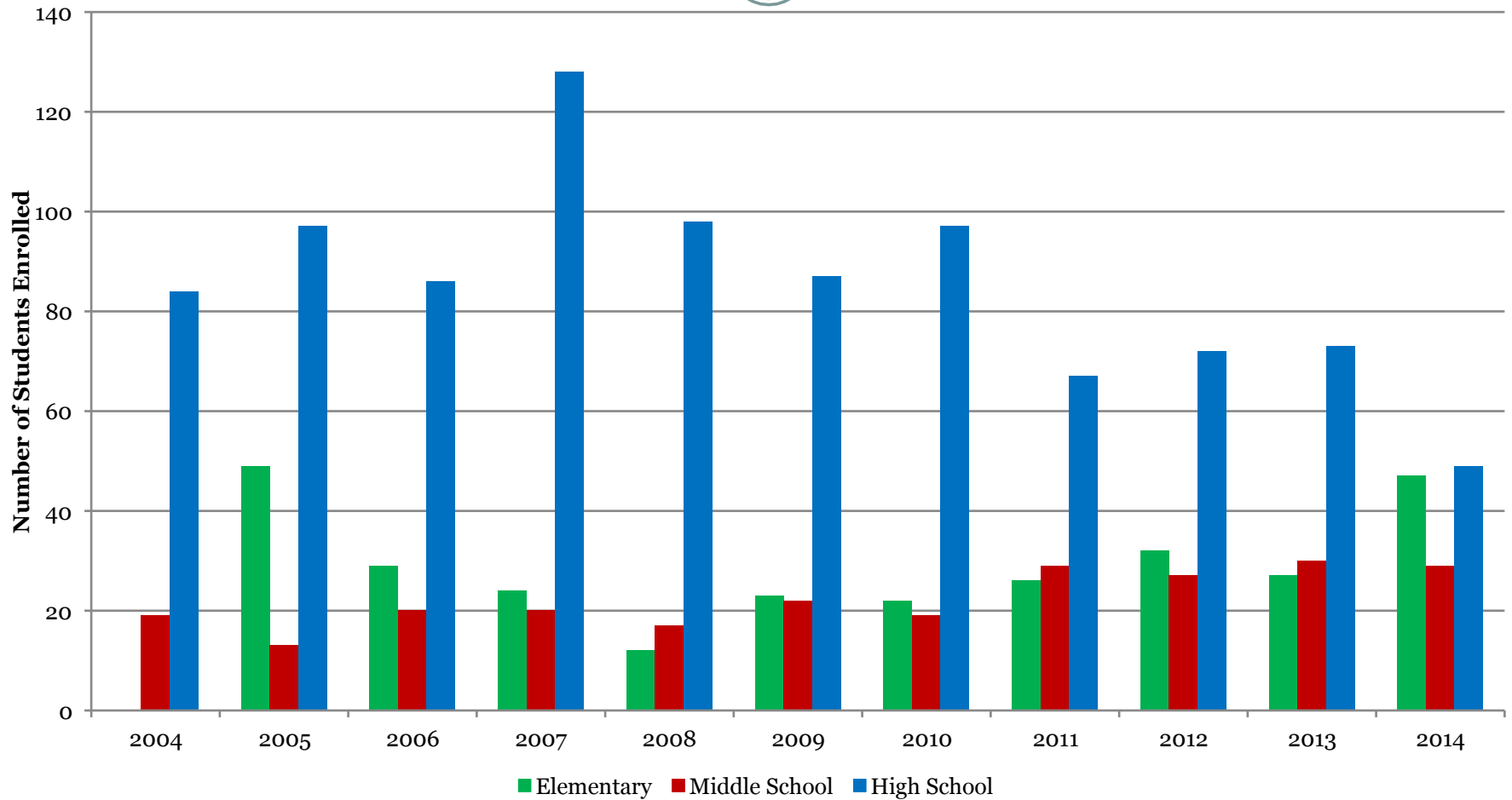
Middle School	29	-1	46	+4
Grade 6	3	+1	6	+2
Grade 7	13	+4	19	+7
Grade 8	13	-6	21	-5



High School	49	-23	63	-23
Grade 9	15	-18	18	-22
Grade 10	18	-4	26	0
Grade 11	12	-4	15	-4
Grade 12	4	+3	4	+3
Total:	125	-4	184	+14



History of Summer School Enrollment



Note: Elementary enrichment program began in 2005



Camp Invention®



2014

Presented by:
**Dave DeStefano &
Rita Stearns**



Camp Invention inspires creativity and inventive thinking during its weeklong summer program! Led by local educators, elementary school children are immersed into fun-filled, exciting, activities that reinvent summer fun. Throughout the week, children work together to solve real-world challenges that prepare them for the 21st century. Whether they are creating an epic, insect-themed pinball machine or dismantling broken devices, participants learn new approaches to everyday problems!

ONLY AT
CAMP INVENTION.

REGISTER NOW >



Camp Invention®



Camp Invention®

2014

How It Began in Southington



- Fall of 2013: Initial contact was e-mailed to the superintendent's office, which was forwarded to the director of summer school. A response was then replied back with the extent of the message being, "We can do this!"
- A meeting was then set-up with a representative from Invent Now Inc.
- January 2014: Officially accepted to host Camp Invention. Rolled out plans to the elementary school principals. Followed by an instructor search.

Program site and dates



Site

- Chose Strong Elementary School for its availability and ideal accommodations.

Dates

- August 4th – 8th
- 9:00 a.m. – 3:30 p.m.

How It Began in Southington



- February 2014: Met with interested staff members and a representative from Invent Now Inc. to proceed with start-up.
- Distributed two sets of fliers to all elementary schools in district.
- Utilized the all-call system and e-mail blast to alert parents of the program.
- Redesigned summer school web-site to expand on announcing the program.



- Bus Routes
- CT Sex Offender Registry
- Family Resource/Early Child
- Food Services Program
- Preschool
- School/Street Directory
- Southington Drug Task Force
- STEPS
- Summer Math
- Summer Reading Lists
- Summer School**
- 6-8 Summer School
- 9-12 Summer School
- Camp Invention
- Elementary Enrichment

[Home](#) > [Parents & Students](#) > [Summer School](#)

Introducing: Camp Invention 2014



Camp Invention inspires creativity and inventive thinking during its weeklong summer program! Led by local educators, elementary school children are immersed into fun-filled, exciting, activities that reinvent summer fun. Throughout the week, children work together to solve real-world challenges that prepare them for the 21st century. Whether they are creating an epic, insect-themed pinball machine or dismantling broken devices, participants learn new approaches to everyday problems! Discounts available - register today! Call 800.968.4332 or visit www.campinvention.org.

Summer School Programs:

[Elementary Enrichment](#) at Hatton Elementary School

[Middle School](#) and [High School](#) Summer School at SHS

Course listings and registration information for the Southington Public Schools 2014 summer school program will be available in April.

day week month year

Alerts

Month of July, 2014

Mon Tue Wed Thu Fri Sat/Sun

How It Began in Southington



- Met with a journalist from the Record Journal to publicize in a greater capacity.
- March 2014: 35 students had enrolled (met min.)
- May 2014: 75 students had enrolled
- July 25, 2014: 110 students (Max. enrollment)

Staff



Ms. Curtin
*Design Studio:
Morphed*



Ms. Levin
Energized



Ms. Stearns
Asst. Director



Mrs. Bacchus
*I Can Invent:
Pinball*



Ms. Lombardi
Amplified



Mr. Amnott
Super Go

2014 “Morphed”



Camp Invention®

Snapshots

Energized™



Amplified™



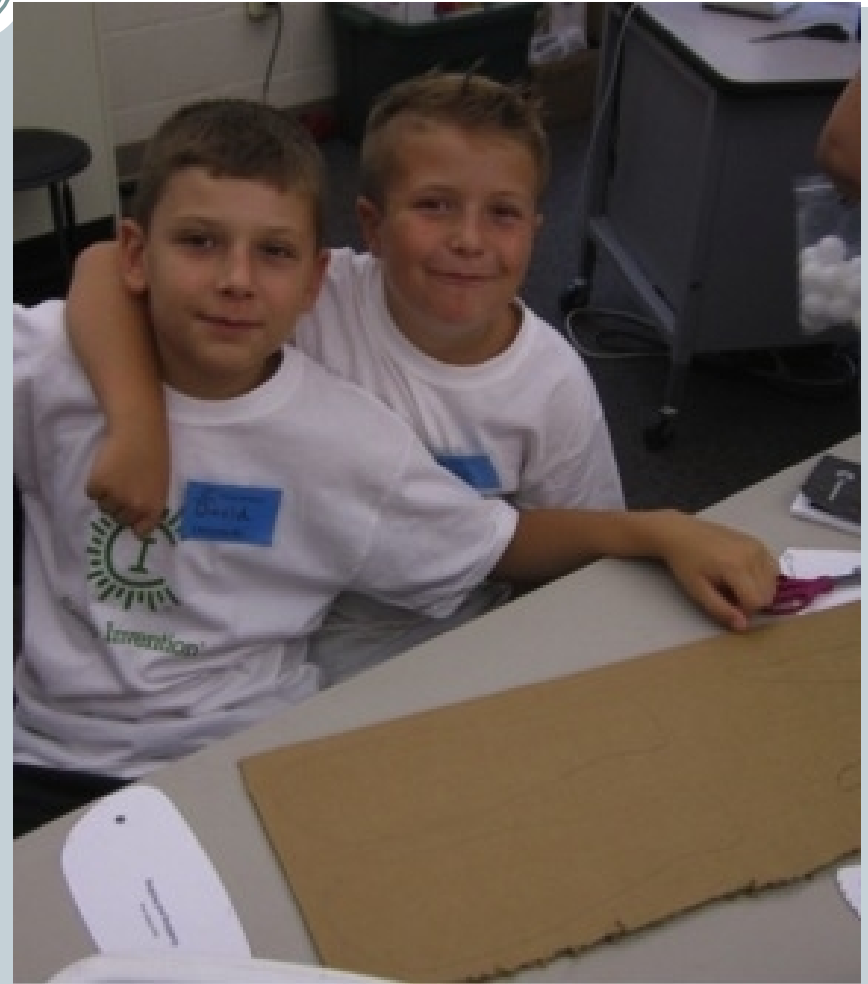
Design Studio: Morphed™



Super Go!™



I Can Invent: Pinbug™





Route 6 • Bristol
Sales: (888) 378-0471

School district ho

August 15, 2014

By Lindsay Carey
Staff Writer

With robots made of recycled goods and pinball machines, the science camp is a national educational success story that doesn't get to during the normal school year. Camp Invention was held at Strong School in Southington. Southington's Camp Invention was one of the best in the state.

"Camp Invention is all about hands on building. We encourage kids to think openly about projects and take ownership of the design of cars, looking at the design process. The students rotate between five courses based to help students build their science skills. "STEM is integrated into the curriculum that's something that's a good stepping stone to open ended and the inquiry based activities. With five instructors for each of the m



Charlie Fe... (left) and ... (right) disassemble a combination DVD/VHS player during Camp Invention at Strong School in Southington, Monday, August 4, 2014. The spare parts will be used to build an insect-themed pinball machine. The camp was created by the National Inventors Hall of Fame, a nonprofit that helps inventors. | Dave Zajac / Record-Journal

Like 2 Tweet 0 +1 0 Share 0 Share 3 0 Comments

Young inventors at work in Southington

Published: August 4, 2014 | Last Modified: August 5, 2014 02:49PM

By Farrah Duffany Record-Journal staff

SOUTHINGTON — Tables in a classroom at Strong School were filled with electronics that were being dismantled by fourth-graders on Monday afternoon.

- Most Popular
- [Robin Williams wed first wife in Wallingford ...](#)
- [FIFA World Cup study praises risk-taking, fast breaks ...](#)

howcase and awards of participants' work on Aug. 8 standing-room crowd. Up Invention Day, Dave DeStefano, a Southington High School teacher, said he had not until he began it in October. DeStefano emphasized the work of Assistant Director Rita Stevens, five teachers who served as team instructors, 10 middle school counselors and nine SHS leadership interns in this nation-wide, non-profit elementary enrichment program backed by The National Inventors Hall of Fame.

Southington was 1 of 100 school districts in the tri-state area participating in the program, and had one of Connecticut's highest

See Camp / Page 25



Friday, August 15, 2014 A25

Moving Forward



2014 Highlights

- 110 participants (maximum enrollment for a one-week program)
- \$1,000 stipend bonus awarded to the site district (\$100 for each student above 100 participants)
- Strong Elementary School proved to be an ideal site
- Standing room only for Inventor's Showcase

2015 Suggestions

- Consider offering two, one-week camps
- Use awarded stipend to staff a nurse to monitor and address medical needs
- Possibly use a middle school that has A/C
- Organize a grouping plan for Inventor's Showcase



**Ready to do
it again!**



Camp Invention®

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 11, 2014

Decision Requested X

Agenda Code 10 f.

AGENDA REPORTING FORM

Agenda Topic: Approval of Music Specialist K-12 Stipend

Summary of Issue: Continuation of the Music Specialist K-12 stipend position. This position was approved by the Board of Education in the 2012-2013 school year.

Background: The stipend for this created position was approved after the bargaining unit agreement was negotiated and ratified. The annual stipend needs to be approved by the Board of Education.

Alternative Strategies: _____

Cost (if applicable): N/A

Funding Source: N/A

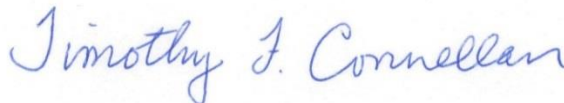
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the stipend for the Music Specialist K-12 position be approved based on the bargaining unit negotiated increases for stipend positions. The stipend will be \$7,027 for the 2014-2015 school year and \$7,153 for the 2015-2016 school year.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

Electronic Devices

The Board adopts this policy in order to maintain/promote an educational environment that is safe and secure for district students and employees. The Board established that the acceptable use of electronic devices is to support instruction and as a means of communication under approved circumstances.

For the purposes of BYOD, a “device” means a privately owned wireless and/or portable electronic piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand-held entertainment systems, laptops, netbooks, tablets/slates, iPod Touches, eReaders, cell and smart phones. While the District intends to permit such broad access, the District’s technology resources (Internet Bandwidth) have not been established as a public access service or as a public forum. Additionally, it is the expectation of the Board of Education that students and employees who access these resources while using personal electronic devices will act at all times in responsible and ethical ways which are in accordance with the District’s Acceptable Use Policies and with all local, state, and federal laws.

Students, with permission of their parent(s)/guardian(s), or the student him/herself if over eighteen years of age, may be in possession of personal electronic devices such as, but not limited to, smart phones, cellular telephones, laptops, tablets, eReaders, or other related electronic devices on school property.

The Board limits the use of these and other electronic devices by students during the school day in District buildings; on District property; on District buses and vehicles; during the time the students are under the supervision of the District.

The Board may limit other electronic devices as appropriate. The District shall not be liable for the loss, damage or misuse of any electronic device.

The devices shall not be used in a manner that disrupts the educational process including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use and Internet Safety Policy.

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

Internet

Students may only access the Internet through the filtered District connection, regardless of whether they are using their personal device or a District-issued device. District staff will not provide software or technical assistance for student-owned devices. Personal internet connective devices such as, but not limited to, cell phones/cell network adapters, are not permitted to be used to access outside internet sources at any time. Access to the District's wireless network, including the Internet shall be made available to students for instructional purposes in accordance with administrative regulations.

Security and Damages

The District, or any of its schools, is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office as other personal items are stolen or damaged. It is recommended that skins, decals, and other custom touches be used to physically identify a student's device from others. Additionally, protective cases for technology are encouraged. Personal devices cannot be left on campus before or after school hours.

Bring Your Own Device Student and Parent Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his/her electronic devices while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in the Bring Your Own Device/Technology program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Acceptable Use and Internet Safety policy.

The use of these devices, as with any personally owned device, is strictly up to the teacher.

(cf. 5114 - Suspension/Expulsion)

(cf. 5130 - Bullying)

(cf. 5130 - Cyberbullying)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 6141.9 - Acceptable Use and Internet Safety Policy)

(cf. 6141.9 - Internet Acceptable Use: Filtering)

(cf. 6141.9 - Online Social Networking)

Legal Reference: Connecticut General Statutes ~ 10-221 Boards of education to prescribe rules

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

The following guidelines shall govern the manner in which the Bring Your Own Device (BYOD) policy and program are to operate within the District.

Definitions

A “device” means a privately owned wireless and/or portable electronic piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand-held entertainment systems, laptops, netbooks, tablets/slates, iPod Touches, eReaders, cell and smart phones.

Teacher’s Role

1. Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students’ personal devices in the classrooms. They will educate and provide guidance on how to use a device and troubleshoot simple issues, but they will not provide technical support. This responsibility resides at home with parents/guardians.
2. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home. Parents will need to assist their younger children with downloads if they wish to follow teachers’ suggestions. No applications are to be downloaded at school.
3. Teachers will monitor to ensure appropriate use of technology in the classrooms.
4. It is understood that not every student has his/her own electronic device. To ensure equal accessibility to technology resources, teachers will provide students with technology available within the school.
5. The use of these student personal devices, as with any personally owned device, is strictly up to the teacher.

Student’s Roles

Operating Principles for Use of Personal Devices on School Campus

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.
2. Students must immediately comply with teachers’ requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
3. Students are not permitted to transmit or post photographic images/videos on public and/or social networking sites that are taken of any person on campus during the school day.
4. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

5. To ensure appropriate network filters, students will only use the District's wireless BYOD connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
6. Students must be instructed that bringing devices on campus or infecting the networking with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the District's Acceptable Use and Internet Safety Policy and will result in disciplinary actions.
7. The District has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
8. Students must be instructed that possessing or accessing information on school property related to "hacking", altering or bypassing network security policies is in violation of the Acceptable Use and Internet Safety Policy and will result in disciplinary actions.
9. Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.
10. Students are expected to print work at home, not at school.
11. Personal devices may not be used to cheat on assignments or tests.
12. Personal devices may not be used for non-instructional purposes, such as making personal phone calls and text/instant messaging with the exception of high school students during lunch and study hall in the cafeteria.
13. Personal devices may not be used to send inappropriate e-messages while under the supervision of the district.

Standards of Responsible Use

All students in District schools must adhere to the following standards of responsible use:

1. The district may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
2. Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
3. Students must log in and use the District filtered wireless network during the school day on personal electronic devices.
4. Students must not access, modify, download, or install computer programs files, or information belonging to others.

Series 6000: Instruction

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

5. Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
6. Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
7. Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of the District.
8. Students must not release personal information on the Internet or electronic communications.
9. If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
10. Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
11. Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
12. Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

Regulation Adopted:

SOUTHINGTON PUBLIC SCHOOLS
1:1 Chromebook Pilot - Parent/Student Responsibility Form

Your child has been selected as part of his/her class to participate in a 1:1 Chromebook Pilot program. The purpose of this pilot is to explore a collaborative learning environment for all learners.

I understand the School's responsibilities include:

- providing a Chromebook to each student in the pilot.
- providing a protective case to each student.
- providing students adequate opportunities to explore the Chromebook and Google Apps for Education while at school during the classroom pilot.
- Taking care of their Chromebook (see **Chromebook Guidelines**).

I understand my family's responsibilities include:

- protecting the Chromebook, within reason, against damage, loss, or theft while participating in the pilot.
- ensuring my child's Chromebook is carried, at all times, in the school issued Chromebook case in order to prevent damage to the device.
- the power cord should be left at home (do not put the power cord in the case or it could crack the screen when placed in a backpack).
- ensuring the Chromebook is charged each night at home.
- ensuring my child reports damage to their Chromebook to their teacher immediately.
- ensuring my child has adequate opportunities to use the Chromebook and Google Apps for Education while at home.
- monitoring their use while outside of school including websites.

For more information about Chromebooks take a tour:

<https://support.google.com/chromebook/answer/2592076?hl=en&topic=2589149&rd=1>

As a student, I understand and will abide by all on this agreement. I further understand that any violation is unethical and may result in the loss of my device privileges as well as other disciplinary action.

As a parent, I understand that my child will be responsible for abiding by the policy pertaining to this program and its guidelines. I have read and discussed them with him/her, and he/she understands the responsibility he/she has in the use of their personal device. Furthermore, I understand that under Connecticut General Statute 10-221(c)

Boards of education may prescribe rules to impose sanctions against pupils who damage or fail to return textbooks, library materials or other educational materials. Said boards may charge pupils for such damaged or lost textbooks, library materials or other educational materials and may withhold grades, transcripts or report cards until the pupil pays for or returns the textbook, library book or other educational material.

The replacement of a lost, stolen, or damaged school-issued Chromebook is the responsibility of the student/parent. The cost of replacement is approximately \$260.

I understand that should damage occur to the device assigned to my child due to my child's negligence or by intentionally causing damage to the device, or losing the device, charger, or case, I will be responsible for reimbursing the school for repair or replacement costs.

Note: Damage, loss, or theft must be reported immediately to either a school administrator or teacher.

School: _____ Teacher Name: _____

Student Name _____ Date _____

Parent Name _____ Date _____

Student Signature _____ Parent Signature _____

<i>Office Use Only:</i> Asset Tag#

CHROMEBOOK GUIDELINES

General Precautions

- No food or drinks near Chromebook.
- Cords, cables, and removable storage devices should be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be charged at home and brought to school fully charged.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks will not be altered externally or internally by students.

Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- Do not place power cords in the case as they may crack the screen when placed in a backpack.

Carrying Chromebooks

- Always transport Chromebooks with care and in a Southington issued protective case. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Always carry the Chromebook with the screen closed and use two hands.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed (including the power cord in a backpack).
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

CHROMEBOOK GUIDELINES

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here:
<http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebooks hard drive.
- Students should always remember to save frequently when working on digital media.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- All student files will be deleted at the end of the school year.

Using Your Chromebook

- The District's network will be used exclusively with all District filters applied to one's connection to the Internet. Attempts will not be made to bypass them.
- Only authorized data can be accessed. Infecting the network with a virus, or any program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
- The District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Students must immediately comply with teachers' requests to shut down devices, close the screen, put in silent mode, and/or put away when asked.
- Students are not permitted to take, transmit or post photographic images/videos of any person on school property on public and/or social networking sites unless done as part of an authorized assignment by a teacher and permission of any/all individuals involved.
- Students can only access files on the computer or Internet sites which are

CHROMEBOOK GUIDELINES

- relevant to the classroom instruction and suggested by a teacher.
- Students are not to physically share their personal devices with other students.
- Personal or District provided devices may not be used to cheat on assignments, tests or for non-instructional purposes.
- Using a personal device to transmit or share inappropriate content during the school day will result in the loss of Chromebook privileges. Additional consequences may be applied depending upon the circumstances. Transmission of material of a bullying nature or sexual nature will result in appropriate disciplinary action.
- Using a personal device at unauthorized times will result in the loss of Chromebook privileges. Use of these devices in the locker rooms, hallways, and bathrooms is strictly prohibited. The purpose of the Chromebook pilot is purely for the extension and enrichment of the learning environment.
- Devices cannot be used during assessments, unless otherwise directed by a teacher.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by acceptable agreement and all other guidelines in this document wherever they use their Chromebooks.

The Southington Acceptable Use and Internet Safety Policy which can be found on our website:

http://www.southingtonschools.org/uploaded/District_Information/Internet_and_Computers_Policy.pdf

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date September 11, 2014

Decision Requested X

Agenda Code 10.h

AGENDA REPORTING FORM

Agenda Topic: AFSCME Local 1303 of Council #4 Custodial, Maintenance, Secretarial, and Food Service Employees Contract

Summary of Issue: The AFSCME Local 1303 of Council #4 Custodial, Maintenance, Secretarial, and Food Service Employees and the Southington Board of Education have been negotiating a contract for a three (3) year agreement beginning July 1, 2014 through June 30, 2017.

Background: N/A

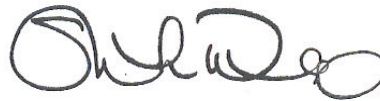
Alternative Strategies: N/A

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

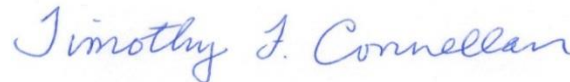
Beginning Date of Program or Project: July 1, 2014

Ending Date of Program or Project: June 30, 2017

Recommendation or Comment: Recommend approving the contract between AFSCME Local 1303 of Council #4 Custodial, Maintenance, Secretarial, and Food Service Employees and the Southington Board of Education.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. AFSCME Contract–To be posted at a later date.

2. _____

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