

## Southington Board of Education Meeting

Thursday, December 14, 2017 6:30 PM

John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, CT 06489

200 North Main Street

Southington, CT 06489



### SOUTHINGTON BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session ~ 6:30 p.m.
  - a. Negotiations Update ~ AFSCME and UPSEU
  - b. Student Matter
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Celebration of Excellence
  - a. CAPSS / Superintendent / Student Award Recipients ~ Evan Bender & Lydia Yu
  - b. Walgreens
6. Approval of Minutes ~ November 9, 2017
7. Communications
  - a. Communications from Audience
  - b. Communications from Board Members
  - c. Communications from Administration
  - d. Communications from Student Representatives
8. Superintendent's Report
  - a. Personnel Report
9. Committee Reports
  - a. Middle School Activities Committee Meeting ~ November 20, 2017
  - b. Policy and Personnel Committee Meeting ~ November 30, 2017
  - c. Curriculum and Instruction Committee Meeting ~ December 7, 2017
10. Old Business
  - a. Town Government Communications
  - b. 2016-2017 School Resource Officer Annual Report ~ Tabled on 10/12 & 10/26
  - c. Budget 2017-2018
11. New Business
  - a. Capital Improvement Plan ~ 2018-19 to 2022-23 ~ Second Reading
  - b. Job Description Approval ~ Human Resources Manager
  - c. Acceptance of PTO Gift to Joseph A. DePaolo Middle School
  - d. 2018-2019 Proposed School Calendar ~ First Reading
  - e. Approval of Out of State / Overnight Field Trips
12. Adjournment

**Southington Board of Education**  
**Southington, Connecticut**  
**Regular Meeting**  
**November 9, 2017**

The regular meeting of the Southington Board of Education was held on Thursday, November 9, 2017 at 7:00 p.m. in the John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

**1. CALL TO ORDER BY SUPERINTENDENT OF SCHOOLS**

The meeting was called to order at 7:00 p.m. by Superintendent of Schools, Mr. Timothy Connellan. Board members present were Mr. Joseph Baczewski, Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Brian Goralski, Mr. Zaya Oshana, and Mrs. Patricia Queen. Absent was Ms. Lisa Cammuso.

Present from the administration were Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; Mr. Peter Romano, Director of Operations; and Ms. Margaret Walsh, Director of Special Services.

Student Representatives present were Bianca Spataro and Sean Young.

**2. PLEDGE OF ALLEGIANCE**

The children of Mr. Baczewski led in reciting the Pledge of Allegiance.

**3. SWEARING IN OF BOARD MEMBERS BY TOWN CLERK**

Mr. Connellan turned the meeting over to Ms. Kathy Larkin, Town Clerk. Board members were sworn in by Ms. Larkin.

**4. ELECTION OF BOARD OFFICERS**

Mr. Connellan congratulated all the Board Members and called for nominations for the Chairperson of the Board of Education. Mrs. Carmody stated that it was her great pleasure to nominate Mr. Brian Goralski as the Chairperson of the Board of Education. Mr. Connellan asked if there were any other nominations for the position of Board of Education Chairperson, and Mr. Derynoski nominated Mr. Zaya Oshana.

Members were directed to state the name of their nominee of choice when their name is called.

**ROLL CALL VOTE:**

**In favor of Mr. Goralski** – Mrs. Terri Carmody, Mrs. Colleen Clark, Mrs. Patricia Queen, Mr. Joseph Baczewski, and Mr. Brian Goralski

**In favor of Mr. Oshana** – Mr. Robert Brown, Mr. David Derynoski, Mr. Zaya Oshana.

**Mr. Goralski was elected Chairperson of the Board with the majority vote of 5-3.**

Mr. Goralski asked for nominations for the position of Vice Chairperson. Mrs. Clark stated that it was her pleasure to nominate Mrs. Terri Carmody as the Vice Chairperson. Mr. Goralski asked if there were any other nominations for the position of Board of Education Vice Chairperson, and there were no other nominees.

**ROLL CALL VOTE: YES** – Mr. Baczewski, Mr. Robert Brown, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Zaya Oshana, Mrs. Patricia Queen, Mr. Brian Goralski, and Mrs. Terri Carmody.  
**Mrs. Carmody was unanimously elected Vice Chairperson of the Board.**

Mr. Goralski asked for nominations for the position of Secretary. Mrs. Queen nominated Mrs. Clark for the position of Secretary. Mr. Goralski asked if there were any other nominations for the position of Board of Education Secretary, and there were no other nominees.

**ROLL CALL VOTE: YES** – Mr. Baczewski, Mr. Robert Brown, Mrs. Terri Carmody, Mr. David Derynoski, Mr. Zaya Oshana, Mrs. Patricia Queen, Mr. Brian Goralski, and Mrs. Colleen Clark.  
**Mrs. Clark was unanimously elected Secretary of the Board.**

Mr. Goralski congratulated his returning peers and welcomed the two newly elected Board of Education Members. As a group they will continue to work together and promise to do the best they can on behalf of all students and families in the Southington community.

Mr. Goralski began the process of naming the committees and reminded the Board of Education to address the chairperson and copy him with any correspondence pertaining to specific areas. With two new Board of Education Members, the committees will be confirmed at the December meeting; however, the chairperson of each committee was named.

- **Policy and Personnel** – Patricia Queen, Chairperson; other members to be determined
- **Finance Committee** – Colleen Clark, Chairperson; other members to be determined
- **Curriculum and Instruction** – Terri Carmody, Chairperson; other members to be determined
- **Parliamentarian** – Timothy Connellan
- **CREC** – TBD
- **Self-Insurance** – Colleen Clark, Zaya Oshana, Patricia Queen, Sherri DiNello (ex-officio)
- **SEED** – Terri Carmody
- **Facility Advisory Committee** – TBD
- **Southington High School Business Advisory Committee** – TBD
- **CABE Board of Education Representative** – TBD
- **Southington High School Manufacturing/Technology Representative** – TBD
- **Middle School Sports Association Committee** – Patricia Queen, Zaya Oshana

Mr. Goralski requested a moment of silence for Delores Melizia and Lucile Felt. Delores was a crossing guard from who retired in 2012 and Lucille was an elementary teacher who retired in 1990.

**5. APPROVAL OF MINUTES ~ October 26, 2017**

**MOTION:** by Mr. Goralski, seconded by \_\_\_\_\_ :

**“Move to approve the minutes of the Regular Board of Education meeting of October 26, 2017.”**

**Motion carried with seven votes in favor and one abstention.**

**6. COMMUNICATIONS**

**a. Communications from the Audience**

**b. Communications from the Board**

The Board members reported on the following:

- Mr. Brown shared a statement from Lisa Cammuso who apologized for not being able to attend the meeting as she was overseas. He also congratulated the Board Members and stated he looked forward to working together.
- Mrs. Queen shared that while campaigning, she received positive responses about the school district. The only critique included parents and grandparents who have trouble helping their children/grandchildren with their math assignments.
- Mr. Oshana was appreciative of the nomination and thanked the community for their support. He attended the Veterans Day Concert and was given patches from Steve Pintarich to give to each of the Board Members.
- Mr. Derynoski reported that they had their first technology advisory meeting. The schedule is rather aggressive and they will work with more community leaders throughout the school year.
- Mr. Baczewski thanked community, his wife, Cindy, and his children, Ziggy and Hannah, for their support.

**c. Communications from the Administration**

Mr. Connellan recognized Mrs. Kimberly Hunt, Personnel Manager, who was in the audience. Mrs. Hunt recently announced her retirement and he wanted to publically thank her for her years of service and acknowledge his appreciation for her work throughout the years. The Board also thanked her and stated their appreciation for her work and professionalism.

1. Election Day – Report on Professional Development Activities – Improving Professional Practice by Supporting Teachers and Staff: Mr. Madancy reported that the staff professional development went very well and they received positive feedback. The morning session was building-based and was devoted to teachers collaborating and using the instructional team model. This allowed them to select areas of focus that they felt would help them with student outcome and gave them the time to target, focus, and collaborate. The afternoon session included the elementary staff working with the

coordinators of Language Arts, Math, and Science; the secondary staff were trained by Christina Simms, Director of Youth Services, in the current trends and signs of substance abuse. The session was coordinated by Mrs. Simms and was time well spent. Lastly, Rebecca Savelkoul, Instructional Technology Coordinator, worked with the special education staff and support staff and introduced them to Skype for Business. This will enable staff to collaborate virtually. Mr. Madancy recognized the Professional Development and Evaluation Committee for their work in organizing the professional development sessions.

2. Paperless Efficiency – Electronic Report Cards for All Schools - Implementation: Mr. Connellan stated that, in an effort to strive to be paperless, all report cards will be sent electronically. The district piloted paperless report cards last year and it was well-received. In the event a family does not have email or would like a paper copy, Mr. Connellan confirmed that they will accommodate the requests. This process is much more efficient and will save the district money in postage and time for staff.

3. Electricity Efficiency and Savings – LED Bulb Replacement Plan: Mr. Connellan distributed a memo re LED Replacement for Fluorescent bulbs. He acknowledged the hard work of Mr. Romano who coordinated the efforts and the significant cost savings to the district because of his work. Southington Public School's staff will be doing the installation.

**d. Communications from Student Board Representatives**

*Sean Young reported on the following:*

- PTO meeting was Monday, November 6, 2017.
- This was a three day week for students. November 7 was Election Day and November 10 is Veterans Day.
- They had the annual Veterans Day concert in the auditorium at the high school
- Mr. Connellan and Mr. Stranieri are going to accompany Ms. Patten at the Bushnell to celebrate her being recognized as Teacher of the Year.
- Parent-Teacher conferences were also scheduled for November 16 and there is an early dismissal for students.

*Bianca Spataro reported on the following:*

- SBAC is scheduled for students.
- Homecoming Dance is scheduled for November 17, 2017 and they will name the King and Queen, as well as, the Prince and Princess.
- Thanksgiving Day Football Game is scheduled for November 23, 2017 at 10:00 a.m. in Cheshire.
- November 20, 2017 is the ... Luncheon. This is an opportunity for high school students to share some information about high school with middle school students.
- November 22, 2017 is the annual Powder Puff Football game against New Britain.

**7. REPORT OF THE SUPERINTENDENT**

**a. Personnel Report**

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

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

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

**8. OLD BUSINESS**

**a. Town Government Communications**

Mr. Goralski stated that the chairperson from the different town committees will be meeting monthly. The goal is to keep the communication open with all town leaders and will include the Town Manager and the Superintendent of Schools.

**b. Budget 2017-2018**

Mrs. DiNello gave a brief update now that the state budget is passed. She reviewed the numbers submitted in the packet. There was some discussion about the appropriation. Mr. Goralski asked for a consensus from the Board to have Mrs. DiNello draft a letter for him to sign and they will send to the Board of Finance and Town Council to request an appropriation. The consensus was taken and the full Board agreed. This will be a recurring item on future Board of Education agendas.

**9. NEW BUSINESS**

**a. Technology Presentation**

Mr. Jamie Olander, Director of Technology, updated the Board from the last presentation (Attachment A) and shared the accomplishments. Following his presentation, there was some discussion about setting-up the district to be a one-to-one district. Mr. Olander will continue to update the Board on the status of the infrastructure and the cost associated with reaching full capacity.

**Mr. Goralski moved Agenda Item b., Approval of Out of State/Overnight Field Trip, to be next on the agenda.**

**b. Approval of Out of State/Overnight Field Trip**

Agriculture Science and Technology teacher, Ms. Jennifer Shields, requested that the Board approve their request to attend the National Future Farmers of America (FFA) Convention in Indiana from October 23-27, 2018.

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

**“Move that the Board of Education approve the field trip request for the Agriculture Science and Technology FFA group to attend the annual FFA Convention in Indiana as presented by the administration.”**

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

**c. Capital Improvement Plan 2018-19 to 2022-23 ~ First Reading**

Mrs. DiNello shared that Mrs. Jennifer Mellitt, Purchasing Agent, and Mr. Romano worked together on the Capital Improvement Plan. The plan is a first read and Board Members are welcome to contact Mrs. DiNello prior to the next meeting to address any additional information or to answer questions.

**d. Policy Approval – Policy #1230, Booster Clubs ~ First Reading**

Mrs. Queen mentioned this policy during her Committee report at the last Board of Education meeting. This is the draft of that policy. If any Board Members have questions pertaining to this Policy, they should contact Mrs. Queen prior to the next meeting.

**10. EXECUTIVE SESSION TO DISCUSS: STUDENT MATTERS, UPSEU OT/PT CONTRACT NEGOTIATIONS, AFSCME CONTRACT NEGOTIATIONS, AND PERSONNEL MATTERS**

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

**“Move that the Board go into Executive Session, excluding the public and the press, for the purpose of discussions related to contracts and student matters, and upon conclusion reconvene to public session to complete the agenda.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 8:15 p.m.

Submitted by,

*Michelle Passamano*

Recording Secretary

Mr. Brian Goralski, Board Chairperson, called the Executive Session to order at 8:20 p.m.

**Members Present:** Mr. Joseph Baczewski, Mr. Robert Brown, Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Queen, Mr. Zaya Oshana and Mr. Brian Goralski.

**Administration Present:** Mr. Timothy Connellan, Superintendent of Schools, Mr. Steven Madancy, Assistant Superintendent of Schools, and Mrs. Sherri DiNello, Director of Business and Finance.

*The board reconvened public session at 9:35 p.m.*

**11. RECONVENE MEETING ~ REGULAR SESSION**

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

**“Move to add item 11a student expulsion to the agenda.”**

**Motion carried unanimously.**

BOE Minutes ~ November 9, 2017

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

**“Move to add item 11b student expulsion to the agenda.”**

**Motion carried unanimously.**

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

**“Move to expel Student 2017-2018 01 as stipulated by the Superintendent.”**

**Motion carried unanimously.**

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

**“Move to expel Student 2017-2018 02 as stipulated by the Superintendent.”**

**Motion carried unanimously.**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The Board adjourned at 9:40 p.m.

Respectfully submitted,

*Colleen Clark*

Colleen Clark, Secretary  
Southington Board of Education



# Technology Update

Southington Public Schools  
November 2017



# Challenges of technology

- The Southington Public Schools network has grown and matured greatly in the last few years
- Gaps developed as new technology was deployed and older systems were not decommissioned
- Security and process controls were not kept up with the rapid pace at which the demand for technological solutions had progressed



# Executive Summary

- Engaged The Walker Group to perform an Infrastructure assessment
- This was driven by challenges with the schools wireless system and network outages
- The goal of this engagement was to identify vulnerabilities in the environment and areas of improvement



# Analysis and Update

- **FINDING:** A network switch is a device that connects devices together on a network by using the switch to receive, process and forward data to other devices. The configuration/set up of the various switches were not optimal which affected performance and overall resiliency.
  - **UPDATE:** District switch configurations were updated to ensure consistency amongst schools. Communication between devices is now faster and more efficient.



# Analysis and Update

- FINDING: Our current wireless solution (Aerohive) was installed with minimal configuration; When combined with the growth of wireless dependency our network was unable to deliver appropriate capacity.
  - UPDATE: A wireless audit was performed which indicated areas of weak signal and interference. Aerohive Access Points (APs) were reconfigured which increased connection reliability and efficiency. The creation of heat map is scheduled which will poll signal strength and identify dead zones, and help us continue to improve wireless coverage.



# Analysis and Update

- FINDING: The district had no centralized platform to manage devices safeguarding our students or employees from unwanted applications or information.
  - UPDATE: A Mobile Device Management System (MDM) was implemented to securely manage data on all district mobile devices allowing Technology to roll out updates, monitor compliance within the State's Data Privacy Act as well as block access to certain online content



# Analysis and Update

- **FINDING:** The district's old firewall and end point protection (antivirus) needed upgrading to meet with the demands of faster internet access, faster computers and increased reliance on the internet.  
  
-**UPDATE:** Implemented a robust solution which now blocks modern threats such as advanced malware and application-layer attacks.



# Analysis and Update

- FINDING: Wi-Fi Access needed to be reconfigured to ensure better security and reliability of our network.

-UPDATE: A new authentication method was created to ensure staff, students, and guests have separate access points which will allow more control over bandwidth usage.



# Analysis and Update

- **FINDING:** The district's current domain/password policy was very weak.

**-UPDATE:** A password policy was created to protect access to our computers and ensure that our systems remain secure.

- No passwords are to be spoken, written, e-mailed, hinted at, or shared
- Password is at least 8 characters long
- Passwords will change every 90 days
- Users will be prohibited from re-using the last 3 previously used passwords
- Password contains characters from all the following four categories:
  - English uppercase characters (A...Z)
  - English lowercase characters (a...z)
  - Base 10 digits (0...9)
  - Non-alphanumeric (exclamation point [!], dollar sign [\$], pound sign [#], percent sign [%], etc.)





# Questions?



# **Board of Education**

## **Administrative Report**

**December 14, 2017**



- 1. Introduction Adult Education Director**
- 2. State Award – Vocational Programs**
- 3. Healthy & Wise Committee**
  - a. Fall Challenge Winners**
  - b. Upcoming Winter challenge**
- 4. World Language – Seal of Bi-Literacy**
- 5. PTO Executive Leadership Team Meeting**
- 6. Board and Town Collaboration - Human Resources Manager Position**
- 7. School Tours With Board of Finance Members**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date December 14, 2017

Decision Requested X Agenda Code 8. a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Personnel Report

**Summary of Issue:** This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for 2017 – 2018.

**Background:** The attached report lists personnel activity from November 1, 2017, through November 30, 2017.

**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

Agenda – December 2017

# PERSONNEL ACTIVITY REPORT

FOR: December 2017

## APPOINTMENTS

### Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
No certified staff hired in the month of November							

### Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Passamano, Michelle	Interim Personnel Manager	SPS	37.50	November 13, 2017	\$80,050.00 prorated
Haddad, Jamie	Special Education Paraeducator	Hatton	27.50	November 20, 2017	\$15.36

## RESIGNATIONS

### Certified

Name	Position	School	Effective Date	Years of Service	Retire
O'Brien, Debra	Science Teacher	SHS	June 30, 2017	31 years	Yes
Pulley Jr., George	Science Teacher	ALTA	June 30, 2018	32 years	Yes
Davey, Cynthia	Business Teacher	SHS	June 30, 2018	36 years	Yes
Pruski, Elizabeth	Special Education Teacher	SHS	June 30, 2018	44 years	Yes
Myers, Moira	Special Education Teacher	Plantsville	July 1, 2018	10 years	Yes

### Classified

Name	Position	School	Effective Date	Years of Service	Retire
Roy, Joan	Part-Time Special Education Paraeducator	JFK	November 10, 2017	6 years	No
Jackson, Kellen	Full-Time Special Education Paraeducator	Thalberg	November 17, 2017	1 ½ years	No
Palmieri, Brian	Full-Time Custodian, Evening Shift	Flanders	November 28, 2017	20 years	No
Benham, Allison	Part-Time Special Education Paraeducator	JAD	December 23, 2017	4 years	No
Horanzy, Joseph	Part-Time Special Education Paraeducator	Hatton	December 23, 2017	4 years	No
Gil, Carolos	Security Attendant	SHS	January 3, 2018	3 years	No
Cochrane, Eileen	Full-Time Special Education Paraeducator	JAD	January 6, 2018	29 years	Yes

## ASSIGNMENT CHANGE

### Certified

Name	From Position		To Position	School	Effective Date
No certified staff assignment change in the month of November					

### Classified

Name	From Position	Hours per Week		To Position	Hours per Week	School	Effective Date
Daly, Laura	Special Ed Paraeducator	27.50		Special Ed Paraeducator	31.25	Flanders	November 13, 2017
Rusiecki, Dora	Special Ed Paraeducator	19.50		Special Ed Paraeducator	27.50	JFK	November 16, 2017
Ianni, Traci	Special Ed Paraeducator	19.50		Special Ed Paraeducator	27.50	JFK	November 20, 2017
Downey, Karen	Special Ed Paraeducator	19.50		Special Ed Paraeducator	27.50	SHS	November 20, 2017
Wholley, Pamela	Special Ed Paraeducator	19.50		Special Ed Paraeducator	27.50	Flanders	November 27, 2017

## TRANSFERS

### Certified

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

### Classified

Name	From Position	From School		To Position	To School	Effective Date
No classified staff transfers in the month of November						

## UNPAID LEAVES OF ABSENCE

Name	Position	School	Start Date	End Date	Reason
No unpaid leaves of absence in the month of November					

## COACHING / STIPENDS

### Appointments

Name	To Position	School	Effective Date	Stipend
Magaro, Austin	Head Coach, Boys Basketball	JAD	November 3, 2017	\$3,153.00
Newberry, Samantha	Head Coach, Cheerleading	JAD	November 3, 2017	\$1,805.00
Lefkowitz, Matthew	Head Coach, Boys Basketball	JFK	November 3, 2017	\$4,030.00
Moffo, Robert	Head Coach, Girls Basketball	JFK	November 3, 2017	\$4,030.00
LaBouliere, Emilie	Head Coach, Cheerleading	JFK	November 3, 2017	\$1,805.00
Borofsky, Mark	Assistant Coach, Boys Basketball	SHS	November 3, 2017	\$4,711.00
Cessario, John	Head Coach, Boys Basketball	SHS	November 3, 2017	\$7,432.00
McKinley, Elizabeth	Assistant Coach, Girls Basketball	SHS	November 3, 2017	\$3,779.00
Murphy, Colleen	Freshman Coach, Girls Basketball	SHS	November 3, 2017	\$4,431.00
Forgione, Michael	Head Coach, Girls Basketball	SHS	November 3, 2017	\$7,432.00
Vaillancourt, Kimberly	Head Coach, Gymnastics	SHS	November 3, 2017	\$5,512.00
Sporbert, Marilyn	Assistant Coach, Gymnastics	SHS	November 3, 2017	\$4,200.00
Cannon, Brian	Head Coach, Ice Hockey	SHS	November 3, 2017	\$6,582.00
Zagorski, Janice	Assistant Coach, Boys Swim	SHS	November 3, 2017	\$3,179.00
Tuttle, Evan	Head Coach, Boys Swim	SHS	November 3, 2017	\$4,886.00
Mozian, Nathan	Assistant Coach, Indoor Track	SHS	November 3, 2017	\$4,200.00
Green, Connor	Head Coach, Indoor Track	SHS	November 3, 2017	\$6,582.00
Zaccagnino, Brian	Assistant Coach, Wrestling	SHS	November 3, 2017	\$4,711.00
Seeger, Kevin	Freshman Coach, Wrestling	SHS	November 3, 2017	\$4,431.00
Dion, Derek	Head Coach, Wrestling	SHS	November 3, 2017	\$7,432.00
Zenowitz, Thomas	Head Coach, Girls Basketball	JAD	November 6, 2017	\$3,153.00
McMillian, Jarrod	Freshman Coach, Boys Basketball	SHS	November 29, 2017	\$3,457.00

### Resignations

Name	From Position	School	Effective Date
Ghidini, Jason	Student Council Advisor	JFK	November 1, 2017
Kalinowski, Kasia	Assistant Coach, Indoor Track	SHS	November 6, 2017

**Middle School Activities Committee**  
**November 20, 2017, 6:00 pm**  
**John Weischel Municipal Center**

**Attendees:** Alisa DelMonte, Mike DeFeo, Patricia Queen, Tim Connellan

Meeting called to order at 6:15 pm.

The committee discussed the fall season. Overall, it was deemed a success. Many parents and spectators approached members of the Southington Middle School Athletic Association to thank them that students had the opportunity to play middle school sports this fall.

Parents on the committee acknowledged the additional work on the part of administration to make the partnership with the SMSAA feasible, and all recognized that each season moving forward will be easier as the partnership develops and systems for operations become more established.

One challenge is the outstanding activity fee owed by some parents. Mr. Connellan will communicate with parents to resolve the issue.

Mrs. DiNello provided a spreadsheet of revenue and expenses to date which the committee reviewed. SMSAA was not charged for field maintenance for the fall season. All supplies like scorebooks and balls were donated by SMSAA. For the upcoming winter season, Southington Youth Basketball Association (SYBA) will donate all balls, scorebooks and first aid kits.

The committee was provided an update on fundraising by the SMSAA. The SMSAA was prepared to close out the fall season and pay for the coaches' stipends for winter which are due at the start of the season and were confident they would meet obligations for spring. The Calendar Fundraiser did not have the participation to make it as successful as the SMSAA had hoped. The committee discussed strategies to make this a fundraiser that involved more students. The Rotary Club pledged \$5,000 to SMSAA from their Mardi Gras fundraiser. The Rotary Club is making this pledge on the promise that there will be programming for students beyond middle school sports. The 501(c)3 status came late for a lot of the grant cycle, but the SMSAA anticipates applying for grants during the next cycle.

December 8, 2017 is the Hoop it Up, Battle of the Schools fundraiser, which will also provide an opportunity for all middle school students to participate various athletic contests.

Alisa Delmonte shared a proposal to provide yoga instruction to all interested students on Tuesdays and/or the window between the winter and spring seasons. She will write up the details and send to Mr. Connellan, who will share with his administrative team to work out the details.

The committee discussed the feasibility of any funds being restored for middle school sports in the upcoming budget. Mr. Connellan shared the status of the state budget process which had just produced additional cuts to Southington. The committee concluded that the fiscal situation made restoration of funding for middle school sports unlikely in the Board of Education operational plan for 2018-2019.

Meeting adjourned at 7:30 pm.

Respectfully submitted,  
Patricia Queen



# SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut  
Policy and Personnel Committee Meeting  
November 30, 2017

Committee Chairperson, Patricia Queen, called the Policy and Personnel meeting to order at 5:40 pm.

Committee Members Present: Bob Brown, Lisa Cammuso, Colleen Clark, Zaya Oshana, and Patricia Queen.

Present from the Administration: Steven Madancy, Assistant Superintendent for Curriculum and Instruction.

## Policy Review – 1324, Community Relations, Soliciting Funds from and by Students

The committee continued its review of this policy which began at the September 25<sup>th</sup> meeting.

The committee concluded the September meeting with a plan to revisit this policy once administration had drafted regulations to set up protocols for practice, which have expanded since the policy had last been reviewed in 2006 to include online fundraising and fundraising by teachers.

At the onset of the discussion, the intention was to construct this policy to include all fundraising within the district, but after substantive discussion, the committee concluded that this policy should only address fundraising by staff and students. Fundraising by other organizations like booster clubs and PTO's will be addressed within Policy 1230, Community Relations, Other School Connected Organizations, Booster Clubs, and this policy will require revision.

Changes in content to Policy 1324 include the following:

- The title will change to "Fundraising by Staff and Students."
- Fundraising activities will require approval by either the principal or assistant principal for a school based event and by the superintendent or designee for a district-wide event.
- Equipment or supplies purchased with funds will become the property of the district.
- Direction on the processing of monies.
- Regulations are comprised of forms to facilitate the approval process and accounting of funds raised.

The committee requested that Mr. Madancy share the revised draft policy with the building principals and Mrs. DiNello for review before the committee recommend bringing this policy to the full board for approval.

TIMOTHY F. CONNELLAN  
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY  
ASSISTANT SUPERINTENDENT  
FOR CURRICULUM AND  
INSTRUCTION

### BOARD OF EDUCATION

BRIAN S. GORALSKI  
BOARD CHAIRPERSON

TERRI C. CARMODY  
VICE CHAIRPERSON

COLLEEN W. CLARK  
SECRETARY

JOSEPH BACZEWSKI

ROBERT S. BROWN

LISA CAMMUSO

DAVID J. DERYNOSKI

ZAYA G. OSHANA

PATRICIA A. QUEEN

200 NORTH MAIN ST.  
SOUTHINGTON, CT  
06489

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OFFICE TELEPHONE  
(860) 628-3202

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(860) 628-3205

**Draft Job Description – Human Resource Manager**

The committee reviewed a draft job description for this position and concluded that the Job Goal and Performance Responsibilities needed revision to provide more conceptual language. Mr. Oshana offered to utilize his expertise in Human Resources to write a new draft for review by administration. The committee agreed that the revised draft would then be brought to the full Board for approval at the December 14, 2017 Board of Education meeting.

**MOTION:** By Mrs. Clark, seconded by Mr. Oshana  
“Move that the Policy and Personnel Committee meeting be adjourned.”

*Motion carried unanimously by voice vote.*

The meeting was adjourned at 7:40 pm.

Respectfully submitted,

*Patricia Queen*

Patricia Queen  
Chair, Policy and Personnel Committee



# SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut  
Curriculum and Instruction Committee Meeting  
December 7, 2017

TIMOTHY F. CONNELLAN  
SUPERINTENDENT OF  
SCHOOLS

STEVEN G. MADANCY  
ASSISTANT SUPERINTENDENT  
FOR CURRICULUM AND  
INSTRUCTION

#### BOARD OF EDUCATION

BRIAN S. GORALSKI  
BOARD CHAIRPERSON

TERRI C. CARMODY  
VICE CHAIRPERSON

COLLEEN W. CLARK  
SECRETARY

JOSEPH BACZEWSKI

ROBERT S. BROWN

LISA CAMMUSO

DAVID J. DERYNOSKI

ZAYA G. OSHANA

PATRICIA A. QUEEN

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 9:40 a.m.

Committee Members Present: Mrs. Terri Carmody and Mrs. Patricia Queen.

Administration Present: Mr. Steven Madancy, Assistant Superintendent.

The administration presented a document that compares the district's current graduation requirements to the revised graduation requirements effective for the graduating class of 2023 (Our district's current 7<sup>th</sup> graders).

The committee discussed the positive aspects associated with these revisions, as well as the challenges the revision will present.

The committee agreed that the next step will be to begin work with the high school administration to review the changes against our current requirements and begin to develop a proposal that would come back to the C & I Committee for further review and discussion. The committee also recognizes that any changes will also need to go through Policy and Personnel as they will need to be reflected accordingly in Policy 6146, Graduation Requirements.

*Motion carried unanimously by voice vote.*

The meeting adjourned at 10:40 a.m.

Respectfully Submitted,

Steven G. Madancy  
Assistant Superintendent for Curriculum and Instruction

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**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date December 14, 2017

Decision Requested \_\_\_\_\_ Agenda Code 10 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  Board Meeting Date December 14, 2017

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

**AGENDA REPORTING FORM**

**Agenda Topic:** 2016-2017 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. Officer Kevin Naranjo has prepared the attached report that summarizes the program for the 2016-2017 school year.

**Background:** The School Resource Officer has proven to be a valuable staffing resource at Southington High School. This report was tabled at the October 12<sup>th</sup> & October 26<sup>th</sup> board meetings.

**Alternative Strategies:** N/A

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

**Beginning Date of Program or Project:** 1997

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

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

Title of Attachment

1. 2016-2017 Report

*Timothy J. Connellan*

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

# SOUTHINGTON POLICE DEPARTMENT

69 Lazy Lane  
SOUTHINGTON, CONNECTICUT 06489



Officer Kevin Naranjo #376  
720 Pleasant Street, Southington, Ct  
School Resource Officer  
School Telephone. (860 62-83229 ext 11388)

The Southington High School (SHS) School Resource Officer (SRO) has multiple roles and responsibilities within the school. The main role is that of a law enforcement officer which provides the school with law enforcement type services to encourage everyone to follow all state/federal laws, and maintain a safe school environment. SRO's investigate allegations of criminal activity or complaints and make referrals to juvenile authorities. Another role of the SRO is to build positive relationships with students and staff and work closely with administrators to foster a positive learning environment for the students. This is accomplished by attending different meetings, school clubs and participating in school functions. Lastly an SRO acts as a counselor and educational teacher to students and staff. For the school year beginning August 2016 and ending June 2017 the following items were accomplished at SHS.

- Conducted question and answers days with student classes during various school periods in regards to Alcohol/Drug laws. Attend classes to critique presentations for Civics
- Coordinate with administration for K-9 walkthroughs, School Lockdown Procedures, Fire Drills and Secure School.
- Attend students language classes and speak to them on benefits of being bilingual
- Implemented with various town organizations a Parent Night on Opioid addiction.

## **BREAKDOWN 2016/2017 School Year Cases**

Bullying/Threatening/Harassment-	12
Motor Vehicle Issues/Accidents	16
Fights	7
Drug/Alcohol	9
Report General	19
Stolen	11
Juvenile Issues	17
Fire calls	4
Missing Person	2
Disorderly	1
Vandalism	2
Sex assault	2
Medicals	11
Trespass	1

**Total Cases 114**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date December 14, 2017

Decision Requested X

Agenda Code 10.c

**AGENDA REPORTING FORM**

**Agenda Topic:** BUDGET 2017-2018

**Summary of Issue:** The 2017-2018 Board of Education Operational Budget was funded with an expectation that special education revenues in the Educational Cost Sharing (ECS) Grant were being directed to the Board of Education and not the Town as in previous years.

**Background:** The 2017-2018 budget was reduced by the Board of Finance and Town Council in the amount of \$6,898,970 because of the change in how state revenues were going to be directed based on the Governor's original budget.

The BOE originally budgeted to receive \$1,461,796 in the special education excess cost grant therefore netting that amount from the outplaced tuition account. The Educational Cost grant revenues were directed to the Town in the past but the change made in the original Governor's budget had \$8,360,766 being sent to the BOE. The BOF and Council netted those two figures together and adjusted the BOE's operational budget by the \$6,898,970.

The approved state budget has the ECS funds being directed to the town and the excess cost revenues going to the BOE as they have in previous years requiring the need for an appropriation request of the Board of Finance and Town Council.

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

**Cost (if applicable):** \_\_\_\_\_ **Funding Source:** \_\_\_\_\_

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

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

**Recommendation or Comment:** The Board should request an appropriation from the Board of Finance and Town Council in the amount of \$6,898,970.



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



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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  X

Board Meeting Date  December 14, 2017

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

Agenda Code  11.a

**AGENDA REPORTING FORM**

**Agenda Topic:**  Capital Improvement Plan 2018-2019 to 2022-2023 ~ Second Reading

**Summary of Issue:**  The proposed Capital Improvement Plan calls for \$2,290,224 in capital projects in 2018-2019 and \$8,893,932 over the next four years for a total of \$11,184,156.

**Background:**  The Board prepares an updated five-year Capital Improvement Plan each year. Our requests are then combined with the town into a long-term Capital Improvement Plan presentation.

**Alternative Strategies:**  Modify plan as proposed.

2018-2019 - \$2,290,224

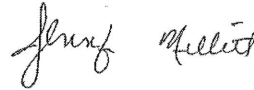
2019-2023 -  \$8,893,932

**Cost (if applicable):**  \$11,184,156       **Funding Source:**  To Be Determined

**Beginning Date of Program or Project:**  July 1, 2018

**Ending Date of Program or Project:**  June 30, 2023

**Recommendation or Comment:**  To approve the five-year Capital Improvement Plan as submitted.



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



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

Titles of Attachments:

1.  Proposed Capital Projects 2018-2023
2.  Projects by School – Informational



## **SOUTHTINGTON PUBLIC SCHOOLS**

# **Capital Improvement Plan Five-Year Projection 2018/2019 to 2022/2023**

## INTRODUCTION

This document represents the Capital Improvement Plan developed for the Southington Public School district. This document is a fiscal and planning tool that provides a five-year coordinated sequence for carrying out the proposed projects.

This document was revised to conform to the request of the Town of Southington that projects must:

- ❖ have a five year life;
- ❖ be over \$50,000; and
- ❖ not be considered maintenance.

The Capital Improvement Plan document is divided into two sections described below:

Summary: The items in the summary are listed alphabetically by project. The summary provides a matrix of the requests included in the Capital Improvement Plan.

Detail: This section provides a description of each of the requests included in the Capital Improvement Plan. The format was requested by the Town Finance Director so that she can combine the projects requested by the Town and Board of Education into one document.

**Southington Board of Education  
Proposed Capital Improvement Projects  
Five Year Plan - By Project  
2017/18 THROUGH 2021/22**

Project Type / Site / Description		Year Of Request	2018/19	2019/20	2020/21	2021/22	2022/23	Total Request
Air Conditioning - Elementary		Pending	TBD					TBD
Athletic Facility Plan		Pending	TBD					TBD
Auditorium Lighting Project								
SHS	Stage Lighting Upgrade (updated 2017/18)	2012/13		184,166				184,166
	Subtotal		-	184,166	-	-	-	184,166
Bleacher Replacement Project								
DES	Gymnasium Bleacher Replacement	2001/02					130,185	130,185
	Subtotal		-	-	-	-	130,185	130,185
Door Projects - Exterior								
SHS	Replace Door Hardware (Excluding Locks)	2008/09		158,050				158,050
	Subtotal		-	158,050	-	-	-	158,050
Fire Alarm System Replacement Projects								
KES	Install Updated Fire Alarm System	2014/15					168,096	168,096
FES	Install Updated Fire Alarm System	2008/09					168,096	168,096
	Subtotal		-	-	-	-	336,192	336,192
Heating Project								
SHS	Heating Units and Pumps Replacement	2003/04	84,048					84,048
	Subtotal		84,048	-	-	-	-	84,048
Masonry Project - Exterior								
SHS	Siicon/Sealing Masonry	2008/09		97,465				97,465
	Subtotal		-	97,465	-	-	-	97,465
Paving Projects								
SHS	Parking Lot Expansion/Repaving, revised 2017/18	2007/08		201,000				201,000
SHS	Rear Parking Lots and Driveways	2017/18		350,000				350,000
DES	Playground and Pyne Ctr Rear Parking	2006/07					383,751	383,751
FES	Parking Lot Expansion	2008/09					301,494	301,494
KES	Parking Lot Expansion	1998/99					271,400	271,400
HES	Reconstruct Paved Playground for Parking	2008/09				120,627		120,627
SES	Parking Lot Expansion	2008/09				75,345		75,345
HES	Student Access Walks	2017/18				55,760		55,760
	Subtotal		-	551,000	-	251,732	956,645	1,759,377
Phase III: Derynoski, Flanders, & Kelley Building Projects		2012/13	TBD					TBD
Roofing Projects								
SHS	Replace 1988 PVC Roofing, 70,800 SF	2017/18	2,206,176					2,206,176
SHS	Replace 1995 Built-Up Roofing, 120,857 SF	2017/18			3,988,281			3,988,281
HES	Replace 1996 Roofing, 27,000 SF	2017/18				907,200		907,200
	Subtotal		2,206,176	-	3,988,281	907,200	-	7,101,657
School Fixture Replacement Projects								
FES	Lavatory & Classroom Fixtures	2008/09					59,841	59,841
KES	Lavatory & Classroom Fixtures	2008/09					59,841	59,841
	Subtotal		-	-	-	-	119,682	119,682
VoAg Renovation Project								
SHS	Renovate Original Vo-Ag Space into Classrooms	2007/08				1,150,137		1,150,137
	Subtotal		-	-	-	1,150,137	-	1,150,137
Window Replacement Project								
DES	Cafeteria Window Wall	2008/09					63,197	63,197
	Subtotal		-	-	-	-	63,197	63,197
<b>Total Board of Education Capital Improvement Plan</b>			<b>2,290,224</b>	<b>990,681</b>	<b>3,988,281</b>	<b>2,309,069</b>	<b>1,605,902</b>	<b>11,184,156</b>

**TOWN OF SOUTHLINGTON  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

**DEPARTMENT:** BOARD OF EDUCATION

**PROJECT TITLE:** AIR CONDITIONING - ELEMENTARY

**FISCAL YEAR PROPOSED:** TBD

**DESCRIPTION:**

The Board of Education Administrators are developing a plan to provide air conditioning or cooling stations at the Elementary Schools. The pricing and scope of this project have not yet been determined.

**PROJECT COST:** TBD

**TOWN OF SOUTHLINGTON  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b> BOARD OF EDUCATION	<b>PROJECT TITLE:</b> ATHLETIC FACILITY PLAN
	<b>FISCAL YEAR PROPOSED:</b> TBD

**DESCRIPTION:**  
The Administrators of the SPS are identifying the need for improvements to the Athletic Facilities. A plan is being prepared by Mr. Brian Stranieri, SHS Principal, Mr. Greg Ferry, Athletic Director, and Mr. Peter Romano, Director of Operations.

**PROJECT COST: TBD**

**TOWN OF SOUTHLINGTON  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b> BOARD OF EDUCATION	<b>PROJECT TITLE:</b> AUDITORIUM LIGHTING
	<b>FISCAL YEAR PROPOSED:</b> 2019/20

**DESCRIPTION:**

2019/20

SHS: Updated 2017/18: This project will upgrade the aging Auditorium and Stage Lighting System.

The new lighting system will be an LED system with no separate dimmer rack. This has reduced the cost over the prior year requests.

**PROJECT COST: 184,166**

**TOWN OF SOUTHLINGTON  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b> BOARD OF EDUCATION	<b>PROJECT TITLE:</b> BLEACHER REPLACEMENT PROJECT
	<b>FISCAL YEAR PROPOSED:</b> 2022/23

**DESCRIPTION:**

2022/23

DES - This project would replace existing bleachers in the gymnasium which date back to the original High School, with state-of-the-art aluminum/plastic.

**PROJECT COST: 130,185**

**TOWN OF SOUTHLINGTON**  
**CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b>	<b>BOARD OF EDUCATION</b>	<b>PROJECT TITLE:</b>	<b>DOOR PROJECTS - EXTERIOR</b>
		<b>FISCAL YEAR PROPOSED:</b>	<b>2019/20</b>

**DESCRIPTION:**  
2019/20  
SHS - This project would replace existing exterior door hardware, closers, panic bars, etc. (excluding locks)

**PROJECT COST: 158,050**

**TOWN OF SOUTHLINGTON**  
**CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b> BOARD OF EDUCATION	<b>PROJECT TITLE:</b> FIRE ALARM SYSTEM REPLACEMENT PROJECTS
	<b>FISCAL YEAR PROPOSED:</b> 2022/23

**DESCRIPTION:**

**2022/23**

KES: The current fire alarm system at KES is vintage and in need of upgrading.  
This project would update and replace the existing system which dates back to 1966.

FES: The current fire alarm system at FES is vintage and in need of upgrading.  
This project would update and replace the existing system which dates back to 1966.

**PROJECT COST: 336,192**

**TOWN OF SOUTHLINGTON**  
**CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b> BOARD OF EDUCATION	<b>PROJECT TITLE:</b> HEATING PROJECT
	<b>FISCAL YEAR PROPOSED:</b> 2018/19

**DESCRIPTION:**

2018/19

SHS - Project includes the replacement of five (5) water source heat pump units. The Noresco project replaced 36 of 41 heat pumps as a part of their work in 2014. This project was previously listed on the Capital Improvement Plan at the cost of \$661,789.

**PROJECT COST: 84,048**

**TOWN OF SOUTHLINGTON**  
**CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

**DEPARTMENT:** BOARD OF EDUCATION

**PROJECT TITLE:** MASONRY PROJECTS - EXTERIOR

**FISCAL YEAR PROPOSED:** 2019/20

**DESCRIPTION:**

**2019/20**

SHS - This project would provide masonry work and silicon sealing of the original 1974 facility which is approximately 200,000 square feet, as well as the auditorium and art wing.

**PROJECT COST:** 97,465

**TOWN OF SOUTHLINGTON  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b>	BOARD OF EDUCATION	<b>PROJECT TITLE:</b>	PAVING PROJECTS
		<b>FISCAL YEAR PROPOSED:</b>	2018/19 THROUGH 2022/23

**DESCRIPTION:**

**2019/20**

SHS - Parking at the high school is inadequate. This project would expand the existing lot and provide ninety-four (94) additional spaces.  
\$201,000

**2019/20**

SHS - This project would replace the asphalt paving in the rear of the high school (excluding the Ag-Science Building) from Pleasant Street through the back lot.  
\$350,000

**2021/22**

HES - Reconstruct paved playground for parking off the east wing and driveway access to existing visitors parking lot and drop off area.  
SES - This project would provide an additional fifteen (15) parking spaces in the front parking lot along Marion Avenue.  
HES - This project would remove and repair existing access walks at the school.  
\$251,732

**2022/23**

DES - The playground is in need of repaving, there are many cracks and separations. Staff parking is also in need of repaving at the JV Pyne Center. The asphalt paving has deteriorated over the years and has become difficult to plow and maintain.  
FES - This expansion of the existing front parking lot would provide approximately forty-seven (47) additional spaces for staff and parents.  
KES - The construction of a 2,400 square foot parking area in front of the building.  
\$956,645

**PROJECT COST: 1,759,377**

**TOWN OF SOUTHLINGTON**  
**CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b> BOARD OF EDUCATION	<b>PROJECT TITLE:</b> PHASE III-DERYNOSKI, FLANDERS, AND KELLEY BUILDING PROJECTS
	<b>FISCAL YEAR PROPOSED:</b> TBD

**DESCRIPTION:**  
The Board of Education is identifying the need for these sites as future building renovation projects.  
The pricing and scope of these projects have not yet been determined.

**PROJECT COST:** TBD

**TOWN OF SOUTHLINGTON  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

**DEPARTMENT:** BOARD OF EDUCATION      **PROJECT TITLE:** ROOFING PROJECT

**FISCAL YEAR PROPOSED:** 2018/19 THROUGH 2021/22

**DESCRIPTION:**

**2018/19**

SHS - This project would replace the 1988 PVC roofing, 70,800 SF  
**\$2,206,176**

**2020/21**

SHS - This project would replace the 1995 Built-Up roofing, 120,857 SF  
**\$3,988,281**

**2021/22**

HES - This project would replace the 1996 roofing, 27,000 SF  
**\$907,200**

**NOTE: An evaluation of the roofing on all school buildings was performed during 2016. The recommended replacement schedule for all roofs can be found on the following page. The schedule shows the replacements recommended for the next five years and those required beyond the five year cycle.**

**PROJECT COST: 7,101,657**

SOUTHINGTON PUBLIC SCHOOLS  
5-YEAR ROOF REPLACEMENT SCHEDULE

REPLACEMENT YEAR	SCHOOL	YEAR INSTALLED	SF	REPLACEMENT COST ESTIMATE
2018-2019	SHS - PVC	1988	70,800	\$2,206,176
	<b>Subtotal</b>			<b>\$2,206,176</b>
2020-2021	SHS - Built Up	1995	120,857	\$3,988,281
	<b>Subtotal</b>			<b>\$3,988,281</b>
2021-2022	HES	1996	27,000	\$907,200
	<b>Subtotal</b>			<b>\$907,200</b>
<b>Grand Total</b>				<b>\$7,101,657</b>

**BEYOND 5-YEARS**

REPLACEMENT YEAR	SCHOOL	YEAR INSTALLED	SF	REPLACEMENT COST ESTIMATE
2023-2024	DES - Built Up	1993	38,692	\$1,310,400
	DES - Shingle	1993	49,164	\$495,573
	<b>Subtotal</b>			<b>\$1,805,973</b>
2027-2028	ALTA			\$235,200
	TES	2002	62,000	\$2,083,200
	<b>Subtotal</b>			<b>\$2,318,400</b>
2028-2029	HES	2003	45,000	\$1,350,001
	SES	2003	55,370	\$1,860,432
	<b>Subtotal</b>			<b>\$3,210,433</b>
2030-2031	FES	2000	31,663	\$1,310,400
	KES	2000	31,663	\$1,310,400
	<b>Subtotal</b>			<b>\$2,620,800</b>
2034-2035	Ag -Sci	2009	(blank)	
	PES	2009	26,000	\$780,001
	SEES - Shingle	2009	52,500	\$147,000
	SEES - Built up	2009	5,127	\$114,845
	<b>Subtotal</b>			<b>\$1,041,846</b>
2039-2040	JAD	2014	90,690	\$2,031,456
	JFK	2014	90,690	\$2,031,456
	<b>Subtotal</b>			<b>\$4,062,912</b>
<b>Grand Total</b>				<b>\$15,060,364</b>

1. Roofs are scheduled for replacement on a 25-year cycle (typical unless otherwise noted)
2. Roofs should be re-evaluated yearly after 20 years for the opportunity to extend the life to a 30-year term
3. DES, FES & KES are currently scheduled for replacement at 30 years on this schedule

**TOWN OF SOUTHLINGTON  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b> BOARD OF EDUCATION	<b>PROJECT TITLE:</b> SCHOOL FIXTURE REPLACEMENTS
	<b>FISCAL YEAR PROPOSED:</b> 2022/23

**DESCRIPTION:**

**2022/23**

FES - The existing fixtures are 1960's vintage and are showing their age. Surfaces of fixtures are scratched, corroded, showing wear, and there is some cracking. The faucets are also showing wear from years of exposure to cleaning agents and use. The water usage of the existing toilets is 4.5 gallons per flush compared to the new standard toilets that use 1.6 gallons per flush.

KES - The existing fixtures are 1960's vintage and are showing their age. Surfaces of fixtures are scratched, corroded, showing wear, and there is some cracking. The faucets are also showing wear from years of exposure to cleaning agents and use. The water usage of the existing toilets is 4.5 gallons per flush compared to the new standard toilets that use 1.6 gallons per flush.

**PROJECT COST: 119,682**

**TOWN OF SOUTHLINGTON  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

<b>DEPARTMENT:</b> BOARD OF EDUCATION	<b>PROJECT TITLE:</b> VO-AG RENOVATION PROJECT
	<b>FISCAL YEAR PROPOSED:</b> 2021/22

**DESCRIPTION:**

2021/22

This project would renovate the original Vo-Ag space at SHS into classrooms. The areas included are the previous Vo-Ag Labs, mechanics, woodshop, small animal labs, and the plant labs.

**PROJECT COST: 1,150,137**

**TOWN OF SOUTHLINGTON**  
**CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2022/23**

**DEPARTMENT:** BOARD OF EDUCATION

**PROJECT TITLE:**

WINDOW REPLACEMENT PROJECT  
DERYNOSKI ELEMENTARY

**FISCAL YEAR PROPOSED:**

2022/23

**DESCRIPTION:**

2022/23

The wall of windows in the Derynoski school's cafeteria create excessive heat between the months of May and October. The window project would include insulating and reflecting panels to reduce area temperatures and to minimize heating requirements.

**PROJECT COST:** 63,197

**Southington Board of Education**  
**Proposed Capital Improvement Projects**  
**Five Year Plan - By School**  
**2018/19 THROUGH 2022/23**

School	Project Type / Site / Description	Year Of Request	2018/19	2019/20	2020/21	2021/22	2022/23	Total Request
DES	Gymnasium Bleacher Replacement	2001/02					130,185	130,185
DES	Playground and Pyne Ctr Rear Parking	2006/07					383,751	383,751
DES	Cafeteria Window Wall	2008/09					63,197	63,197
	Subtotal Derynoski		-	-	-	-	577,133	577,133
FES	Install Updated Fire Alarm System	2008/09					168,096	168,096
FES	Parking Lot Expansion	2008/09					301,494	301,494
FES	Lavatory & Classroom Fixtures	2008/09					59,841	59,841
	Subtotal Flanders		-	-	-	-	529,431	529,431
HES	Reconstruct Paved Playground for Parking	2008/09				120,627		120,627
HES	Student Access Walks	2017/18				55,760		55,760
HES	Replace 1996 Roofing, 27,000 SF	2017/18				907,200		907,200
	Subtotal Hatton		-	-	-	1,083,587	-	1,083,587
KES	Install Updated Fire Alarm System	2014/15					168,096	168,096
KES	Parking Lot Expansion	1998/99					271,400	271,400
KES	Lavatory & Classroom Fixtures	2008/09					59,841	59,841
	Subtotal Kelley		-	-	-	-	499,337	499,337
SES	Parking Lot Expansion	2008/09				75,345		75,345
	Subtotal Strong		-	-	-	75,345	-	75,345
SHS	Heating Units and Pumps Replacement	2003/04	84,048					84,048
SHS	Replace 1988 PVC Roofing, 70,800 SF	2017/18	2,206,176					2,206,176
SHS	Parking Lot Expansion/Repaving, revised 2016/17	2007/08		201,000				201,000
SHS	Silicon/Sealing Masonry	2008/09		97,465				97,465
SHS	Rear Parking Lots and Driveways	2017/18		350,000				350,000
SHS	Auditorium Lighting System Upgrade (updated 17/18)	2012/13		184,166				184,166
SHS	Replace Door Hardware (Excluding Locks)	2008/09		158,050				158,050
SHS	Replace 1995 Built-Up Roofing, 120,857 SF	2017/18			3,988,281			3,988,281
SHS	Renovate Original Vo-Ag Space into Classrooms	2007/08				1,150,137		1,150,137
	Subtotal Southington High		2,290,224	990,681	3,988,281	1,150,137	-	8,419,323
TBD	Air Conditioning - Elementary	2016/17	TBD					TBD
TBD	Athletic Facility Plan	2015/16	TBD					TBD
TBD	Phase III: Derynoski, Flanders, & Kelley Building Projects	2012/13	TBD					TBD
<b>SUB TOTAL Capital Improvement Plan</b>			<b>2,290,224</b>	<b>990,681</b>	<b>3,988,281</b>	<b>2,309,069</b>	<b>1,605,901</b>	<b>11,184,156</b>

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date December 14, 2017

Decision Requested X

Agenda Code 11 b

**AGENDA REPORTING FORM**

**Agenda Topic:** Job Description Approval ~ Draft Human Resource Manager

**Summary of Issue:** The Policy & Personnel Committee has reviewed, discussed, and revised the job descriptions for the new position of *Human Resource Manager* at their November 30, 2017 Policy and Personnel Committee meeting.

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

**Alternative Strategies:** N/A

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

**Beginning Date of Program or Project:** Upon Board approval

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

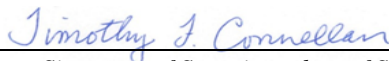
**Recommendation or Comment:** Move that the Board of Education approve the revised job description for *Human Resource Manager* as recommended by the Policy and Personnel Committee.

**Titles of Attachments:**

1. DRAFT Job Description

mp\Board\12.14.17, Job Descripton Approval

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

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



# **SOUTHTON PUBLIC SCHOOLS**

## **JOB DESCRIPTION**

### **DRAFT**

TITLE: Human Resource Manager

JOB GOAL:

This position will lead the Human Resource functions for the Southington Public School District and the Town of Southington Municipal District. The Human Resource Manager will oversee the HR department and work closely with all School District and Town of Southington departments to lead the development, implementation and administration of various HR initiatives.

PERFORMANCE RESPONSIBILITIES:

1. Lead the development and implementation of creative and effective recruitment and retention programs for all staff positions including the employee lifecycle from recruitment, onboarding, orientation, retention and separation. Assure compliance with all state and federal employee background checks.
2. Place student teachers and interns within the School District and Municipality as required and assure an available pool of qualified substitute teachers, custodians, nurses, and paraeducators.
3. Collaborate with the town contracted Benefits Consultant/Advisor, develop, lead and implement effective and employee focused benefits administration programs for health, welfare, retirement, workers compensation and unemployment claims.
4. Partner with District and Town leaders and safety managers to develop a world class safety culture, assuring a safe environment for all employees and visitors, eliminating lost time accidents and reducing worker's compensation.
5. Oversee and assist in the processing of all Leave of Absence requests including but not limited to, Family and Medical Leave of Absence (FMLA), extended medical, child rearing, and personal leaves.
6. Develop and maintain personnel records in accordance with all statutory and regulatory requirements. This will include both human resource files as well as the development and maintenance of accurate Human Resource Information System (HRIS) databases on all employees.
7. Ensure and enforce compliance with all legal and regulatory compliance agencies as it relates to safety, labor, wage and hour and employment laws. Actively support the commitment to a diverse employee base.
8. Assure all mandated training is completed on time and maintain records of such.
9. Administer collective bargaining agreements as appropriate. Working with leadership, prepare for and participate in all collective bargaining negotiations and budget development as necessary.
10. Coordinate discipline and grievance hearings and have a thorough understanding of the collective bargaining agreements in order to advise and assist Department Heads and Supervisors on the appropriate discipline policies and procedures.

*Human Resource Manager  
DRAFT Job Description, Continued*

11. Develop, update, and maintain all town and district job descriptions on a regular, rotating review cycle.
12. Perform such other related duties and responsibilities as assigned by the Superintendent of Schools, Assistant Superintendent of Schools, and Town Manager.

**QUALIFICATIONS:**

1. Bachelor's Degree in human resource management or related area, or equivalent experience and training is required.
2. Working knowledge of the principles and practices of municipal Human Resources management, employment and recruiting methods.
3. General knowledge and understanding of state and federal statutes related to safety and Human Resource Management.
4. Demonstrated success with building trust, strong relationships and ability to work effectively with others.
5. Proven ability to understand policies and procedures and be able to communicate and implement them successfully.
6. Must be able to work independently, maintain confidential records, prepare reports in both oral and written form and manage multiple priorities effectively.
7. Proficient in the use of Microsoft Office Products.
8. Excellent verbal and written communication skills.

**REPORTS TO:**

Superintendent of Schools - Primary/Town Manager

**SUPERVISES:**

All secretarial and clerical personnel assigned to the Human Resources Department

**TERMS OF EMPLOYMENT:**

Twelve month, two hundred sixty (260) day work year with salary, benefits, and working conditions established by the Board of Education.

**EVALUATION:**

Performance to be evaluated annually by the Superintendent of Schools in conjunction with the Town Manager.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date December 14, 2017

Decision Requested x Agenda Code 11 c.

**AGENDA REPORTING FORM**

**Agenda Topic:** Acceptance of PTO Gift to Joseph A. DePaolo Middle School

**Summary of Issue:** The Joseph A. DePaolo PTO has purchased a "Water Wall" as a gift to the school.

**Background:** The Joseph A. DePaolo PTO has planned and saved for a purchase to replace what was originally conceived as a fountain for the courtyard.

**Alternative Strategies:** N/A

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

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

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

**Recommendation or Comment:** See memo from Frank Pepe.

*Timothy J. Connellan*

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

# Memo

**To:** Tim Connellan, Superintendent  
**From:** Frank Pepe, Principal  
**CC:** Chris Palmieri, Assistant Principal  
**Re:** PTO Gift

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Dear Superintendent Connellan,

The JAD PTO has generously purchased a water wall feature with a desire for installation in the courtyard. Please accept my apologies and offer them to the Board of Education Members as well for not bringing this to you at the start of the school year. Conversations pertaining to a gift from the PTO span back prior to the renovations completed. As a result of the renovations, the pond feature in the courtyard was removed and funds were directed within the project towards other essential items. We are thrilled with our new building and the PTO always possessed a desire to dedicate a water wall type of feature as a show of appreciation for the incredible new building.

Pending Board of Education approval and acceptance of the gift, the wall feature is close to becoming a reality. The water wall will contribute both aesthetic beauty to our courtyard as well as enhance a tranquil space used as a reward for students. The feature itself fits perfectly into the emotional intelligence professional development the entire JAD staff has engaged with this year. This work began last year with a core team and has since grown exponentially to encompass all of our teachers and support personnel.

Through Mr. Romano's office, we have predicated an energy usage of less than \$150 per year assuming the fountain runs eight hours a day for four months in the year. If the Board so chooses this cost can be assumed by the PTO. If any additional costs from wear and tear evolve over the time, the PTO is also willing to assume them.

Our students who are members of our garden club will provide the general maintenance and care. The feature thus has the potential to offer beauty, peace and learning for all who inhabit JAD.

Respectfully Submitted,



Frank Pepe

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date December 14, 2017

Decision Requested \_\_\_\_\_ Agenda Code 11 d.

**AGENDA REPORTING FORM**

**Agenda Topic:** Proposed 2018-2019 School Calendar ~ First Reading

**Summary of Issue:** The attached school calendar is provided to the Board for their comments and recommendations in two versions.

**Background:** The calendar will be brought back to the Board for approval at the January 11, 2018 Board meeting.

**Alternative Strategies:** 1) Modify starting date; 2) Modify recess periods; 3) Modify professional development days

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

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

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

**Recommendation or Comment:** Board members may wish to comment on the Proposed School Calendar for the 2018-2019 School Year. Version "A" and "B" with the options for the April Vacation.

**Title of Attachment**

1. Proposed School Calendar for the 2018-2019 School Year
  - a. Version "A" and Version "B"

*Timothy J. Connellan*

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

# Southington Public Schools

## 2018



## 2019

VERSION A

FIRST DAY OF SCHOOL: AUG 30

### PROPOSED SCHOOL CALENDAR

SCHOOL ENDS: JUNE 12

M	T	W	TH	F
<b>AUGUST 2018</b>				2 DAYS
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
WD	PD	PD	FD	31

<b>SEPTEMBER 2018</b>					19 DAYS
3	4	5	6	7	
10	11	12	13	14	
17	<PD>	19	20	21	
24	25	26	27	28	

<b>OCTOBER 2018</b>					22 DAYS
1	2	3	4	5	
8	9	10	11	12	
15	<PD>	17	18	19	
22	23	24	25	26	
29	30	31			

<b>NOVEMBER 2018</b>					17 DAYS
5	PD	7	1	2	8
12	13	14	15*	16	
19	20	21	22	23	
26	27	28	29	30	

<b>DECEMBER 2018</b>					15 DAYS
3	4*	5*	6	7	
10	11	12	13	14	
17	18	19	20	<21>	
24	25	26	27	28	
31					

<b>JANUARY 2019</b>					21 DAYS
1	2	3	4		
7	8	9	10	11	
14	<PD>	16	17	18	
21	22	23	24	25	
28	29	30	31		

AUG 27	Convocation/Work Day
AUG 28	Professional Development Day
AUG 29	Professional Development Day
AUG 30	<b>FIRST DAY OF SCHOOL ~ FULL DAY</b>
SEPT 3	Labor Day
SEPT 18	Professional Development Day—Early Dismissal
OCT 8	Columbus Day
OCT 16	Professional Development Day—Early Dismissal
NOV 6	Election Day/Prof. Dev. Day
NOV 12	Veterans Day
NOV 15*	High School Conferences - Early Dismissal
NOV 21-23	Thanksgiving Recess
DEC 4*	Elem/Mid.School Conf./HS PD – Early Dismissal
DEC 5*	Elementary School Conferences - Early Dismissal
DEC 21	Early Dismissal for Students
DEC 24 -	Holiday Recess
JAN 1	(Includes Christmas and New Year's Day)
JAN 15	Elem/Mid School Prof. Dev. - Early Dismissal
JAN 21	Martin Luther King Day
FEB 15	Professional Development Day - Early Dismissal
FEB 18	Presidents' Day
FEB 19	Professional Development Day
MAR 18-19*	Elementary School Conferences - Early Dismissal
MAR 26	Professional Development – Early Dismissal
APR 15-19	Spring Break (Includes Good Friday)
APR 23	Professional Development – Early Dismissal
MAY 14	Professional Development – Early Dismissal
MAY 27	Memorial Day
JUNE 12	<b>Projected Last Day</b>

- = Holiday/School Recess - No School for Students and Staff
- PD = Professional Development – No School for Students
- <PD> = <PD> Professional Development – Early Dismissal for Students
- < > = Early Dismissal for Students
- \* = Early Dismissal Only for Designated School

M	T	W	TH	F
<b>18 DAYS FEBRUARY 2019</b>				
				1
4	5	6	7	8
11	12	13	14	<PD>
18	PD	20	21	22
25	26	27	28	

<b>21 DAYS MARCH 2019</b>				
				1
4	5	6	7	8
11	12	13	14	15
18*	19*	20	21	22
25	<PD>	27	28	29

<b>17 DAYS APRIL 2019</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	<PD>	24	25	26
29	30			

<b>21 DAYS MAY 2019</b>				
		1	2	3
6	7	8	9	10
13	<PD>	15	16	17
20	21	22	23	24
27	28	29	30	

<b>8 DAYS JUNE 2019</b>				
3	4	5	6	7
10	11	<LD>	13	14
17	18	19	20	21
24	25	26	27	28

#### Projected Last Day ~ JUNE 12

If weather or other emergencies require the closing of school, these days will be made up after the projected last day to June 28<sup>th</sup>. If additional weather related days are needed beyond these 13 days we will begin with April 18<sup>th</sup> and move backward.

# Southington Public Schools

VERSION B

2018



2019

FIRST DAY OF SCHOOL: AUG 30

## PROPOSED SCHOOL CALENDAR

SCHOOL ENDS: JUNE 13

M	T	W	TH	F
<b>AUGUST 2018</b>				2 DAYS
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
WD	PD	PD	FD	31

<b>SEPTEMBER 2018</b>					19 DAYS
3	4	5	6	7	
10	11	12	13	14	
17	<PD>	19	20	21	
24	25	26	27	28	

<b>OCTOBER 2018</b>					22 DAYS
1	2	3	4	5	
8	9	10	11	12	
15	<PD>	17	18	19	
22	23	24	25	26	
29	30	31			

<b>NOVEMBER 2018</b>					17 DAYS
5	PD	7	8	9	
12	13	14	15*	16	
19	20	21	22	23	
26	27	28	29	30	

<b>DECEMBER 2018</b>					15 DAYS
3	4*	5*	6	7	
10	11	12	13	14	
17	18	19	20	<21>	
24	25	26	27	28	
31					

<b>JANUARY 2019</b>					21 DAYS
1	2	3	4		
7	8	9	10	11	
14	<PD>	16	17	18	
21	22	23	24	25	
28	29	30	31		

AUG 27	Convocation/Work Day
AUG 28	Professional Development Day
AUG 29	Professional Development Day
AUG 30	<b>FIRST DAY OF SCHOOL ~ FULL DAY</b>
SEPT 3	Labor Day
SEPT 18	Professional Development Day--Early Dismissal
OCT 8	Columbus Day
OCT 16	Professional Development Day--Early Dismissal
NOV 6	Election Day/Prof. Dev. Day
NOV 12	Veterans Day
NOV 15*	High School Conferences - Early Dismissal
NOV 21-23	Thanksgiving Recess
DEC 4*	Elem/Mid.School Conf./HS PD - Early Dismissal
DEC 5*	Elementary School Conferences - Early Dismissal
DEC 21	Early Dismissal for Students
DEC 24 -	Holiday Recess
JAN 1	(Includes Christmas and New Year's Day)
JAN 15	Elem/Mid School Prof. Dev. - Early Dismissal
JAN 21	Martin Luther King Day
FEB 15	Professional Development Day - Early Dismissal
FEB 18	Presidents' Day
FEB 19	Professional Development Day
MAR 18-19*	Elementary School Conferences - Early Dismissal
MAR 26	Professional Development - Early Dismissal
APR 8-12	Spring Break
APR 19	Good Friday
APR 23	Professional Development - Early Dismissal
MAY 14	Professional Development - Early Dismissal
MAY 27	Memorial Day
JUNE 13	Projected Last Day

- = Holiday/School Recess - No School for Students and Staff
- PD = Professional Development - No School for Students
- <PD> = <PD> Professional Development - Early Dismissal for Students
- < > = Early Dismissal for Students
- \* = Early Dismissal Only for Designated School

M	T	W	TH	F
18 DAYS				
<b>FEBRUARY 2019</b>				
				1
4	5	6	7	8
11	12	13	14	<PD>
18	PD	20	21	22
25	26	27	28	

21 DAYS				
<b>MARCH 2019</b>				
				1
4	5	6	7	8
11	12	13	14	15
18*	19*	20	21	22
25	<PD>	27	28	29

16 DAYS				
<b>APRIL 2019</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	<PD>	24	25	26
29	30			

21 DAYS				
<b>MAY 2019</b>				
		1	2	3
6	7	8	9	10
13	<PD>	15	16	17
20	21	22	23	24
27	28	29	30	

9 DAYS				
<b>JUNE 2019</b>				
3	4	5	6	7
10	11	12	<LD>	14
17	18	19	20	21
24	25	26	27	28

### Projected Last Day ~ JUNE 13

If weather or other emergencies require the closing of school, these days will be made up after the projected last day to June 28<sup>th</sup>. If additional weather related days are needed beyond these 12 days we will begin with April 12<sup>th</sup> and move backward.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date December 14, 2017

Decision Requested X Agenda Code 11 e

**AGENDA REPORTING FORM**

**Agenda Topic: Out of State:** Approval of Out of State Field Trips

**Summary of Issue:** The Board of Education must give approval to field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented with this packet are two trips for the Southington High School wrestling team to compete in tournaments.

**Background:** N/A

**Alternative Strategies:** N/A

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

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

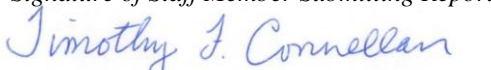
**Ending Date of Program or Project:** N/A

**Recommendation or Comment:** Move that the Board of Education approves the attached field trip requests for the Southington High School Wrestling Team to Massachusetts and New Hampshire as presented by the administration.

Titles of Attachments:

1. Field Trip Applications

  
Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools

**SHS Wrestling Team**  
**Lowell, MA**  
**December 28 & 29, 2017**

Southington Public Schools  
Southington, Connecticut

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

Submit to Assistant Superintendent

Date: 10/1/16  
Out of State: Yes  No   
Overnight: Yes  No   
Miles Round Trip: 260

Southington High School Wrestling Team December 28 & 29, 2017  
School Class/Group Date of Trip

Name and Address of Destination Tsongas Arena ~ Lowell, MA

Reasons for Field Trip Increased competition and experience for wrestling team.

Itinerary (attach if needed) Included

Departure Date/Time December 28, 2017 at 5:00 am Return Date/Time December 29, 2017 at 10:00 p.m.

# of Students 15 # of Teacher/Chaperones 4 # of Buses 1

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

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

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

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

\*\*\*\*\*

**COST AND FINANCING**

Source of Funds	Totals	Additional Notes
<b>TOTAL Anticipated Cost of Trip</b>	<b>\$3,100.00</b>	
Board of Education Contribution	\$	
Other	\$	
Fundraising Activity	(\$850.00)	Entrance fees paid by SAA; Transportation paid by Booster Club.
<b>BALANCE</b>	<b>\$2,250.00</b>	
<b>Student Contribution</b>		
Transportation	\$0	0 Students @ \$0
Entrance Fees, Room & Board	\$2,250.00	15 Students @ \$150.00
<b>TOTAL Cost of Trip to Each Student</b>	<b>\$150.00</b>	Cost to students for the hotel.

**SIGNATURES**

Teacher Derek Dion, Wrestling Coach (signature on original) Date 12/4/17  
Dept. Head Gregory Ferry, Athletic Director (signature on original) Date 12/4/17  
Principal Brian Stranieri (signature on original) Date 12/4/17

Comments \_\_\_\_\_

Assistant Superintendent *Steve Madonay* Date 12/7/17 Approved   
Not Approved

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

**Southington High School  
Wrestling Team**

**Lowell Holiday Tournament  
Tsongas Arena ~ Lowell, MA  
December 28 and 29, 2017**

**ITINERARY**

**December 28, 2017**

5:00 am Departure from SHS  
8:00 am Weigh-in at Tsongas Arena  
10:00 am Tournament Start Time, Day 1  
6:00 pm Estimated Start Time of Semi-finals Round  
8:30 pm Hotel Check In  
10:00 pm Lights out

**December 29, 2017**

8:00 am Departure from Hotel  
9:00 am Weigh-in at Tsongas Arena  
10:00 am Tournament Start Time, Day 2  
5:00 pm Estimated Start Time of Finals Round  
7:00 pm Departure from Tsongas Arena  
10:00 pm Arrival at SHS

**SHS Wrestling Team  
Plaistow, NH  
January 20 & 21, 2018**

Southington Public Schools  
Southington, Connecticut

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

*Submit to Assistant Superintendent*

Date: 10/1/16  
 Out of State: Yes  No   
 Overnight: Yes  No   
 Miles Round Trip: 300

Southington High School                      Wrestling Team                      January 20 & 21, 2018  
 School    Class/Group    Date of Trip

Name and Address of Destination Timberland High School ~ Plaistow, NH

Reasons for Field Trip Increased competition and experience for wrestlers

Itinerary (attach if needed) Included

Departure Date/Time January 20, 2018 at 5:00 am                      Return Date/Time January 21, 2018 at 12:00 pm

# of Students 15                      # of Teacher/Chaperones 4                      # of Buses 1

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

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

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

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

\*\*\*\*\*

**COST AND FINANCING**

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
<b>TOTAL Anticipated Cost of Trip</b>	<b>\$3,100.00</b>	
Board of Education Contribution	\$	
Other	\$	
Fundraising Activity	(\$850.00)	Entrance fee paid by SAA; Transportation paid by Booster Club
<b>BALANCE</b>	<b>\$2,250.00</b>	
<b>Student Contribution</b>		
Transportation	\$0	0 Students @ \$0
Entrance Fees, Room & Board	\$2,250.00	15 Students @ \$150.00
<b>TOTAL Cost of Trip to Each Student</b>	<b>\$150.00</b>	Students will cover the cost of the hotel.

**SIGNATURES**

Teacher Derek Dion, Wrestling Coach (signature on original)                      Date 11/30/17

Dept. Head Greg Ferry, Athletic Director (signature on original)                      Date 11/30/17

Principal Brian Stranieri (signature on original)                      Date 12/4/17

Comments \_\_\_\_\_

Assistant Superintendent *Steve Madanay*                      Date 12/7/17                      Approved   
 Not Approved

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

**Southington High School  
Wrestling Team**

**Timberlane Invitational  
Plaistow, NH  
January 20 and 21, 2018**

**ITINERARY**

**January 20, 2018**

5:00 am	Departure from SHS
8:00 am	Weigh-in at Timberlane Regional HS
10:00 am	Tournament Start Time
6:00 pm	Estimated Start Time of Finals Round
8:30 pm	Hotel Check In
10:00 pm	Lights out

**January 21, 2018**

8:00 am	Complimentary Breakfast
9:00 am	Departure from Hotel
12:00 pm	Arrival at SHS