

## Southington Board of Education Meeting

Thursday, February 27, 2020 6:30 PM

John Weichsel Municipal Center Public Assembly Room 200 North Main Street Southington, CT 06489 COMMITTEE OF THE WHOLE ~

OPERATIONS

200 North Main Street

Southington, CT 06489



### SOUTHINGTON BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session
  - a. Student Matters
  - b. Contract Negotiations UPSEU & AFSCME
  - c. School Safety and Security
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Approval of Minutes ~ January 23, 2020
6. Public Communications
  - a. Communications from Public
  - b. Communications from Board of Education
  - c. Communications from Administration
  - d. Communications from Student Representatives
7. Committee Reports
  - a. Finance Committee Meeting ~ February 19, 2020
    1. Transfer of Funds
    2. Preschool Regular Education Tuition Rates
    3. YMCA Contract Extensions
    4. YMCA Before & After Care Program Rates 2020-2021
    5. Bid Award #2020-15: Lawn Mowing & Debris Clean-up
    6. Bid Award #2020-101: Replace Auditorium Stage Curtain - SHS
    7. Project Award: Flooring Replacement at SHS
    8. Contracted Custodial - Discussion
8. Superintendent's Report
  - a. Personnel Report
9. Old Business
  - a. Town Government Communications
10. New Business
  - a. Leonard & Gladys Joll Scholarship Committee Appointment
  - b. Approval of Out of State / Overnight Field Trips
  - c. New Britain Transportation Contract Approval
11. Adjournment

*The minutes presented within this document provide a summary of the discussion that took place at the Board of Education meeting. For the complete discussion of the agenda items, please view the video of the Board meeting on our website at [www.southingtonschools.org](http://www.southingtonschools.org). These minutes are considered a draft until approved at the following regular Board of Education meeting.*

## **SOUTHINGTON BOARD OF EDUCATION**

### **SOUTHINGTON, CONNECTICUT**

#### **REGULAR MEETING**

**JANUARY 23, 2020**

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The regular meeting of the Southington Board of Education (Committee of the Whole – Operations) was held on Thursday, January 23, 2020, at 7:00 p.m. in the John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut and an Executive Session was held at 6:30 p.m.

#### **1. CALL TO ORDER**

Mrs. Terri Carmody, Chairperson, called the meeting to order at 6:30 p.m.

Board members present: Mr. Joseph Baczewski, Mr. Robert Brown, Mrs. Terri Carmody, Mr. James Chrzanowski, Mrs. Missy Cipriano, Mrs. Colleen Clark, Mr. David Derynoski, Mr. David Falvo, and Mr. Zaya Oshana.

Administration present: Mr. Steven Madancy, Assistant Superintendent, and Mr. Sherri DiNello, Director of Business and Finance.

#### **2. EXECUTIVE SESSION ~ CONTRACT AND COLLECTIVE BARGAINING NEGOTIATIONS FOR TRANSPORTATION, SECRETARIES AND FOOD SERVICE EMPLOYEES**

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

**"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing Contract and Collective Bargaining Negotiations for Transportation, Secretaries and Food Service Employees, and upon conclusion reconvene to public session."**

**Motion carried unanimously by voice vote.**

*Mrs. Carmody declared Executive Session ended at 6:49 p.m.*

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

*Mrs. Carmody reconvened the Board of Education Regular Session at 7:00 p.m.*

Board members present: Mr. Joseph Baczewski, Mr. Robert Brown, Mrs. Terri Carmody, Mr. James Chrzanowski, Mrs. Missy Cipriano, Mrs. Colleen Clark, Mr. David Derynoski, Mr. David Falvo, and Mr. Zaya Oshana.

Administration present: Mr. Steven Madancy, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance, and Ms. Margaret Walsh, Director of Special Services.

Student representatives present were Mr. Trevor Messina, Mr. Brett Sheldrick and Miss Amrit Kaur.

#### **4. PLEDGE OF ALLEGIANCE**

The student representatives led in reciting of the Pledge of Allegiance.

Mrs. Carmody called for a moment of silence in memory of Victor DiNello, former educator and Assistant Superintendent of Business and Operations for the Southington Public Schools for over 30 years, who recently passed away.

Mrs. Carmody explained that Mr. Connellan, Superintendent of Schools, was absent due to illness and stated that the Board members wished him well.

#### **5. APPROVAL OF MINUTES ~ January 9, 2020**

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

**“Move to approve the regular Board of Education minutes of January 9, 2020, as submitted.”**

**Motion carried unanimously by voice vote.**

#### **6. PUBLIC COMMUNICATION**

##### **a. Communications from Public**

Mr. Christopher Poulos, 158 Prospect Street, and Town Councilor, stated that he has two children in the Southington Public Schools and that he was also a teacher. He praised the Southington teachers and their dedication and hard work with both academics and extracurricular activities. He questioned if there was any movement to restore middle school athletics in the budget and, if so, he wanted to know the dollar amount and what percentage would be restored from what was cut?

Mrs. DiNello explained that the proposed operating budget for 2020-2021 included \$40,000 for middle school athletics and the current operating budget (2019-2020) included \$15,000. The Superintendent’s proposal increased the funding by \$25,000. The 2018-2019 total cost for Middle School Athletics was just under \$95,000. With the Board’s \$40,000 potential contribution, if it remains in the budget, along with the participation fees for students participating in athletics, which amounts to \$53,000, it would be approximately \$93,000. It would reduce the funding by the SMSAA (Southington Middle School Athletic Association) to \$5,000 a year versus the amount of revenues the SMSAA contributed in the 2018-20219 budget, which was \$39,000. It would help the SMSAA in the amount of fundraising required.

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

Board members discussed the following:

- Mr. Brown attended a conference in New York City on Child Poverty last week that was attended by over 800 people nationwide. He is working with the State Teacher's Union on a Child Poverty Plan and the keynote speaker at the conference spoke about the same plan as the State's.
- Mr. Brown reported that the Wall of Honor was progressing. He planned to hold a gala event at the Aqua Turf in August 2021 for all the honorees. He hoped to unveil a mobile Wall of Honor at the event. The committee was also looking into creating posters to go into classrooms.
- Mr. Brown requested that the Board members, as elected officials with their differing opinions, be civil, polite and respectful to each other as they deliberate the budget.
- Mrs. Cipriano explained the collaboration between Paul Gregory's and the local community for young adults with disabilities 18 years old and older. On February 12, there will be a ribbon cutting and Open House at Paul Gregory's with the young adults. Wednesday, Thursday and Friday's, between 2:00-5:00 p.m., the adults with disabilities would be working at Paul Gregory's as cashiers, servers, waiters, cleaning, and cooking to learn life skills. All the tips would go to the young adults. The theme of the project is, "You are a gift". There is another restaurant in town also interested in helping young adults with disabilities.
- Mr. Derynoski reported that the Technology Education Advisory Committee met last Thursday. They are partnering with Tunxis Community College, which is in the process of acquiring a manufacturing building and outfitting it with capital equipment to train for manufacturing jobs such as machine operators and CNC programming in an effort to help manufacturing companies in Connecticut. There was also discussion about having off-site participation with manufacturing companies for SHS students to learn skills and earn credits.

**c. Communication from Administration**

Administration reported on the following:

1. Polar Plunge: Mr. Madancy thanked everyone in the school community who participated in the YMCA Polar Plunge at Camp Sloper on Saturday, which raised \$68,000 for students to attend camp.
2. Addition of multiple languages to website: Mr. Madancy explained that on the school district's home webpage at [www.southingtonschools.org](http://www.southingtonschools.org) (the bottom right corner), people can now click on Polish, Spanish, Arabic, Russian, Albanian, or Mandarin for the website to be translated to the requested language.
3. Professional Development Sessions: Mr. Madancy reported that professional development sessions for elementary school Equity Leadership Teams were held with the theme, "Hurtful and Biased Comments in the Classroom", to train teachers how to address these comments.
4. STEPS Survey: Mr. Madancy explained that the survey was a biennial process in partnership with Youth Services about Asset Building. There are a variety of topics covered including risk-taking behaviors. Families are notified in advance if they want their child to opt out from taking the survey.
5. Stop Bleed Kits: Ms. Walsh explained that she has been working in a collaborative effort through the Interagency Safety Committee to purchase "Stop the Bleed Kits" that are mounted on the wall and inside the kits there are tourniquets, quick

coagulants, and other materials needed for emergencies when people are bleeding out. They are writing a grant in collaboration with Police Officers Chad Butler and Brian Leppard, Shane Lockwood from the Health Department, Cathy O’Hara, Nurse Supervisor, and Joanne Kelleher, Grant Writer, through the Main Street Foundation. A Stop the Bleed Kit will be installed in every school and on every floor. The nurses and other employees have been trained on how to use the kits. Kits will also be purchased for the STELLAR and ALTA programs, Southington Catholic School, Municipal Center and Town Hall. It is a town-wide effort to provide safety.

6. Southington Athletics: Mr. Madancy reported that Southington had been recognized by the Central Connecticut Conference (CCC) as the school district to receive the Sportsmanship Award for all the sports teams. It is voted on by officials and coaches from opposing teams across all athletic teams. Mrs. Carmody requested that a press release be sent.

**d. Communication from Students Representatives**

Mr. Trevor Messina reported on the following:

- On February 11, the Marching Band will hold their Disney Band Concert playing songs for their upcoming trip to Disney World.
- On Friday, the Boys Basketball team will have their “purple out” game in honor of Julia Bruno.

Mr. Brett Sheldrick reported on the following:

- Mid-terms started January 23 and would be held through January 28.
- On February 5, the YMCA will hold their Awards Night recognizing nominees Brian Goralski, Sergeant Leppard and Officer Butler.

Miss Amrit Kaur reported on the following:

- The Veterans Oratorical Concert was scheduled for January 29 at the high school.

**7. COMMITTEE REPORTS**

**a. Finance Committee Meeting ~ January 7, 2020**

Mr. Oshana, Chairperson of the Finance Committee, reported that the committee discussed the Self Insurance Report and Transfer of Funds. Mr. Derynoski questioned the transfer of funds from the librarian salary account to the teacher salary account.

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

**“Move to approve the Transfer of Funds, as presented.”**

**Motion carried unanimously by voice vote.**

Mr. Oshana reported that the committee also discussed the Rubbish Removal and Recycling Contract that expires on June 30, 2020. He addressed the organic recycling at the middle schools and expanding the program. The current vendor will be attending a February Board of Education Finance meeting to give a presentation on extending the five-year contract and expanding the organic recycling to all cafeterias. The committee also reviewed a financial

update showing that the Board of Education budget was in the black. Mr. Derynoski requested a copy of the Financial Update.

## 8. OLD BUSINESS

### a. Town Government Communications

Mrs. Carmody thanked the town officials who had attended the Board of Education Budget Workshops.

## 9. NEW BUSINESS

### a. Review / Adoption of 2020-2021 Board of Education Operating Budget

Mrs. Carmody provided a brief recap of what had occurred during the budget process. The Board received the Superintendent's 2020-2021 budget on January 3, 2020 to begin their review and the Superintendent provided a PowerPoint presentation of his proposed operating budget during the Board of Education meeting on January 9, 2020. The Board held two budget workshops where they reviewed every page of the budget document. All Board members had the opportunity to ask questions of the administration during the workshops. In addition, over 34 written responses were provided to Board members regarding questions they had on the budget. At the last workshop, Mr. Derynoski requested that they add \$5,000 into Account #39450, Systemwide Field Trips, to provide more opportunities for high school students to visit and tour manufacturing sites. The consensus of the Board of Education members in attendance at the workshop was to make that adjustment. Adding the \$5,000 would change the budget total to \$101,628,445, which is an increase of 3.12%.

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

**“Move that the Board of Education adopt the 2020-2021 Operating Budget at \$101,628,445, which is an increase of 3.12%.”**

Mr. Baczewski thanked the administration for putting forth a budget that was well balanced to continue the education that Southington provides. He understood that the budget contained all the things that they were trying to maintain. When he first was elected to the Board, the cutting of the middle school sports was being addressed. In talking with colleagues and people in the community, he noted that some of the best relationships that were built in the school years were through sports and similar programs. He also addressed the “Stop the Bleed” kits, which makes him upset that they even have a discussion about that and the fact there are companies pushing sales for a kit. He noted that if somebody had field training, the best thing someone could do would be to take off their belt and use it as a tourniquet. He had discussions with Mr. Madancy about offering EMT (Emergency Medical Training) or CNA (Certified Nurse Assistant) programs, which could be taught to the students rather than playing into the false sense of security. Mr. Baczewski stated that he would rather see the \$56,000 in the budget for a Visitor Verification System, which would be able to read driver licenses, be used to fully fund middle school sports.

Mr. Brown thought that they would be putting the cart before the horse. He thought that when they get a budget number from the Town Council of how much money they are going to

have to spend would be when they would discuss what in the budget could be added or cut. He thought to do that now was too early, even though Mr. Baczewski made some valid points.

As a point of information, Mr. Derynoski thought that a request for an amendment to the motion could be made to the person who made the motion and that if Mr. Oshana agreed to do it, then changes could be made.

Mr. Brown explained parliamentary procedures. He noted that there were two kinds of amendments that could be made. One would be a "Friendly" amendment to ask the maker of the motion if they would accept a friendly amendment and, if accepted, then the Board would vote on that. If it is not a friendly amendment, in which the maker of the motion does not accept the friendly amendment, then someone could make a motion, which would need to be seconded, to amend the original motion with discussion and vote on that, then they would go back to the main motion.

Mr. Baczewski asked Mr. Oshana if he would be open for a friendly amendment to his motion. Mr. Oshana respectfully did not consent. He thought the Visitor Verification System would help in potentially stopping something from happening. He thought that if the Board had the opportunity to aid in the prevention of something going wrong then they should take that chance. Anytime they could spend the money on making the students, teachers and staff safer, then they should. With that being said, he stated that Mr. Baczewski brought up an issue and if the Board thought that it would be an appropriate change to make, then he would remove his motion and Mr. Baczewski could make an amendment to add to the budget or remove from the budget and the Board could vote on that and then he would amend his original motion.

Mrs. Clark stated that Mr. Baczewski asked if the money could be moved from the Visitor Verification System to middle school sports; therefore, the net gain/loss would be zero and the dollar amount would still be the same, which was what they were voting on. There was no reason to make an amendment because the dollar amount would be the same. Mr. Derynoski did not agree. He stated that they were voting on this document on a line item basis. Any changes that they made to this would have to be made after the Town Council voted on the final dollar amount and then they would have the discussion on how they would reallocate. The Board's action at this meeting was to vote on each line item as presented, which would be the Board's budget going forward.

Mrs. Carmody summarized that they had a motion to accept the Superintendent's budget, as proposed. Then they had discussion on adding an amendment to that. She clarified that Mr. Oshana responded that it was not a friendly amendment. The option now was that Mr. Baczewski could make an amendment, which would need to be seconded, and they could discuss that, then vote on it, and then go back to the main motion.

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

**"Move to make an amendment to the operating budget to reallocate the money of \$56,000 and put it toward middle school sports and fully fund it."**

Mr. Brown was opposed to this. When they find out how much money they would receive from the town, they were going to have to change what was in the budget. He stated that he did not know enough about the \$56,000 expenditure for the Visitor Verification System. He suggested addressing this with administration and if they needed to adjust the budget at the next

Board meeting, they could have that discussion. He thought that it was much too early to start reallocating within the budget. Mrs. Carmody recalled that at the last meeting when Mr. Connellan was asked if the Visitor Verification System would make the school district safer, he said, "Yes."

Mrs. Cipriano thought what Mr. Baczewski was saying was that they had done such a great job in the schools with safety and that none of the Board members wanted any of the students or faculty to be in any danger. However, she looked at the system as an impediment to the office staff and that it would add to their workload. She thought it was none of their business if a parent was red flagged that had a past history and had redeemed themselves; consequently, they were exposing the staff to something that they would have never known, or that the parent wanted to be known. The other side of the issue was that they needed to know if there was a parent that should not be retrieving their child. She questioned if the Visitor Verification System was a necessity. She agreed with Mr. Baczewski and would reallocate the money to youth sports.

Mr. Falvo commented about the visitation system and the amendment on the floor. He agreed that safety and security of the schools was of the utmost importance and noted that everybody on the Board agrees with that. He acknowledged that he was the one who asked Mr. Connellan the series of questions regarding the visitation system. One of the questions was if the system that was in place now was secure and he noted Mr. Connellan answered, "yes." Mr. Falvo's philosophy was, "if something was not broken, then don't fix it." He would rather move the \$56,000 cost over to middle school sports, especially since the schools are safe with the procedures that are already in place now. He thought that the community would be in favor of this and it would be for the best interest of the students.

Mrs. Clark noted that many times they have a company spring up because of a tragedy and they pander to fears and concerns; however, in the case of a Visitor Verification System her thoughts go to the staff that have to deal with the parents and the questions and make the decision if the parent is okay, or not, to let into the building. She discussed how it affects her as the director of a local nursery school when she must make a decision every day to let someone into the school that she does not know even though they have a camera system. She noted that the school district staff are very professional with the confidential information that they already have access to. She noted that the school administrators have said that their number one priority was safety. She thought that with the contribution the Board was making to middle school sports this year, the SMSAA fundraising efforts would be minimal. Mr. Baczewski stated that with the Visitor Verification System someone would need to walk into the door and scan their card. The person who could do potential damage would already be in the building.

Mr. Madancy recommended that this conversation should be made through the Interagency Safety Committee of the current procedures versus the benefits of a Visitor Verification System. The benefit of adopting a budget that would be reallocated in May gives them time to meet with the safety officials and talk about it more in-depth offline and weigh the pros and cons of the system. In addition, they may be talking about reallocation of the \$56,000 to a security system or middle school sports that may not even be there for further debate. If they had a choice and there was a reduction, he would hope that the administration would have the opportunity to figure out where the best reductions would come from and have that information to share with the Board. Mr. Brown requested more information about the system to be discussed in executive session. As an elected official, he was not prepared to say "no" to a security issue right now. They could reallocate the funds at a later date. Mr. Derynoski stated that when they had this discussion at the last workshop, Mr. Connellan said that the office staff would operate the

Visitor Verification System when someone came into the building. He questioned what would happen when someone came into the building and they found something out about the person when the person is already in the building. What do you do if the person refuses to leave? He thought it was a lot of money for a system that he was not 100% sure was going to offer any safety. Mr. Oshana stated that there are panic buttons in the offices and that they could call the police. He addressed the middle school sports and that he served on the committee when it was cut and noted that the SMSAA (Southington Middle School Athletic Association) had done a great job. One of the biggest concerns with middle school sports was being able to maintain it.

**Mrs. Carmody called for a roll call vote on Mr. Baczewski’s amended motion.**

ROLL CALL VOTE:

YES – Mr. Baczewski, Mr. Chrzanowski, Mrs. Cipriano, Mr. Derynoski, Mr. Falvo.

NO – Mr. Brown, Mrs. Clark, Mr. Oshana, Mrs. Carmody

**Amended motion carried with five in favor and four opposed.**

**Mrs. Carmody called for a roll call vote on the main budget motion, as amended.**

ROLL CALL VOTE:

YES – Mr. Baczewski, Mr. Brown, Mr. Chrzanowski, Mrs. Cipriano, Mr. Derynoski, Mr. Falvo

NO – Mrs. Clark, Mr. Oshana, Mrs. Carmody

**Motion carried with six in favor and three opposed.**

Mrs. Carmody acknowledged that this was no longer the Superintendent’s 2020-2021 budget and was now the Board of Education 2020-2021 Operating Budget, which according to policy, all nine Board members had to support the budget that was passed whether they agreed with it or not, which was their job as an elected official.

**10. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 7:55 p.m.

Respectfully submitted,  
*Linda Blanchard*  
 Recording Secretary

**Board of Education**

**Administrative Report**

**February 27, 2020**



**1. School Security Grant Received**

- a. Schaller Auto World Fund of the Community  
Foundation of Greater New Britain**

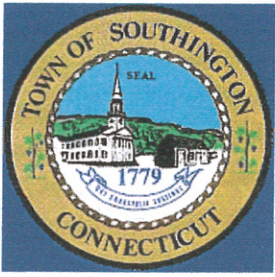
**2. Update on Coalition for Social Justice**

**3. Graduation Date – Agenda Item for March**

**4. Special Board of Education Meeting - March 26, 2020**

**5. Grant for Stop the Bleed Kits – Partnership/Collaboration**

- a. YMCA**
- b. SPD**
- c. SFD**
- d. SPS**



# SOUTHTON PUBLIC SCHOOLS



TIMOTHY F. CONNELLAN  
SUPERINTENDENT  
OF SCHOOLS

STEVEN G. MADANCY  
ASSISTANT SUPERINTENDENT  
FOR CURRICULUM &  
INSTRUCTION

MARGARET T. WALSH  
DIRECTOR OF PUPIL SERVICES

SHERRILIN P. DINELLO  
DIRECTOR OF BUSINESS  
& FINANCE

PETER J. ROMANO  
DIRECTOR OF OPERATIONS

JAMIE OLANDER  
DIRECTOR OF TECHNOLOGY

MICHELLE PASSAMANO  
HUMAN RESOURCE MANAGER

JENNIFER S. MELLITT  
ACCOUNTING MANAGER

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## BOARD OF EDUCATION FINANCE COMMITTEE MEETING

Wednesday, February 19, 2020, 7:00 p.m.  
Town Finance Department Conference Room  
75 Main Street  
Southington, CT 06489

### AGENDA

1. Organic Waste Recycling Presentation
2. Self-Insurance Report
3. Transfer of Funds
4. Preschool Regular Education Tuition Rates
5. YMCA Contract Extensions
6. YMCA Before & After Care Program Rates 2020-2021
7. Painting - Southington High School
8. Bid Award #2020-15: Lawn Mowing
9. Bid Award #2020-101: Replace Auditorium Stage Curtain - SHS
10. Project Award: Flooring Replacement at SHS
11. Contract: Rubbish Removal
12. Miscellaneous

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SOUTHINGTON BOARD OF EDUCATION  
Southington, Connecticut

**FINANCE COMMITTEE MEETING**  
Wednesday, February 19, 2020, 7:00 p.m.  
Southington Town Hall Finance Department  
75 Main Street  
Southington, CT 06489

Board Members Present: Zaya Oshana, Chair; Joe Baczewski; Colleen Clark, James Chrzanowski  
Present from Administration: Sherri DiNello, Director of Business & Finance; Jennifer Mellitt, Accounting Manager

The Finance Committee meeting was called to order at 7:10 p.m.

1. **ORGANIC WASTE RECYCLING PRESENTATION:**

Ralph Holyst from HQ Dumpsters and Recycling provided an overview of the current process of picking up trash, recyclables and organic waste in the district. He explained the issue with the Asian market no longer buying recyclables, which has increased cost. HQ absorbed the increased cost of tipping fees over the past two (2) years because they were committed to the five (5) year contract that we have in place.

Their proposal to expand the organic recycling to all our schools increases cost by \$800 a month. However, once the organics generate four (4) tons a month, they will provide a \$100 monthly rebate and an additional \$25 rebate for every ton over four (4). HQ will provide the outdoor receptacles for organics. This may reduce the estimated supply cost of the program. The committee had several questions that Mr. Holyst responded to. The Committee thanked him for the presentation, and he left the meeting after this agenda item.

2. **SELF-INSURANCE REPORT:**

The committee reviewed the insurance claims through January, which were \$401,000 under budget. There were no questions.

3. **TRANSFER OF FUNDS:**

There were two (2) transfer requests included in the meeting packet; however, Mrs. DiNello explained that she is withdrawing the request from DePaolo because the administration will use Apple Lease funds to purchase the printer if it is deemed necessary.

The committee recommended the approval of the transfer request at Kennedy for purchasing the laminator.

4. **PRESCHOOL REGULAR EDUCATION TUITION RATES:**

Mrs. DiNello presented the proposed preschool tuition rates for the 2020-21 school year and the committee agreed to recommend the 5% increase to the full Board of Education. Mrs. Clark abstained from participating in the discussion or the recommendation of this agenda item.

**5. YMCA CONTRACT EXTENSIONS:**

Mrs. DiNello reviewed with the committee the six (6) elementary schools that currently house the YMCA School Aged Childcare Program. She explained that the principals have not reported any issues or concerns with the lease in place. The current leases expire in June 2021; however, the language provides that one-year prior to the termination of the five-year lease period the parties shall negotiate an additional five-year extension or shall notify the other that the agreement shall terminate at the end of the five-year period.

The committee members agreed to enter into five-year leases at the six schools that will run from August 2020-June 2025. Mrs. Clark abstained from participating in the discussion or the recommendation of this agenda item.

**6. YMCA BEFORE & AFTER CARE PROGRAM RATES 2020-2021:**

Mrs. DiNello shared the recommended rates for the 2020-2021 leases with the YMCA. These rates will reimburse the Board of Education for the custodial overtime and benefits along with the estimated costs for electricity and supplies.

The committee recommended to present these rates to the full Board for approval. Mrs. Clark abstained from participating in the discussion or the recommendation of this agenda item.

**7. PAINTING – SOUTHLINGTON HIGH SCHOOL:**

Mrs. Mellitt reminded the committee that the 2020-2021 BOE budget includes \$100,000 for painting. She explained that the upcoming summer project of replacing the floors in a number of rooms at SHS is the ideal time to paint those areas. Since the budget will not be finalized until May, she explained that the administration is requesting a commitment from the BOE that funds will remain in the budget to paint these rooms. She shared that the initial quote received was \$20,000, but that a bid will be put out for painting.

The committee recommended that the BOE commit to keeping a minimum of \$50,000 in the new year budget even if a reallocation is necessary if the operating budget is reduced.

**8. BID AWARD #2020-15 – LAWN MOWING:**

Mrs. Mellitt shared the results of the Lawn Mowing and Ground Debris Clean Up and Removal for seven (7) sites. She explained that we had seven (7) vendors respond and two (2) were new vendors to the district. Little K's Landscaping was the low bidder at all sites. References were checked including conversations with the Wallingford Public Schools because Little K performs lawnmowing services for them. In addition, Mr. Lombardo, Maintenance Foreman, went onsite to inspect their equipment to confirm that they can handle the additional workload.

The recommendation is to award the following five (5) sites to Little K's Landscaping: *SHS, DePaolo and Kennedy Middle Schools, Derynoski/Pyne Center and Kelley School.*

Little K's Landscaping and SM Lawncare were tied at the following two (2) sites as low bidder; therefore, the recommendation is to give these two (2) sites to SM Lawncare: *Oshana Elementary School and South End Elementary School.*

The total cost of the bids is approximately \$6,000 under budget; however, some additional mowing will be required throughout the summer so the savings will be reduced.

9. **BID AWARD #2020-101 – REPLACE AUDITORIUM STAGE CURTAIN – SHS:**

Mrs. Mellitt reviewed the bid results with the committee and reminded them that this project will be funded from the Unexpended Funds Account. She shared that five (5) vendors attended the mandatory walk-through and all five (5) vendors submitted bids for the project.

The recommendation is to award the bid to the low bidder, Walker Specialties, in the amount of \$27,862 with an extra \$225 if needed during the installation of the curtain. References were checked with positive feedback on large jobs including new construction.

This award includes:

- a. Add/Alternate #1 fabric upgrade
- b. Add/Alternate #3 replace hardware and/or rope for the main curtain and fix the track
- c. Add/Alternate #2 and #4 will not be recommended for award

The Finance Committee agreed with the award recommendation to bring to the full Board.

10. **PROJECT AWARD: FLOORING REPLACEMENT AT SHS:**

The flooring project is being funded from the Unexpended Funds Account and the pricing was obtained from the State Contract Bid rather than bidding the project separately. Mrs. Mellitt reviewed how the State Contract works to the Finance Committee.

Mrs. Clark had questions regarding the choice of tile and wanted to confirm that it was not the type of tile originally installed in the middle schools because there was an issue with scratches with that material. Mrs. Mellitt confirmed this would be done with VCT tile and the middle schools had VET.

The committee recommended approving the flooring work at SHS to Bartholomew Contract Interiors (BMC) in the amount of \$39,789 for VCT Tile and \$80,334 for carpeting.

11. **CONTRACT: RUBBISH REMOVAL:**

The committee continued the conversation about the HQ contract proposal. The consensus in the end of the discussion was to recommend waiving the bid process and allow the administration to work out a new five-year contract that will include expanding organic recycling. They would like a clause included in the contract that would provide an opt out of the organic recycling program. They want the option after a review in the spring of year two to determine if this program is something that the district wants to continue.

Administration will bring the contract to the full BOE for a vote assuming the BOE agrees with the Finance Committee's recommendation.

12. **MISCELLANEOUS:**

a. **CONTRACTED CUSTODIAL**

Mrs. DiNello explained that the Contracted Custodial contracts are expiring on June 30, 2020 at the following locations: *Municipal Center, DePaolo and Kennedy Middle Schools and Derynoski Elementary School.*

At Southington High School, our contracted custodial contract was terminated as of August 2019. We are currently using part-time employees of the SPS at the high school during the school year; however, contracted services will be needed for summer cleaning.

All of these sites were bid in 2017 and three-year contracts were awarded to the lowest bidders beginning with July 2017. The bid resulted in a total cost increase of \$2,000 and one (1) new vendor was awarded the work at all school sites and a second new vendor was awarded the Municipal Center. Due to poor performance of the low bidder at the four (4) school sites, the school contracts were terminated at the end of year one (1). The four (4) school sites were divided among our two (2) previous contracted custodial vendors and the new vendor at the Municipal Center. This change increased cost by an additional \$42,000.

The administration is requesting that the bid requirement be waived for the two (2) middle schools. We would like to negotiate an extension at those locations. In addition, we plan to bid both the Derynoski contract and the summer cleaning at Southington High School.

The cost of cleaning the Municipal Center is split 50/50 with the Town. The Town Manager has requested that we hire a part-time custodian to clean the Municipal Center and the Town will reimburse the BOE for 50% of the costs. This change will result in a savings of approximately \$5,000 and a \$2,500 reduction to the BOE operating budget.

After discussion, the committee agreed with administration's recommendation and is recommending that the bidding process be waived, and the administration negotiate contract extensions at both middle schools.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,



Sheri DiNello  
Director of Business & Finance  
SPD/lb #4.1920.02-19-20minutes.docx



## SOUTHTINGTON PUBLIC SCHOOLS

*Sherri DiNello*  
*Director of Business & Finance*

A handwritten signature in blue ink, appearing to be "SD", is located to the right of the typed name and title.

### **MEMO**

**To:** Board of Education Finance Committee  
**DATE:** February 19, 2020  
**RE:** PAINTING - SHS

One of the projects being funded from the Unexpended Fund Account is replacing flooring at Southington High School in the faculty rooms, library, band & chorus rooms along with the guidance area and classrooms.

Moving all the furniture and teacher materials from the faculty rooms for the flooring project make this summer the ideal time to paint those spaces. In addition, some of the other spaces included in the flooring bid need to be painted as well.

There is \$100,000 in the proposed 2020-2021 operating budget for painting. This budget will not be adopted until May 2020 once the funding level is determined. The administration is looking for a commitment on behalf of the Board that at a minimum, funds will be made available to paint areas at Southington High School. We plan to have an estimated cost for the spaces mentioned in time for our meeting however, the Business Office will be preparing a bid document for painting services.



## SOUTHINGTON PUBLIC SCHOOLS



*Sherri DiNello*  
*Director of Business & Finance*

### **MEMO**

**TO:** Board of Education Finance Committee  
**DATE:** February 19, 2020  
**RE:** RUBBISH & RECYCLING CONTRACT

The current contract for Rubbish & Recycling is expiring on 6/30/2020. The administration is requesting guidance as to how to move forward. The options include:

- a) Negotiate a contract extension with HQ Dumpsters and Recycling which includes the expansion of the organic waste recycling
- b) Negotiate a contract extension with HQ Dumpsters and Recycling
- c) Bid the services

The 2020-2021 Operating budget proposal does include funding to expand the organic waste recycling to include all our school cafeterias and kitchens.

# Southington Public Schools

200 North Main Street  
Southington, CT 06489



RECEIVED

To: **DIRECTOR OF BUSINESS & FINANCE**

From: Richard Terino

Location: Kennedy Middle School

NOV 27 2019

Subject: **REQUEST FOR TRANSFER OF FUNDS**

SOUTHINGTON BOARD OF EDUCATION  
DIRECTOR OF BUSINESS AND FINANCE

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

	FUND	ACCOUNT NUMBER	NAME OF ACCT.	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	0-10	40300	General Teaching Supplies	611	1000	353	1911	\$1,385
TO:	0-10	54200	School Equipment	730	1000	353	2512	\$1,385
FROM:								
TO:								
FROM:								
TO:								
FROM:								
TO:								

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

Laminator broken and company/parts out of business

**Signature: Principal - Administrator**

11/25/19

*Date*

BUSINESS OFFICE USE ONLY

**Approved**

**Denied**

COMMENTS

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

[Handwritten initials]

2/12/20



# SOUTHTON PUBLIC SCHOOLS

*Sherri DiNello*  
*Director of Business & Finance*

## **MEMO**

**To:** Board of Education Finance Committee  
**DATE:** February 19, 2020  
**RE:** **PRESCHOOL REGULAR EDUCATION TUITION**

Annually, the Finance Committee reviews the preschool fee structure and makes recommendations to the full Board of Education. Attached is comparative data from area preschools for the 2019-2020 school year along with a history of fee increases.

The revenues are used to offset the cost of two (2) paraprofessionals and benefits in the program.

SPD/lb  
Attachment

PRESCHOOL FEES  
2019-2020

Preschool Name	# of hrs Per day	YEARLY FEE 2 DAY	YEARLY FEE 3 DAY	YEARLY FEE 4 DAY	YEARLY FEE 5 DAY
----------------	---------------------	------------------------	------------------------	------------------------	------------------------

<b>Current Fees</b>					
Southington Integrated Preschool	2.66	\$1,625	\$1,970	\$2,375	No Program

Southington Catholic	3.5	\$2,595	\$4,255	No program	\$4,985
Village Green Nursery School	2.5	\$1,700	\$2,070	No Program	No Program
YMCA (Full Member)	2.5	\$1,550	\$1,920	Full Day	Full Day
YMCA (Program Member)	2.5	\$1,800	\$2,170	Full Day	Full Day
Zion Lutheran Nursery School	2.5	\$1,650	\$1,850	No Program	\$2,400

<b>Proposed Fees 5% Increase 2020-21</b>	<b>\$1,705</b>	<b>\$2,070</b>	<b>\$2,495</b>
--	----------------	----------------	----------------

<b>Integrated Preschool Revenue</b>	<b>Proposed Fee Increase</b>	<b>2019-2020 Current Year Fees</b>
2 day program (7 students)	\$11,935.00	\$11,375.00
3 days program (16 students)	\$33,120.00	\$31,520.00
4 day program (12 students)	\$29,940.00	\$28,500.00
	<b>\$74,995.00</b>	<b>\$71,395.00</b>

<b>Integrated Preschool Revenue</b>	<b>Proposed Fee Increase</b>	<b>2018-2019 Current Year Fees</b>
2 day program (9 students)	\$14,625.00	\$13,905.00
3 days program (13 students)	\$25,610.00	\$24,375.00
4 day program (15 students)	\$35,625.00	\$33,975.00
	<b>\$75,860.00</b>	<b>\$72,255.00</b>

<b>Integrated Preschool Revenue</b>	<b>Proposed Fee Increase</b>	<b>2017-2018 Current Year Fees</b>
2 day program (3 students)	\$4,635.00	\$4,410.00
3 days program (22 students)	\$41,250.00	\$39,270.00
4 day program (12 students)	\$27,180.00	\$25,860.00
	<b>\$73,065.00</b>	<b>\$69,540.00</b>



## SOUTHINGTON PUBLIC SCHOOLS

*Sherri DiNello*  
*Director of Business & Finance*

### **MEMO**

**TO:** Board of Education Finance Committee  
**DATE:** February 19, 2020  
**RE:** YMCA BEFORE & AFTER CARE PROGRAM EXTENSION

The Southington Public School System has five (5) year lease arrangements with the Southington-Cheshire Community YMCAs, Inc. for the purpose of utilizing our schools for their School-age Child Care Program (SACC).

The schools currently being utilized are:

Thalberg-PM  
Hatton-PM  
Kelley-AM & PM

Flanders-PM  
Strong-PM  
Derynoski AM & PM

The contracts expire on 6/30/21 however, the parties agree that at least one (1) year prior to the termination of the five (5) year period, they shall either negotiate an additional five year extension or shall notify the other that the agreement shall terminate at the end of the initial five year period.

I have attached a copy (as an example) of a current contract that we have in place for your review. We are recommending that the finance committee recommend to the full BOE that we enter into new five-year agreements at the above locations.

The reimbursement rates for the utilization of the space are voted on annually by the Board of Education and contract addendums are added to show the appropriate fees.

AGREEMENT FOR  
YMCAs SCHOOL-AGE CHILD CARE PROGRAM  
AUGUST 2020 – JUNE 2025

STRONG ELEMENTARY SCHOOL – P.M.

THIS AGREEMENT made by and between the SOUTHINGTON PUBLIC SCHOOL SYSTEM, hereinafter referred to as the “LESSOR”, and THE SOUTHINGTON-CHESHIRE COMMUNITY YMCAs, INC., a corporation with a principal place of business in the Town of Southington, County of Hartford and State of Connecticut, hereinafter referred to as the “LESSEE”:

WITNESSETH

WHEREAS, the purpose of the YMCAs School-age Child Care Program (SACC) is to provide childcare services to the residents of the Town of Southington, Connecticut; and

WHEREAS, the LESSOR wishes to cooperate with and encourage such programs developed by the YMCAs School-age Child Care Program.

NOW, therefore, for mutual consideration, it is hereby agreed as follows:

1. The Lessor hereby permits and grants to the YMCAs SACC Program the use of the cafeteria, exclusive of the kitchen area, except for the area where the refrigerator is to be stored and one teachers restroom to be used by our adult staff, only; gymnasium (secondary location) at the Strong Elementary School and makes available normal ingress and egress to that part of the building.

The children shall have adult supervision at all times in all areas of the building.

The Lessee shall have use of the following:

- one set of restrooms located next to the gymnasium doors;
- storage area for program supplies (any bin to store supplies shall be furnished by the Lessee);
- storage area for refrigerator for children’s snacks. Refrigerator for same to be supplied by Lessee;
- access to tables and chairs for cafeteria use only;
- use of the school's outdoor play area.

2. This agreement shall be for a period of five (5) years from the start of the school year in August 2020 through the completion of the school year in June 2025. This agreement shall allow for a date to be determined prior to August 31, each school year for parent orientation. It is the Lessee’s obligation at all times to maintain the minimum requirements required by the State of Connecticut to maintain this program. The Lessor

reserves the right to terminate this Agreement if the Lessee, for a substantial period of time, falls under the minimum requirements and puts the Lessor at risk by falling under the minimum requirements.

This agreement shall remain in full force and effect for the five (5) year period unless the Board of Education concludes that, due to unforeseen circumstances, the agreement is not in the best interest of the education of the students of the Town of Southington.

The parties agree that at least one (1) year prior to the termination of the five (5) year period, they shall either negotiate an additional five (5) year extension or shall notify the other that the agreement shall terminate at the end of the initial five (5) year period.

For the period of August 2020 through June 2021, the YMCA will reimburse the Board of Education for custodial costs in the amount of \$1,143.00 for the P.M. services monthly. Said costs will be adjusted based upon contract negotiations with the AFSCME union. The YMCA will also reimburse the Board of Education \$567.00 for P.M. services for electricity, supplies and wear and tear on the building. Reimbursed payments will be made in ten (10) monthly installments of \$1,710.00 for the P.M. program to:

Southington Board of Education  
Sherri-Lin DiNello, Director of Business and Finance  
200 North Main Street  
Southington, CT 06489

This agreement provides for the reimbursement rates to be adjusted annually.

3. The program will follow the Southington Public School system calendar. The hours of operation are from the close of school until 6:00 p.m. In the event that a child is still on-site at 6:30 p.m., the YMCA will be responsible for transportation of the child to its facility for pick up arrangements. Whenever there is early dismissal for inclement weather, or a planned shortened day, that is the hour that the day care begins.

It is understood between the parties that the use of the cafeteria or gymnasium is only during the time period specified in this Agreement.

If **Strong Elementary School** is not open due to weather or an event beyond control of the Lessor, the child care program shall not be in operation.

4. The Lessee shall be responsible to furnish to the Lessor proof of insurance, including employee malfeasance, workers compensation and liability insurance on or before August 1 each year of the agreement. Said liability insurance to have limits at least to the following:

\$1,000,000 per occurrence  
\$2,000,000 aggregate  
\$5,000,000 umbrella

All insurance certificates shall name the Town of Southington as well as the Board of Education as additional insured with the following language:

“But only as responsible to loss or damage arising out of negligence, acts or omissions of the Southington YMCA in connection with use of said premises.”

Said proof of insurance is to be approved by the Director of Business and Finance for the Board of Education.

5. The Lessee shall be responsible to furnish the Lessor a copy of the approval by the State of Connecticut and any local department approvals on or before August 1 each year of the agreement. Said approvals shall be submitted to the Director of Business and Finance for the Board of Education.

The Lessee is solely responsible for any and all costs associated with the licensing procedures, both state and local, for obtaining any and all permits to operate a before and after school child care program.

All renovations are to be authorized by the Board of Education.

6. The Lessee will be responsible for any snow removal costs associated with snow plowing that may be necessary on early dismissal school days.

7. If the Lessee leaves the premises in a condition whereby additional clean up is necessary, the Lessee shall be responsible for any additional custodial costs pursuant to clean up and will be billed directly.

8. The Lessee shall be responsible for ordering the telephone line with direct billing to the YMCA and all associated costs being paid by the Lessee.

9. If any one of these clauses does not apply, it will not negate the other clauses.

10. No change or modification of this Agreement shall be valid unless the same is in writing and signed by Lessee and Lessor.

11. It in the event that any dispute shall arise between the parties to this Agreement, it is hereby agreed that such dispute shall be referred to the local Arbitration Association and that it's decision shall be final and binding upon the parties.

Witness:

**SOUTHINGTON BOARD OF EDUCATION**

\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_  
Timothy F. Connellan., Superintendent  
Southington Public Schools

Date: \_\_\_\_\_

Witness:

**THE SOUTHINGTON-CESHIRE  
COMMUNITY YMCAs, INC.**

\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_  
Mark Pooler, Executive Director  
Duly authorized

Date: \_\_\_\_\_



## SOUTHTINGTON PUBLIC SCHOOLS

*Sherri DiNello*  
*Director of Business & Finance*

A handwritten signature in black ink, appearing to read "Sherri DiNello", is written over the typed name and title.

### **MEMO**

**To:** Board of Education Finance Committee  
**DATE:** February 19, 2020  
**RE:** YMCA RATES 2020-2021

Annually, the Finance Committee recommends reimbursement rates for the use of our buildings by the YMCA for their School-Age Child Care Program. The rates reflect contractual wage increases along with the increased MERS pension contributions.

**YMCA Proposed Rate Calculations for  
2020-2021**

Reg Hourly rate		FLANDERS 1 hour	DERYNOSKI 1.5 hours	STRONG 1.25 hours	THALBERG 1.25 hours	HATTON 1.25 hours	KELLEY 1 hour	DERYNOSKI AM .5 hours	KELLEY AM .5 hours
HD CUSTODIAN	28.63 DES/ 27.98	41.97	42.95	41.97	41.97	41.97	41.97	42.95	41.97
		0.50	0.75	0.75	0.50	0.50	0.50	0.25	
		20.99	32.21	31.48	20.99	20.99	20.99	10.74	0.00
NIGHT CUSTODIAN	26.54	39.81	39.81	39.81	39.81	39.81	39.81	39.81	39.81
		0.50	0.75	0.50	0.75	0.75	0.50	0.25	0.50
		19.91	29.86	19.91	29.86	29.86	19.91	9.95	19.91
TOTAL BILLABLE TIME AT TIME AND A HALF		40.89	62.07	51.38	50.84	50.84	40.89	20.69	19.91
SCHOOL DAYS		181.00	181.00	181.00	181.00	181.00	181.00	181.00	181.00
		7,401.09	11,233.99	9,300.23	9,202.49	9,202.49	7,401.09	3,744.66	3,602.81
SOCIAL SEC/MEDICARE		566.18	859.40	711.47	703.99	703.99	566.18	286.47	275.61
(rate 14.22% incr to 15.24%) MERF		1,127.93	1,712.06	1,417.36	1,402.46	1,402.46	1,127.93	570.69	549.07
TOTAL MONTHLY (10)		9,095.20	13,805.45	11,429.06	11,308.94	11,308.94	9,095.20	4,601.82	4,427.49
Monthly Custodial reimbursement		910	1,381	1,143	1,131	1,131	910	460	443
Wear & Tear		80	80	80	80	80	80	70	70
Electricity (incr by 5%)		123	128	333	333	333	342	128	128
Supplies (incr by 4%)		34	35	34	34	34	33	35	35
<b>PER YMCA AGREEMENT</b>		<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>		
		<b>1,266</b>	<b>1,744</b>	<b>1,710</b>	<b>1,698</b>	<b>1,698</b>	<b>1,485</b>	<b>694</b>	<b>676</b>
<b>Proposed Rates 20-21</b>	<b>TOTAL MONTHLY (10)</b>	<b>1,265</b>	<b>1,745</b>	<b>1,710</b>	<b>1,700</b>	<b>1,700</b>	<b>1,485</b>	<b>695</b>	<b>675</b>

**Southington Public Schools  
Purchasing Department**

**BID AWARD REQUEST – BID 2020-15  
LAWN MOWING AND TRIMMING SERVICES and  
GROUNDS DEBRIS CLEAN UP AND REMOVAL SERVICES**

The above bid is submitted for AWARD by the Superintendent of Schools, Board of Education Finance Committee and the Board of Education.

PROPOSED SUMMARY: This award request seeks to award Lawn Mowing and Trimming services and Grounds Debris Clean up and Removal services at seven (7) school sites. The bid was advertised in three newspapers and posted to the websites of the Southington Schools and the Town of Southington. Seven vendors submitted bids, including two vendors new to the Southington Public Schools. The bid was opened on February 3, 2020. The bid recommendation memo and compilation sheets are attached.

The SPS Administration recommends awarding both the lawn mowing and trimming services and grounds debris clean up and removal services for three years to the following vendors:

- **Little K's Landscaping:** Southington High, DePaolo Middle, Kennedy Middle, Derynoski Elementary / JV Pyne and Kelley Elementary.
- **SM Lawncare:** Oshana Elementary and South End Elementary

Beginning Date of Project:	April 2020	Ending Date of Project:	November 2022
Funding Sources:	Accounts 32900 Accounts 32910	Proposed Cost of Project:	Year 1 mowing: \$36,120 Year 1 Fall clean up: \$4,065
		Budgeted Amount for Growing Year 2020	Budget mowing \$42,900 Budget Fall clean up - \$4,507

Signature of Accounting Manager: *Jenep Melleit* Date: 2/13/20

Superintendent's Direction:  
 **Approved As Submitted**  
 **Hold** (pending future action)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

Signature of Superintendent of Schools: *Timothy J. Connellan* Date: 2-14-20

Finance Committee's Direction:  
 **Approved As Submitted**  
 **Hold** (pending future action)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

Signature of Finance Committee Chairperson: *[Signature]* Date: 2/19/20

Board of Education's Direction:  
 **Approved As Submitted**  
 **Hold** (pending future action)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

Signature of Board of Education Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_



# SOUTHINGTON PUBLIC SCHOOLS

*JENNIFER MELLITT  
ACCOUNTING MANAGER  
PURCHASING DEPARTMENT*

## **MEMO**

TO: Board of Education Finance Committee

Date: February 12, 2020

RE: **Recommendation for Bid Award for BID 2020-15**  
Lawn Mowing and Trimming Services and  
Grounds Debris Clean up and Removal Services at seven sites

BID 2020-15 sought pricing for Lawn Mowing and Trimming Services and pricing on Fall and Spring Grounds Debris Clean up and Removal Services at seven school (7) sites. The bid was opened on February 3, 2020. Seven vendors submitted bids, including two vendors new to Southington Public Schools (Little K's Landscaping from Wallingford and DeSocio's Property Maintenance from Wolcott). The bid compilations for lawn mowing and grounds debris cleanup are attached.

Our goal in combining the two services in this bid (lawn mowing and grounds debris cleanup) was to allow one vendor to be accountable for the grounds of a school site. Our lawn mowing bid allows for two mowings during October and one mowing in November. Awarding these services to one vendor may allow the vendor to address a portion of the fall grounds debris clean up during their normal mowing visits. Similarly, the mowing season begins again in April with three mowings in the lawn bid and may allow for the spring clean-up work to be addressed during those visits.

Little K's Landscaping was the low bidder for lawn mowing and trimming services at five sites and was tied as the low bidder for the other two sites. Little K's was also the low bidder at all seven sites for the grounds debris clean up.

The Director of Operations vetted Little K's references, workplace analysis and equipment and agrees their company is qualified to perform services for the Southington Public Schools. Our Maintenance Foremen also visited Little K's place of business in Wallingford to visually inspect their equipment. In our continuing effort to expand our vendor base, the Administration recommends awarding five sites to this new vendor for both lawn and clean up services for three years. Issuance of Purchase Orders for Years 2 and 3 will be contingent upon successful completion of services in Year 1.

At Oshana Elementary and South End Elementary, a tie was noted on the lawn mowing services between Little K's and SM Lawncare. The Administration recommends awarding both the lawn mowing and grounds debris clean up services SM Lawncare for three years at these two sites. Issuance of Purchase Orders for Years 2 and 3 will be contingent upon successful completion of services in Year 1.

BID 2020-15's pricing falls within our budgeted amounts for these sites. A summary of the recommended three year award is as follows:

Site	Lawn Mowing and Trimming Services	Grounds Debris Clean up and Removal Services
Southington High	Little K's Landscaping	Little K's Landscaping
DePaolo Middle	Little K's Landscaping	Little K's Landscaping
Kennedy Middle	Little K's Landscaping	Little K's Landscaping
JV Pyne/ Derynoski Elementary	Little K's Landscaping	Little K's Landscaping
Kelley Elementary	Little K's Landscaping	Little K's Landscaping
Oshana Elementary	SM Lawncare	SM Lawncare
South End Elementary	SM Lawncare	SM Lawncare

**NOTE:** The four (4) school sites below (not part of the current bid) are entering year three of three on their previously awarded lawn mowing and debris clean up services bids. These sites are being serviced by:

Site	Lawn Mowing and Trimming Services	Grounds Debris Clean up and Removal Services
Flanders Elementary	BMS Property Maintenance	BMS Property Maintenance
Hatton Elementary	SM Lawn Care	TBD (A)
Strong Elementary	L&G Landscape	L&G Landscape
Thalberg Elementary	SM Lawn Care	SM Lawn Care

(A) Two years ago the grounds debris clean up at Hatton Elementary was awarded to Schmidt Lawn Care. Schmidt has moved out of Southington and will not be doing any more work for SPS. The Administration will arrange with our one of current vendors to service this site.

**SOUTHINGTON PUBLIC SCHOOLS  
LAWN MOWING AND TRIMMING SERVICES  
BID 2020-15**

Site	Vendor	Area	2020 Growing Season	2021 Growing Season	2022 Growing Season	Low Bid Amount	Recommended Vendor for Award
<b>Southington High School</b>							
	BMS Property Maint	Main Site	No Bid	No Bid	No Bid		
		Fields	No Bid	No Bid	No Bid		
		Subtotal	No Bid	No Bid	No Bid		
	Chesire Concete	Main Site	1,400	1,400	1,400		
		Fields	included	included	included		
		Subtotal	1,400	1,400	1,400		
	DeSocio's Property Maint.	Main Site	375	375	380		
		Fields	375	375	380		
		Subtotal	750	750	760		
	L & G Landscape	Main Site	No Bid	No Bid	No Bid		
		Fields	No Bid	No Bid	No Bid		
		Subtotal	No Bid	No Bid	No Bid		
	<b>Little K's Landscaping</b>	<b>Main Site</b>	675	675	675		
		<b>Fields</b>	included	included	included		
		<b>Subtotal</b>	<b>675</b>	<b>675</b>	<b>675</b>	\$ 675	Little K's Landscaping
	Green Meadow	Main Site	800	800	800		
		Fields	included	included	included		
		Subtotal	800	800	800		
	SM Lawn Care & Maint	Main Site	350	350	350		
		Fields	350	350	350		
		Subtotal	700	700	700		

<b>JA DePaolo Middle School</b>							
	BMS Property Maint	Main Site	No Bid	No Bid	No Bid		
		Fields	No Bid	No Bid	No Bid		
		Subtotal	No Bid	No Bid	No Bid		
	Chesire Concete	Main Site	375	375	375		
		Fields	included	included	included		
		Subtotal	375	375	375		
	DeSocio's Property Maint.	Main Site	120	120	125		
		Fields	120	120	125		
		Subtotal	240	240	250		
	L & G Landscape	Main Site	No Bid	No Bid	No Bid		
		Fields	No Bid	No Bid	No Bid		
		Subtotal	No Bid	No Bid	No Bid		
	<b>Little K's Landscaping</b>	<b>Main Site</b>	155	155	155		
		<b>Fields</b>	included	included	included		
		<b>Subtotal</b>	<b>155</b>	<b>155</b>	<b>155</b>	\$ 155	Little K's Landscaping
	Green Meadow	Main Site	175	175	175		
		Fields	included	included	included		
		Subtotal	175	175	175		
	SM Lawn Care & Maint	Main Site	120	120	120		
		Fields	50	50	50		
		Subtotal	170	170	170		

**SOUTHINGTON PUBLIC SCHOOLS  
LAWN MOWING AND TRIMMING SERVICES  
BID 2020-15**

Site	Vendor	Area	2020 Growing Season	2021 Growing Season	2022 Growing Season	Low Bid Amount	Recommended Vendor for Award
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<b>JF Kennedy Middle School</b>							
BMS Property Maint	Main Site		No Bid	No Bid	No Bid		
	Fields		No Bid	No Bid	No Bid		
	Subtotal		No Bid	No Bid	No Bid		
Cheshire Concete	Main Site		325	325	325		
	Fields		included	included	included		
	Subtotal		325	325	325		
DeSocio's Property Maint.	Main Site		120	120	125		
	Fields		120	120	125		
	Subtotal		240	240	250		
L & G Landscape	Main Site		No Bid	No Bid	No Bid		
	Fields		No Bid	No Bid	No Bid		
	Subtotal		No Bid	No Bid	No Bid		
<b>Little K's Landscaping</b>	<b>Main Site</b>		155	155	155		
	<b>Fields</b>		included	included	included		
	<b>Subtotal</b>		<b>155</b>	<b>155</b>	<b>155</b>	<b>\$ 155</b>	<b>Little K's Landscaping</b>
Green Meadow	Main Site		175	175	175		
	Fields		included	included	included		
	Subtotal		175	175	175		
SM Lawn Care & Maint	Main Site		120	120	120		
	Fields		50	50	50		
	Subtotal		170	170	170		

<b>JV Pyne Center/Derynoski Elementary School</b>							
BMS Property Maint			No Bid	No Bid	No Bid		
Cheshire Concrete			425	425	425		
DeSocio's Property Maint.			275	275	280		
L & G Landscape			No Bid	No Bid	No Bid		
<b>Little K's Landscaping</b>			<b>220</b>	<b>220</b>	<b>220</b>	<b>\$ 220</b>	<b>Little K's Landscaping</b>
Green Meadow			250	250	250		
SM Lawn Care & Maint			240	240	240		

**SOUTHINGTON PUBLIC SCHOOLS  
LAWN MOWING AND TRIMMING SERVICES  
BID 2020-15**

Site	Vendor	Area	2020 Growing Season	2021 Growing Season	2022 Growing Season	Low Bid Amount	Recommended Vendor for Award
<b>Kelley Elementary</b>							
	BMS Property Maint		No Bid	No Bid	No Bid		
	Cheshire Concrete		275	275	275		
	DeSocio's Property Maint.		125	125	130		
	L & G Landscape		No Bid	No Bid	No Bid		
	<b>Little K's Landscaping</b>		<b>100</b>	<b>100</b>	<b>100</b>	<b>\$ 100</b>	<b>Little K's Landscaping</b>
	Green Meadow		135	135	135		
	SM Lawn Care & Maint		110	110	110		

<b>Oshana Elementary</b>							
	BMS Property Maint		No Bid	No Bid	No Bid		
	Cheshire Concrete		175	175	175		
	DeSocio's Property Maint.		115	115	120		
	L & G Landscape		110	110	No Bid		
	Little K's Landscaping		100	100	100		
	Green Meadow		125	125	125		
	<b>SM Lawn Care &amp; Maint</b>		<b>100</b>	<b>100</b>	<b>100</b>	<b>\$ 100</b>	<b>SM Lawn Care</b>

<b>South End Elementary School</b>							
	BMS Property Maint		No Bid	No Bid	No Bid		
	Cheshire Concrete		175	175	175		
	DeSocio's Property Maint.		115	115	120		
	L & G Landscape		125	125	No Bid		
	Little K's Landscaping		100	100	100		
	Green Meadow		125	125	125		
	<b>SM Lawn Care &amp; Maint</b>		<b>100</b>	<b>100</b>	<b>100</b>	<b>\$ 100</b>	<b>SM Lawn Care</b>

Total Per Mowing Cost for the 7 sites	<b>\$ 1,505</b>
Total Year 1 Growing Season Mowing Cost for the 7 sites based on 24 mowings	<b>\$ 36,120</b>

**Responding Vendors:**

**BMS Property**  
272 Mandel Dr  
Southington, CT

**L & G Landscape LLC**  
35 Eastwood Drive  
Plantsville, CT

**Green Meadow**  
174 Birch Drive  
Cheshire, CT

**Cheshire Concrete**  
87 Chapel Hill  
Plantsville, CT

**Little K's Landscaping**  
65 S Turnpike Rd  
Wallingford, CT

**SM Lawn Care & Maint**  
157 Meriden Ave  
Southington, CT

**DeSocio's Property Maintenance**  
976 Wolcott Rd  
Wolcott, CT

**SOUTHINGTON PUBLIC SCHOOLS  
LAWN MOWING AND TRIMMING SERVICES & GROUNDS DEBRIS CLEAN UP AND REMOVAL  
BID 2020-15 COMPILATION**

SITE	VENDOR	GROUNDS DEBRIS CLEAN UP AND REMOVAL					TOTAL COST 2020-2022	RECOMMENDED BIDDER	
		Did Vendor bid on Lawn Mowing?	FALL 2020	SPRING 2021	FALL 2021	SPRING 2022			FALL 2022
<b>Southington High School</b>									
	BMS PROPERTY MAINT	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	CHESHIRE CONCRETE	YES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	
	DESOCIO'S PROPERTY MAINT	YES	\$800	\$850	\$850	\$850	\$850	\$4,200	
	L & G LANDSCAPE	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	<b>LITTLE K'S LANDSCAPING</b>	<b>YES</b>	<b>\$725</b>	<b>\$700</b>	<b>\$725</b>	<b>\$700</b>	<b>\$725</b>	<b>\$3,575</b>	<b>LITTLE K'S LANDSCAPING</b>
	GREEN MEADOW	YES	\$850	\$850	\$850	\$850	\$850	\$4,250	
	SM LAWN CARE	YES	\$800	\$800	\$800	\$800	\$800	\$4,000	
<b>JA Depaolo Middle School</b>									
	BMS PROPERTY MAINT	NO	\$475	\$475	\$475	\$475	\$475	\$2,375	
	CHESHIRE CONCRETE	YES	\$675	\$675	\$675	\$675	\$675	\$3,375	
	DESOCIO'S PROPERTY MAINT	YES	\$475	\$525	\$525	\$525	\$525	\$2,575	
	L & G LANDSCAPE	NO	\$875	\$875	\$875	\$875	\$875	\$4,375	
	<b>LITTLE K'S LANDSCAPING</b>	<b>YES</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$2,000</b>	<b>LITTLE K'S LANDSCAPING</b>
	GREEN MEADOW	YES	\$500	\$500	\$500	\$500	\$500	\$2,500	
	SM LAWN CARE	YES	\$475	\$475	\$475	\$475	\$475	\$2,375	
<b>JF Kennedy Middle School</b>									
	BMS PROPERTY MAINT	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	CHESHIRE CONCRETE	YES	\$875	\$875	\$875	\$875	\$875	\$4,375	
	DESOCIO'S PROPERTY MAINT	YES	\$675	\$725	\$725	\$725	\$725	\$3,575	
	L & G LANDSCAPE	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	<b>LITTLE K'S LANDSCAPING</b>	<b>YES</b>	<b>\$610</b>	<b>\$610</b>	<b>\$610</b>	<b>\$610</b>	<b>\$610</b>	<b>\$3,050</b>	<b>LITTLE K'S LANDSCAPING</b>
	GREEN MEADOW	YES	\$750	\$750	\$750	\$750	\$750	\$3,750	
	SM LAWN CARE	YES	\$675	\$675	\$675	\$675	\$675	\$3,375	
<b>JV Pyne Center/ Derynoski Elementary</b>									
	BMS PROPERTY MAINT	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	CHESHIRE CONCRETE	YES	\$900	\$900	\$900	\$900	\$900	\$4,500	
	DESOCIO'S PROPERTY MAINT	YES	\$675	\$725	\$725	\$725	\$725	\$3,575	
	L & G LANDSCAPE	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	<b>LITTLE K'S LANDSCAPING</b>	<b>YES</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>	<b>\$3,000</b>	<b>LITTLE K'S LANDSCAPING</b>
	GREEN MEADOW	YES	\$750	\$750	\$750	\$750	\$750	\$3,750	
	SM LAWN CARE	YES	\$675	\$675	\$675	\$675	\$675	\$3,375	
<b>Kelley Elementary</b>									
	BMS PROPERTY MAINT	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	CHESHIRE CONCRETE	YES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	
	DESOCIO'S PROPERTY MAINT	YES	\$750	\$800	\$800	\$800	\$800	\$3,950	
	L & G LANDSCAPE	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	<b>LITTLE K'S LANDSCAPING</b>	<b>YES</b>	<b>\$730</b>	<b>\$730</b>	<b>\$730</b>	<b>\$730</b>	<b>\$730</b>	<b>\$3,650</b>	<b>LITTLE K'S LANDSCAPING</b>
	GREEN MEADOW	YES	\$800	\$800	\$800	\$800	\$800	\$4,000	
	SM LAWN CARE	YES	\$750	\$750	\$750	\$750	\$750	\$3,750	

**SOUTHINGTON PUBLIC SCHOOLS  
LAWN MOWING AND TRIMMING SERVICES & GROUNDS DEBRIS CLEAN UP AND REMOVAL  
BID 2020-15 COMPILATION**

SITE	VENDOR	GROUNDS DEBRIS CLEAN UP AND REMOVAL					TOTAL COST 2020-2022	RECOMMENDED BIDDER	
		Did Vendor bid on Lawn Mowing?	FALL 2020	SPRING 2021	FALL 2021	SPRING 2022			FALL 2022
<b>Oshana Elementary</b>									
	BMS PROPERTY MAINT	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	CHESHIRE CONCRETE	YES	\$700	\$700	\$700	\$700	\$700	\$3,500	
	DESOCIO'S PROPERTY MAINT	YES	\$500	\$550	\$550	\$550	\$550	\$2,700	
	L & G LANDSCAPE	YES	\$550	\$550	\$550	\$550	\$550	\$2,750	
	LITTLE K'S LANDSCAPING	YES	\$450	\$480	\$450	\$480	\$450	\$2,310	
	GREEN MEADOW	YES	\$525	\$525	\$525	\$525	\$525	\$2,625	
	<b>SM LAWN CARE</b>	<b>YES</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$2,500</b>	<b>SM LAWN CARE</b>
<b>South End Elementary</b>									
	BMS PROPERTY MAINT	NO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
	CHESHIRE CONCRETE	YES	\$750	\$750	\$750	\$750	\$750	\$3,750	
	DESOCIO'S PROPERTY MAINT	YES	\$500	\$550	\$550	\$550	\$550	\$2,700	
	L & G LANDSCAPE	YES	\$575	\$575	\$575	\$575	\$575	\$2,875	
	LITTLE K'S LANDSCAPING	YES	\$450	\$450	\$450	\$450	\$450	\$2,250	
	GREEN MEADOW	YES	\$525	\$525	\$525	\$525	\$525	\$2,625	
	<b>SM LAWN CARE</b>	<b>YES</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$2,500</b>	<b>SM LAWN CARE</b>
TOTAL DEBRIS CLEAN UP AND REMOVAL YEAR 2020 COST (FALL CLEAN UP ONLY)							\$4,065		
TOTAL DEBRIS CLEAN UP AND REMOVAL SERVICES THREE YEAR COST 2020-2022							\$20,275		

**Responding Vendors:**

**BMS Property**  
272 Mandel Dr  
Southington, CT

**L & G Landscape LLC**  
35 Eastwood Drive  
Plantsville, CT

**Green Meadow**  
174 Birch Drive  
Cheshire, CT

**Cheshire Concrete**  
87 Chapel Hill  
Plantsville, CT

**Little K's Landscaping**  
65 S Turnpike Rd  
Wallingford, CT

**SM Lawn Care & Maint**  
157 Meriden Ave  
Southington, CT

**DeSocio's Property Maintenance**  
976 Wolcott Rd  
Wolcott, CT

**Southington Public Schools  
Purchasing Department**

**AWARD REQUEST  
Bid 2020-101**

**Unexpended Funds Replacement of Auditorium Stage Curtain at Southington High School**

The above bid is submitted for AWARD by the Superintendent of Schools, Board of Education Finance Committee and the Board of Education.

PROPOSED SUMMARY: The bid sought pricing for the complete replacement of the auditorium curtains for Southington High School. Five vendors responded to our bid. The recommendation memo and the bid compilation are attached.

The recommendation of the SPS Administration is to award the bid to the low bidder, Walker Specialties, in the amount of \$28,087.

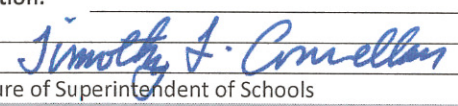
Beginning Date of Project:	March 2020	Ending Date of Project:	July 2020
Funding Sources:	Unexpended Funds	Proposed Amounts	\$28,087
		Budgeted Amount	\$24,778

 \_\_\_\_\_ 2/14/20  
 Signature of Accounting Manager Date

Superintendent's Direction:

**Approved As Submitted**  
 **Hold** (pending future action as noted)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

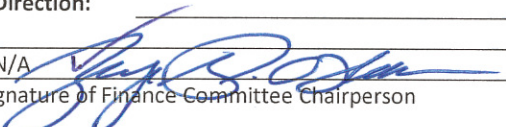
Direction: \_\_\_\_\_

 \_\_\_\_\_ 2-14-20  
 Signature of Superintendent of Schools Date

Finance Committee's Direction:

**Approved As Submitted**  
 **Hold** (pending future action as noted)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

N/A  \_\_\_\_\_ 2/19/20  
 Signature of Finance Committee Chairperson Date

Board of Education's Direction:

**Approved As Submitted**  
 **Hold** (pending future action as noted)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_  
 Signature of Board of Education Chairperson Date



# SOUTHTON PUBLIC SCHOOLS

*JENNIFER MELLITT  
ACCOUNTING MANAGER  
PURCHASING DEPARTMENT*

## **MEMO**

TO: Board of Education Finance Committee

Date: February 12, 2020

RE: Recommended Award of Unexpended Funds Project:  
BID 2020-101 Replacement of Auditorium Stage Curtain at Southington High School

BID 2020-101 sought pricing for the replacement of the auditorium stage curtains including the main valance, main curtain with sewn in liner, borders, legs, mid stage curtain, upstage curtain and the cyclorama. A mandatory walk through was held in the auditorium on January 21<sup>st</sup>. All five vendors who attended the walk through submitted bids. The bid compilation is attached.

The bid document contained four add/alternates as detailed on the bid compilation. Add/Alternate #1 will upgrade the fabric on the main valance and the main (traveler) curtain from 22 oz Encore Polyester to 24-25oz Prestige (Velour). The 22 oz Encore will be used on all the other items in the bid. Both fabrics are IFR (Inherently Flame Retardant). The cyclorama will be made of heavy muslin and is also IFR.

Add/Alternate #3 is the price to replace the hardware and/or rope for the Main Curtain (upstage traveler) and fix the track to optimal working condition, if needed during installation.

Add/Alternates #2 and #4 will not be recommended for award.

The recommendation will be made to the low bidder, Walker Specialties from Braintree, MA. References were checked with positive feedback on large jobs including new construction where Walker installed all the rigging, stage curtains, etc. on brand new school auditoriums.

The Administration recommends awarding the bid to the low bidder, Walker Specialties, in the amount of \$27,862 with an extra \$225 if needed during installation of the curtain. The lead time on the curtain replacement will be approximately 8 weeks after receipt of a purchase order. Installation will take approximately 3 days on the stage and will be scheduled around the usage of the theater.

SOUTHINGTON PUBLIC SCHOOLS  
 BID COMPILATION BID 2020-101  
 AUDITORIUM STAGE CURTAIN REPLACEMENT  
 OPENED 02/05/2020 AT 10:00 AM

ADD/ALTERNATES NOT TO BE AWARDED								
VENDOR NAME (in Alphabetic Order)	BASE BID PRICE	ADD/ALTERNATE OPTION #1 (Upgrade Main Valance and Main Curtain to 25 oz Prestige Fabric)	SUBTOTAL BASE BID AND 25 OZ MAIN VALANCE AND MAIN CURTAIN	ADD/ALTERNATE OPTION #3, (if needed during installation)	TOTAL RECOMMENDED PROJECT COST	ADD/ALTERNATE OPTION #2 - SCRIM	ADD/ALTERNATE OPTION #4	LEAD TIME
MAJOR THEATER	27,454.00	1,397.00	28,851.00	490.00	29,341.00	3,448.00	1,460.00	4-6 Weeks
ROSE BRAND	26,990.00	1,425.00	28,415.00	460.00	28,875.00	2,010.00	1,000.00	4 Weeks
SUPERTECH, INC.	31,355.00	2,503.00	33,858.00	1,000.00	34,858.00	2,551.00	1,035.00	6-8 Weeks
THOMAS W RAFTERY, Inc.	63,030.21	800.00	63,830.21	3,135.00	66,965.21	2,720.00	No Bid	90 Days
<b>WALKER SPECIALTIES</b>	<b>27,862.00</b>	<b>No Charge</b>	<b>27,862.00</b>	<b>225.00</b>	<b>28,087.00</b>	<b>2,800.00</b>	<b>2,500.00</b>	<b>6-8 Weeks</b>

**Add/Alternates from Bid Document**

Add/Alternate Option #1	Upgrade Fabric from 22 oz Encore to 25 oz Prestige Velour
Add/Alternate Option #2	Cost of Scrim- an optional mesh fabric used for productions. This item was noted as not required.
Add/Alternate Option #3	Cost to replace the Hardware and/or rope for the Main Curtain (Upstage Traveler) and fix the track to optimal working condition
Add/Alternate Option #4	Upgrade 22 oz fabric for only Main Valance and Main Traveler Curtain from 50% Fullness to 75% Fullness

**VENDOR INFORMATION**

**VENDOR ADDRESS**

MAJOR THEATER	101 Homes Street, Quincy, MA 02171
ROSE BRAND	4 Emerson Lane, Secaucus, NJ 09094
SUPERTECH, INC.	22 North Plains Industrial Road, Wallingford, CT 06492
THOMAS W RAFTERY, Inc.	1055 Broad Street, Hartford, CT 06106
WALKER SPECIALTIES	50 Messina Drive, Braintree, MA 02184

**Southington Public Schools  
Purchasing Department**

**AWARD REQUEST  
Unexpended Funds Flooring Replacement Projects at Southington High School**

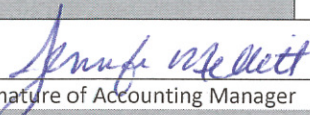
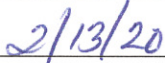
The above project is submitted for AWARD by the Superintendent of Schools, Board of Education Finance Committee and the Board of Education.

PROPOSED SUMMARY: This bid sought pricing for flooring replacement projects at Southington High School. The projects are separated into Vinyl Composite Tile (VCT) and Carpet. Pricing was determined using the State of Connecticut Contract #12PSX0307 by Bartholomew Contract Interiors, Inc. (BCI), a vendor on the state contract. The scope of work includes the removal of the existing flooring and the installation of new flooring in the areas identified on the attached memo.

The recommendation of the Administration is to award the flooring at the high school as follows:

1. Award the removal of existing flooring and installation of VCT in the areas attached in the amount of \$39,789 to Bartholomew Contract Interiors.
2. Award the removal of existing flooring and installation of Carpet Tiles and/or Broadloom Carpet in the identified areas (see attached) in the amount of \$80,334 to Bartholomew Contract Interiors.

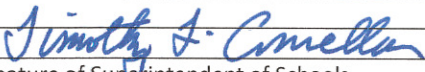

Beginning Date of Project:	June 2020	Ending Date of Project:	August 2020
Funding Sources:	Unexpended Funds	Proposed Amounts	VCT Tile \$39,789 Carpeting \$80,334
		Budgeted Amount	\$131,053


  
 \_\_\_\_\_  
 Signature of Accounting Manager Date

Superintendent's Direction:

**Approved As Submitted**  
 **Hold** (pending future action as noted)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)


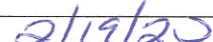
Direction: \_\_\_\_\_


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

Finance Committee's Direction:

**Approved As Submitted**  
 **Hold** (pending future action as noted)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

N/A 
  
 \_\_\_\_\_  
 Signature of Finance Committee Chairperson Date

Board of Education's Direction:

**Approved As Submitted**  
 **Hold** (pending future action as noted)  
 **Rejected** \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)

Direction: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Board of Education Chairperson Date



# SOUTHINGTON PUBLIC SCHOOLS

**JENNIFER MELLITT**  
**ACCOUNTING MANAGER**  
**PURCHASING DEPARTMENT**

TO: Board of Education Finance Committee

Date: February 13, 2020

RE: Unexpended Funds Project for High School Flooring Award  
Recommendation

## MEMO

The Administration recommends the award of flooring projects to Bartholomew Contract Interiors (BCI) of Hartford, CT, based on State of Connecticut Contract Pricing for Contract #12PSX0307. The projects are separated into an award for Vinyl Composition Tile (VCT) Projects in the amount of \$39,789 and for Carpet Installation Projects in the amount of \$80,334. This pricing is within our budgeted amounts for these projects. The projects are scheduled for completion this summer. Detail of the areas to be completed are as follows:

<u>Flooring Project to Remove Carpet and Install Armstrong VCT Tile</u>	<u>VCT Tile Projects</u>
Library Media Center: Front/Back Walkways, Side Rooms A, B, D and Office	\$ 11,373
"Blue" Faculty Room (including two side offices) and Blue Faculty Kitchen area	10,538
Sewing Classroom (C205), Business Classroom (C221) and Yearbook Office (C221A)	8,340
C219 - Faculty Room - Partial	3,721
Guidance Offices - (Seven Counselor Offices)	2,909
Music Wing - Rooms 3,4,5,6,7	2,909
<b>Total VCT Tile Projects to be Awarded to Bartholomew Contract Interiors</b>	<b>\$ 39,789</b>

<u>Flooring Projects to Replace Carpet with Mohawk Carpet Tile and Broadloom</u>	<u>Carpet Projects</u>
Library Media Center - Main Area	\$ 36,747
Band Room Flooring, including back office area	25,987
Chorus Room Flooring	17,600
<b>Total Carpeting Projects to be Awarded to Bartholomew Contract Interiors</b>	<b>\$ 80,334</b>

References for BCI were checked, including public school districts and state universities. The references shared positive feedback with our Administration and all references continue to use BCI for their projects.

On February 14, 2020, the existing flooring in these areas will be tested for asbestos by Enviromed Services. If asbestos remediation is required in any of the areas, this award may need to be revised or reduced to allow the Administration to address the asbestos remediation. We anticipate having the results of the samples tested by February 27, 2020. If any revisions to this award become necessary, the changes will be communicated to the Board at or before the BOE's meeting on the 27th.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date February 27, 2020

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 the 2019-2020 school year. This report includes activity for the month of January 2020.

**Background:** The human resource department provides the Board of Education with a monthly update of personnel additions/reductions/changes.

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

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

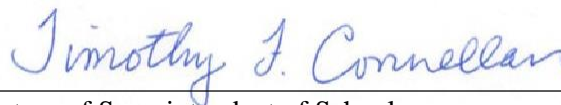
**Beginning Date of Program or Project:** N/A

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

**Recommendation or Comment:** Recommend that the Board of Education approve the Personnel Report as submitted by the human resource department.



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



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

**Included:**

1. Personnel Report

**Personnel Report  
January 2020**

**APPOINTMENTS**

	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>	<b>DEGREE</b>	<b>SALARY</b>
Class	Auletta, Maureen	Paraeducator	HES	.88	12/9/2019	N/A	\$17.03
Class	Barnes, Allan	Custodian	JAD	.60	1/2/2020	N/A	\$15.32
Class	Chambers, Gretchen	Paraeducator	HES	.80	12/2/2019	N/A	\$17.03
Cert	Connolly, Maxwell	Interim Social Studies Teacher	SHS	1.0	1/27/2020	MA	\$51,065
Cert	Issadi, Samia	French Teacher	JFK	1.0	1/24/2020	N/A	\$56,275
Class	Kopka, Lisa	Paraeducator	HES	.38	1/21/2020	MA	\$17.03
Class	Lyons-DeSouza, Tabitha	Paraeducator	JAD	1.0	1/21/2020	N/A	\$17.03
Class	Nattrass, Jeffrey	Paraeducator	HES	.88	1/27/2020	N/A	\$17.03
Class	Pylko, Margaret	Paraeducator	HES	.88	1/16/2020	N/A	\$17.03
Class	Slesinski, Nancy	Paraeducator	SES	.38	1/27/2020	N/A	\$17.03
Class	Slevinsky, Annamaria	Paraeducator	DES	.88	1/28/2020	N/A	\$17.03
Cert	Zimmitti, Carrie	Interim Social Studies Teacher	SHS	.40	1/27/2020	MA	\$60,554

**RESIGNATIONS/RETIREMENTS**

<b>CERT</b>	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>EFFECTIVE</b>	<b>YRS</b>	<b>RET/RES</b>
Class	Alves, Kathleen	Paraeducator	OES	1/3/2020	6	Resign
Class	Colegrove, Lara	Paraeducator	JAD	1/4/2020	6 mo.	Resign
Class	Kimmel, Robert	Custodian	SHS	1/20/2020	6 mo.	Resign
Class	Seamon, Amanda	Paraeducator	DES	1/25/2020	1	Resign

**ASSIGNMENT CHANGE**

<b>NAME</b>	<b>FROM (PREVIOUS ASSIGN)</b>		<b>TO (NEW ASSIGN)</b>		
	<b>POSITION/SCHOOL</b>	<b>FTE</b>	<b>POSITION/SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>
Bylyku, Erida	Paraeducator/HES	.88	Paraeducator/SHS	1.0	1/17/2020
Cranney, Christine	Math Tutor/KES	25 hr	Math Tutor/KES	27 hr	1/2/2020
Daley, Lynn	Paraeducator/OES	.88	Paraeducator/OES	1.0	1/13/2020
Eleck, Stephanie	Math Specialist/HES	.50	Math Specialist/HES	.75	1/2/2020
Frechette, Bonnie	Paraeducator/OES	.88	Paraeducator/SES and HES	1.0	1/27/2020
Kennedy, Christopher	Paraeducator/JFK	.88	Paraeducator/JFK	1.0	1/2/2020
Krivca, Afrdita	Paraeducator/OES	.83	Paraeducator/OES	.88	1/22/2020
Maia, Ann	Paraeducator/SES	.88	Paraeducator/SES	1.0	1/2/2020
Peyton, Amy	Paraeducator/HES	.88	Paraeducator/HES	1.0	1/22/2020

Personnel Report  
January 2020

**TRANSFERS**

<b>FROM (PREVIOUS ASSIGN)</b>		<b>TO (NEW ASSIGN)</b>			
<b>CERT NAME</b>	<b>POSITION/SCHOOL</b>	<b>FTE</b>	<b>POSITION/SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>
<i>None to report</i>					

**UNPAID LEAVE OF ABSENCE**

*None to report*

**COACHING / STIPENDS**

*Coaching Stipends*

Cristelli, Christine	Math Club		SHS	Stipend
Herr, Robert	Freshmen Coach Boys Lacrosse		SHS	Resign
Mauro, Anthony	Head Coach Boys Tennis		SHS	Resign
Preissler, John	Team Leader Grade 8		JFK	Stipend
Yanosy, David	Head Coach Boys Soccer		SHS	Resign

*MS/HS Stipends*

*None to report*

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date February 27, 2020

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** \_\_\_\_\_

**Board Meeting Date** February 27, 2020

**Decision Requested**     X    

**Agenda Code**     10 a    

**AGENDA REPORTING FORM**

**Agenda Topic:** Leonard and Gladys Joll Scholarship Committee Appointment

**Summary of Issue:** The Leonard and Gladys Joll Scholarship applications will be reviewed prior to the April 23, 2020 Board of Education meeting, and a recipient will be selected to be recommended for Board approval.

**Background:** Annually the chairperson of the Board of Education appoints a committee of the Board to select a recipient for the Leonard and Gladys Joll Scholarship.

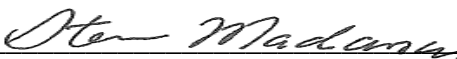
**Alternative Strategies:** Reject

**Cost (if applicable):** \$300.00      **Funding Source:** Joll Scholarship Fund

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

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

**Recommendation or Comment:** The Chairperson of the Board will appoint a committee to select a recipient for the Joll Scholarship.

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

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date February 27, 2020

Decision Requested X Agenda Code 10 b

**AGENDA REPORTING FORM**

Agenda Topic: **Out of State:** Approval of Out of State/Overnight 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 here are the following trips:

- SHS – Key Club – New England Key Club Convention, Springfield, MA  
April 3, 2020 to April 5, 2020
- SHS – CyberKnights Robotics Team – FIRST Robotics Competition, Detroit, MI  
April 28, 2020 to May 3, 2020
- SHS – Scotland, Stratford-upon-Avon and London – April 8-10, 2021 to April 16-18, 2021

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 approve the field trip requests as presented by the administration.

Titles of Attachments:

1. Field Trip Applications

  
Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools

**Southington High School  
Key Club – New England Key Club Convention  
Springfield Marriott Hotel – Boland Way, Springfield, MA  
April 3, 2020 to April 5, 2020**



Dept. Head \_\_\_\_\_  
Principal Frank Rip

Date \_\_\_\_\_  
Date 1/29/2020

Comments \_\_\_\_\_

Assistant Superintendent Steven Madony

Date 2/4/20

Approved   
Not Approved

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

**Southington High School  
Cyberknights Robotics Team – FIRST Robotics Competition  
Cobo Center 1 Washington Blvd., Detroit, MI  
April 28, 2020 to May 3, 2020**

Southington Public Schools  
Southington, Connecticut

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

Submit to Assistant Superintendent

Date: 1/12/20  
Out of State: Yes  No   
Overnight: Yes  No   
Miles Round Trip: 1400

Southington High School Cyberknights Robotics Team 4/28/2020  
School Class/Group Date of Trip

Name and Address of Destination Cobo Center 1 Washington Blvd, Detroit MI

Reasons for Field Trip FIRST Robotics Competition

Itinerary (attach if needed) \_\_\_\_\_

Departure Date/Time 4/28/20 7:00am Return Date/Time 5/3/20 7:00pm

# of Students 45 # of Teacher/Chaperones 10 # 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 12/04/19 Lisa Meccariello

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>	\$ _____	
Board of Education Contribution	\$ 0	
Other	\$ _____	
Fundraising Activity	(\$ _____)	
<b>BALANCE</b>	\$ _____	
<b>Student Contribution</b>		
Transportation	\$ _____	Students @ \$ _____
Entrance Fees, Room & Board	\$ _____	Students @ \$ _____
<b>TOTAL Cost of Trip to Each Student</b>	<b>\$805.00</b>	Student fundraised / _____

**SIGNATURES**

Teacher Ed Barry Date 1/15/2020  
Dept. Head \_\_\_\_\_ Date \_\_\_\_\_  
Principal [Signature] Date 1/12/20  
Comments Charter Bus to event

Assistant Superintendent [Signature] Date 2/4/20 Approved   
Not Approved

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

**Southington High School**  
**Scotland, Stratford-upon-Avon and London**  
**April 8-10, 2021 to April 16-18, 2021**

**Application for Foreign Field Trip**

*Submit to Assistant Superintendent*

Date: 1/03/20

Southington High School	Open to grades 9, 10, 11, 12	4/8, 4/9, 4/10 to 4/18 (approx.)
<b>School</b>	<b>Class/Group</b>	<b>Date of Trip</b>
<b>Destination</b> Scotland, Stratford-upon-Avon and London		

Please attach a complete itinerary to this application

Reasons for Field Trip To provide students with the opportunity to explore the culture and history of Scotland and London, with a focus on the places associated with the great British and Scottish authors and works.

Window: 4/8/2021-	Window: 4/16/2021 -
<b>Departure Date/Time</b> 4/10/2021	<b>Return Date/Time</b> 4/18/2021

# of Students Est.20		# of Teacher/Chaperones Est. 3
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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.

\*\*\*\*\*

**COST AND FINANCING**

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
<b>TOTAL Anticipated Cost of Trip</b>	<b>\$64,100</b>	(\$3,205.00 per student)
Board of Education Contribution	\$0	
Other	\$3,000	20 Students @\$150.00 for 3rd party "Cancel Anytime for Full Refund" Insurance
Fundraising Activity	(\$TBD)	Once we are able to discuss this trip with students, we will gage interest in appropriate fundraising.
<b>BALANCE</b>	<b>\$67,100</b>	
<b>Student Contribution</b>		
Transportation	\$1,800	20 Students @ \$90.00 travel to NYC/ \$1,800.00
Entrance Fees, Room & Board	Included	20 Students @ \$3,205 Includes: Flights, Hotel, Tour Director, Tour Bus while in Scotland and England, Breakfast and Dinner on all days; Entrance fees to itinerary sites/museums/entertainment
<b>TOTAL Cost of Trip to Each Student</b>	<b>\$3,445</b>	

**SIGNATURES**

<b>Teacher</b>		<b>Date</b>	1/9/20
<b>Dept. Head</b>		<b>Date</b>	1/9/20

Principal Frank Pys Date 1/10/20  
Comments \_\_\_\_\_

Assistant Superintendent [Signature] Date 1/14/20 Approved   
Not Approved

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

\*\*\*Approval of all school-sponsored foreign field trips will be conditional and may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of the trip in the interest of the safety of the students and staff of the Southington Public Schools. The Board of Education will not be responsible for any financial obligations incurred as a result of the planning of the school sponsored foreign field trips or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the school-sponsored foreign field trips. The district will make every effort to secure financial assistance for those students whose families have demonstrated financial hardship and are unable to afford the cost of the program.

The Board of Education will not be responsible for any student who participates in a travel study program that the Board of Education has not specifically approved.

## **Curricular Connection to Scotland and England Trip**

Student travel expands worldviews through firsthand experiences. It allows students to learn beyond the classroom, which pushes them to get out of their comfort zone and to gain a new perspective on another culture, language, and environment. On this travel experience, students also will have the opportunity to visit and experience many locations associated with some of the literary classics explored in their English classes. This trip will provide students with a better understanding and appreciation for Scottish and English heritage, history and literature. Global travel also enhances a student's college application.

English: Students will visit several parts of Scotland, with discussions on the settings within William Shakespeare's play Macbeth and the birthplace of famous author Louis Robert Stevenson. We will also visit Yorkshire, the birthplace of sisters Charlotte and Emily Bronte writers of Jane Eyre and Wuthering Heights, respectively. In London, students will visit the childhood William Shakespeare's home and the Globe Theatre, which he designed and helped build, and the home of Anne Hathaway, Shakespeare's wife and family.

Other inter-disciplinary connections:

Math:

Students will convert U.S. currency to British pound sterling

- Students will budget money for souvenirs
- Convert temperature from Fahrenheit to Celsius

Family and Consumer Science: cultures and cuisines:

- Students will experience Scottish and English food and food traditions for a better understanding and appreciation of our world.

History and Social Studies Students:

- Students will be touring Scotland and London, viewing present-day political and historical sites such as museums, religious cathedrals, ancient cities and authentic and historical castles.
- Among many other historical locations, we will visit Edinburgh castle and Clifford's Tower, the sites of many of the nation's storied and historical events, and the National museum of Scotland.



***Educational Tours***

# **Southington High School International Travel Proposal**



**Figure 1:**  
*EF's World Presence:*  
120 Cities, 50 Countries,  
612 Offices & Schools

*England & Scotland*

April 2021

**Prepared for:** Karen Cavanaugh  
Southington High School  
December 10, 2019

## *Your partner in global education*

As the **World Leader in International Education**, we've partnered with educators around the world for over 50 years to help students gain new perspectives and build skills for the future through experiential learning. We provide a range of travel programs—Educational Tours, Language Immersion & Culture Tours, Service Learning Tours, Global Student Leaders Summits, STEM (Science, Technology, Engineering & Math) Tours and Custom-Designed Tours—that help prepare students for the future by teaching them more about the world, themselves, and their place in the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Understand new people, places, and cultures
- Discover more about themselves
- Grow more confident and independent

When students grow in these ways, they become more curious, more open-minded, and more excited about the future.

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## *What we'll cover in this document*

Educational Travel.

### **PAGE**

1	Your partner in global education
2	Our commitment to education
3	Our commitment to safety
4	We'll handle the details
5	A day-by-day look at your tour
6-7	What your hotels will be like
8	What your meals will be like
9	Price details
10	Important final details

*Attached: A sample day-by-day detailed itinerary*

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour and date(s) specifically mentioned herein. For additions, subtractions or modifications, please contact your EF Tour Consultant.

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## *Our commitment to education*

We believe the best way to help students gain new perspectives and build skills for the future is through experiential learning.

### **Accreditation**

EF is accredited, just like your school, and recognized by the following regional, national and international organizations: Middle States Association of Colleges and Schools (MSA-CES); Western Association of Schools and Colleges (WASC); Southern Association of Colleges and Schools (SACS-CASI); North Central Association (NCA-CASI); National Council for Private Schools Accreditation (NCPSA); and Accreditation International (AI).

### **A standard of excellence**

Our educational travel programs bring to life the knowledge and skills that are called for in many education initiatives, including:

- Partnership for 21<sup>st</sup> Century Skills (P21)
- International Baccalaureate – PYP, MYP, Diploma, IBCC
- Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects
- Global Competence Criteria—defined by the Asia Society and Council of Chief State School Officers
- Global Connection Standards in the National Curriculum Standards for Social Studies
- Culture and Connections Standards in the Standards for Foreign Language Learning
- Standards of Professional Learning—defined by Learning Forward

### **weShare: Personalized Learning**

Every tour comes with weShare, a personalized learning experience powered by students' curiosity. Using EF's guided learning model, students use their strengths to investigate an issue or topic that inspires them. They reflect on what they've learned through a post-tour project that gives even more meaning to travel—and can earn them academic credit.

### **Earning credit**

Students can earn credit by traveling on an EF tour and completing required coursework. We offer choices, so you can find the credit option that best fits you and your students' needs.

- Students in grades 6-12 can earn high school credit with weShare, EF's personalized learning experience, by developing an essential question to investigate on tour and creating a post-tour project. Successful course completion will earn students 0.5 elective high school credits.
- Students in grades 9-12 can earn university credit by completing a series of assignments and a final research project with EF's university partner, Southern New Hampshire University. Successful course completion will earn students 3.0 university credits.

Accredited by:



## *Our commitment to safety*

Our demonstrated commitment to safety and risk management is proven with our preventative procedures and extensive measures taken to ensure each traveler's safety.

### **Worldwide presence**

As the largest international student travel organization, we have 612 schools and offices in 50 countries worldwide. With 52,000 EF staff and teachers in 115 countries, we're accessible wherever and whenever you need us.

### **Global Liability Insurance Plan**

- All EF Group Leaders are covered for the duration of their EF educational tour.
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-.
- Group Leaders and their schools are covered by our \$50 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- EF's Global Liability Insurance Plan allows for schools and districts to be added to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

### **Global Travel Protection Plan**

Designed specifically with EF travelers in mind, teachers may add this comprehensive and affordable protection plan to their tours.

### **EF's Peace of Mind Program**

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism or other world events. Your Group Leader may choose from the following options:

#### *45 days or more prior to departure*

- Change the travel dates of your group's current tour
- Work with EF to modify your group's current tour or find a new tour
- Cancel your tour and all travelers will receive a transferrable travel voucher

#### *44 days or less prior to departure*

If any location(s) included in the group's tour itinerary is designated as a Travel Advisory Level 3 or 4 by the U.S. Department of State, your Group Leader may still choose any option from the section above.

### **Background Checks**

EF requires that all adults pass a criminal background check before traveling on our student tours. This requirement aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. EF works with a leading professional provider to conduct the background check through a secure process designed to identify only those specific individuals who could present a risk to student travelers while on tour.

### **Highly respected in the industry by:**



## *We'll handle the details*

As your educational travel partner, we work with teachers, students and parents to ensure a seamless experience—before, during and after tour. In other words, we're with you every step of the way.

### **BEFORE TOUR**

#### **Support team and resources**

Dedicated Tour Consultants guide teachers through the planning process, while Local Representatives from your area work face-to-face to provide support. We give teachers their own personal tour website with helpful tools to share tour information, manage deadlines and more. In addition to online resources, we also provide an array of printed materials for teacher, students and parents.

#### **International Training Tours**

Ensuring teachers are fully prepared to lead an EF tour is our commitment to your school community. Through our blended learning model, all first-time EF Group Leaders receive complimentary international training. Conducted by EF personnel and experienced EF Group Leaders, the program includes online, classroom and experiential learning components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

#### **Traveler account management**

Our knowledgeable and friendly Customer Service Representatives help travelers and their parents with all billing transactions, protection plans and tour activity questions. We also offer flexible and convenient payment options that allow parents to choose when—and how—they want to pay.

---

### **WHILE ON TOUR**

#### **Everything is included**

This all-inclusive global experience makes it easy for teachers and students to explore the world. From flights and hotels to most meals and experiential activities, we take care of every detail so travelers can focus on the experience.

#### **Guided travel**

A personal bilingual Tour Director stays with your group 24/7. They handle every on-tour detail to ensure a smooth travel experience while also providing unique local insight. Expert local guides, meanwhile, share their knowledge of history, art, architecture and more during guided tours.

---

### **AFTER TOUR**

#### **Program development**

We'll work with you to build a travel program at your school so even more students have the opportunity to experience the world.

## A day-by-day look at your tour

Below is a map of the general structure of your tour. For full day-by-day details, please reference the attached example tour itinerary.

### Day 1: Fly overnight to Scotland

#### Day 2: Edinburgh

- Meet your Tour Director at the airport in Edinburgh, where Edinburgh Castle is the enduring symbol of Scotland's capital and site of many of the nation's storied events. Ownership of the fortress—perched atop an extinct volcano—changed hands many times over the centuries, from Scottish to English and back again. Mary, Queen of Scots, gave birth to James VI of Scotland here, who would later rule England as James I. In addition to the castle, you'll see the homes of Alexander Graham Bell and Robert Louis Stevenson. For a sense of what it was like to live in Edinburgh in centuries past, stroll down the Royal Mile through the Old Town, a romantic jumble of medieval buildings.
- Take a walking tour of Edinburgh.

#### Day 3: Edinburgh

- Take an expert-led tour of Edinburgh.
- Visit Edinburgh Castle.
- Visit the National Museum of Scotland.
- See more of Edinburgh or
  - ◆ go on a Specters of Scotland tour.

#### Day 4: Edinburgh | Yorkshire

- Travel to Yorkshire.
- Take a tour of York: Clifford's Tower.
- Visit York Minster.

#### Day 5: Yorkshire | Warwick | Stratford-upon-Avon | Birmingham region

- Travel to Warwick.
- Visit Warwick Castle.
- Continue to Stratford-upon-Avon.
- Take a tour of Stratford-upon-Avon and step back into the Elizabethan age. Here, you'll tour the half-timbered house where William Shakespeare was born. The playwright had an unmistakable influence on his hometown: today, Stratford is home to the Royal Shakespeare Theatre and a premier destination for theater lovers worldwide. You'll also visit Anne Hathaway's Cottage, a picturesque farmhouse where the Bard's wife spent her childhood.
- Visit the gardens at Anne Hathaway's Cottage.
- Visit Shakespeare's Birthplace.

#### Day 6: Birmingham region | Oxford | London

- Travel to Oxford.
- Take a tour of Oxford.
- Visit New College.
- Continue to London.

#### Day 7: London

- Welcome to London, a city of 8 million people that has become one of the world's melting pots while maintaining a character that's all its own. From the London Bridge to the Houses of Parliament, Great Britain's royal tradition and rich history greet you at every turn. Admire architectural marvels like the Baroque domes and spires of St. Paul's Cathedral, the 17th-century church designed by Sir Christopher Wren. Check out the lively five-way intersection at Piccadilly Circus as well as Hyde Park's urban greenery. You may even get a chance to witness the ceremonial Changing of the Guard and snap a picture of Big Ben from the banks of the River Thames.
- Take an expert-led tour of Windsor Castle: St. George's Chapel; State Apartments.
- Take an expert-led tour of London: Big Ben and Houses of Parliament; Piccadilly Circus; St. Paul's Cathedral; Changing of the Guard at Buckingham Palace (*if scheduled*).
- Attend an evening theater performance.

#### Day 8: London

- Take the day to see more of London or
  - ◆ visit Stonehenge and Salisbury.
- Enjoy an authentic fish and chips dinner.

#### Day 9: Depart for home

### ◆ 2-DAY TOUR EXTENSION

#### Days 9-10: Paris

- Travel by Eurostar train to Paris.
- Take an expert-led tour of Paris: Champs-Élysées; Eiffel Tower; Place de la Concorde; Arc de Triomphe; Les Invalides.
- Take a walking tour of Paris.
- Visit the Louvre.
- Visit Notre-Dame Cathedral.

#### Day 11: Depart for home

## *What your hotels will be like*

Every hotel we work with is required to meet our high standards for quality, safety and cleanliness. Three to four students of the same gender will share a room, which will have a combination of twin and shared double beds. Please be aware that hotels may have different amenities than you find in American hotels.

HERE ARE EXAMPLES OF THE TYPES OF HOTELS YOU'LL STAY AT ON TOUR:

### **Scotland**

Edinburgh

#### **Edinburgh First**

Pollock Halls 18 Holyrood Park Road Edinburgh

[www.edinburghfirst.co.uk/](http://www.edinburghfirst.co.uk/)

Pollock Halls at Edinburgh First is a deluxe campus-style accommodation. Conveniently located at the foot of Arthur's Seat and the royal Holyrood Park, Edinburgh First is a short walk from Edinburgh Waverly Train Station. Room styles range from single standard to double or twin en-suite. Each room includes complimentary Wi-Fi, a telephone, and tea and coffee-making facilities.

### **Scotland**

Edinburgh

#### **IBIS Budget Edinburgh Park**

Edinburgh Business Park 6 Lochside View Edinburgh

[www.ibis.com/gb/hotel-8710-ibis-budget-edinburgh-park/index.shtml](http://www.ibis.com/gb/hotel-8710-ibis-budget-edinburgh-park/index.shtml)

Just a 5-minute walk from the Gyle Centre tram stop, the IBIS Edinburgh Park offers easy access to the city center. The hotel's 161 modern rooms offer amenities such as flat screen TVs, complimentary Wi-Fi, and private showers. Guests can enjoy a delicious daily breakfast buffet featuring many local products.

### **England**

London

#### **PI Croydon**

Phillips House, 6 Lansdowne Road, Croydon CR0 2BX

[www.premierinn.com](http://www.premierinn.com)

Just a 15-minute train journey to Central London, this hotel is within walking distance of East Croydon Train Station. Whitgift Shopping Centre is also nearby. Our Croydon Town Centre Premier Inn has everything you'd expect: incredibly comfy beds in every room, the on site Thyme Restaurant and free Wi-Fi for 30 minutes in every bedroom.

## *Important final details*

### **The EF Price Guarantee**

We're dedicated to making travel accessible to as many students as possible. Our unmatched global presence and longstanding relationship with airlines and hotels ensure you will always give your students the best experience at the lowest price, guaranteed.

What it means for you:

- The guaranteed lowest price—if you find a similar tour for less, we'll beat it.
- One simple price—no enrollment or departure fees.
- Once a student enrolls, their price will never change.



We've created this document specifically for you, your school, and your students. It outlines the details of your proposed tour and the life-changing experiential learning opportunities that await your students.

I look forward to hearing from you!

**Sincerely,**

Maria Valbona  
Educational Tour Consultant  
617-619-1045  
maria.valbona@EF.com

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date February 27, 2020

Decision Requested     X    

Agenda Code     10.c    

**AGENDA REPORTING FORM**

**Agenda Topic:**     New Britain Transportation Contract Approval    

**Summary of Issue:** The Board of Education negotiated a new five (5) year transportation contract Addendum #1 with the New Britain Transportation Company starting school year 2020-2021 through 2024-2025.

**Background:** The parties agreed that the original contract dated January 8, 2015 shall be amended by the attached three (3) pages and shall amend only the sections set forth in the amendment. All other sections not amended shall continue to be the agreement between the parties up to and including the day of termination set by the contract.

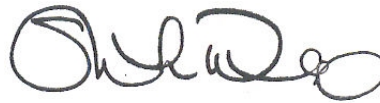
**Alternative Strategies:**     Reject the contract and go out to bid.    

**Cost (if applicable):**     Various          **Funding Source:**     General Fund    

**Beginning Date of Program or Project:**     July 1, 2020    

**Ending Date of Program or Project:**     June 30, 2025    

**Recommendation or Comment:** Recommend approving contract Addendum #1 between the Southington Board of Education and New Britain Transportation Company for 2020-2025.



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

*Timothy J. Connellan*

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

Titles of Attachments:

1. NBT Contract Addendum #1 2020-2025

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

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