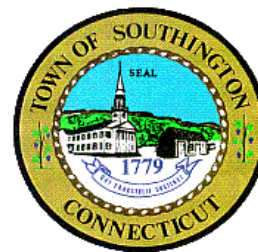


## Southington Board of Education Meeting



Thursday, April 23, 2020 6:30 PM

This meeting will convene as a combined video and teleconference.

Instructions to access the BOE Meeting in real time via teleconference are noted below: 1. Call 1-240-745-6525 2. Follow the prompts. 3. The PIN is 438 247 952# 4. Mute your phone. 5. Refrain from using the "speaker phone". 6. Public comments on agenda items may be submitted via email and will be read into the record. Email comments to: [tconnellan@southingtonschools.org](mailto:tconnellan@southingtonschools.org) Committee of the Whole-Operations

200 North Main Street  
Southington, CT 06489

### SOUTHINGTON BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session
  - a. Contract Negotiations UPSEU
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Approval of Minutes
  - a. Board of Education Meeting ~ March 12, 2020
  - b. Special Board of Education Meeting Held via Teleconference ~ March 26, 2020
6. Public Communications
  - a. Communications from Public on Agenda Items
  - b. Communications from Board of Education
  - c. Communications from Administration
  - d. Communications from Student Representatives
7. Committee Reports
  - a. Finance Committee Meeting ~ April 20, 2020
    1. Transfer of Funds
    2. Rubbish & Recycling Contract Extension - Five Years
    3. Bid 2020-02 Award of Custodial Contract for Derynoski Elementary 12-month Cleaning - Three Year Bid
    4. Bid 2020-01 Award of Custodial Contract for High School Summer Cleaning - Three Year Bid
    5. JFK and JAD Middle School Contract Custodial Extensions - Three Year Extension
    6. Budget Commitment Painting for High School Select Spaces
    7. Bid Threshold Recommendations
8. Superintendent's Report
  - a. Personnel Report
9. Old Business

- a. Town Government Communications
- 10. New Business
  - a. Leonard & Gladys Joll Scholarship Recipient
  - b. Adoption of 2021 Board of Education Meeting Dates
  - c. Southington High School Graduation
- 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**

**MARCH 12, 2020**

---

The regular meeting of the Southington Board of Education (Committee of the Whole – Operations) was held on Thursday, March 12, 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 6:34 p.m.

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

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

#### **2. EXECUTIVE SESSION ~ UNAFFILIATED BENEFITS, SCHOOL SAFETY AND SECURITY AND COLLECTIVE BARGAINING-MULTIPLE UNITS**

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

**"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing Unaffiliated Benefits, School Safety and Security and Collective Bargaining-Multiple Units."**

**Motion carried unanimously by voice vote.**

*Mrs. Carmody declared Executive Session ended at 7:10 p.m.*

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

*Mrs. Carmody reconvened the Board of Education Regular Session at 7:16 p.m.*

Board members were Mr. Joseph Baczewski, Mr. Robert Brown, Mrs. Terri Carmody, Mr. James Chrzanowski, Mrs. Missy Cipriano (*arrived 7:09 p.m.*), Mrs. Colleen Clark, Mr. David Derynoski, Mr. David Falvo, and Mr. Zaya Oshana.

Administration present: Mr. Timothy Connellan, Superintendent of Schools; 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.

**5. APPROVAL OF MINUTES ~ February 27, 2020**

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

**“Move to approve the regular Board of Education minutes of February 27, 2020, as submitted.”**

**Motion carried unanimously by voice vote.**

**6. PUBLIC COMMUNICATION**

**a. Communications from Public**

There was no public communication.

**b. Communications from Board Members**

As the Board of Education Liaison to STEPS (Southington Town-wide Effort to Promote Success), Mrs. Cipriano shared the activities over the last few months and applauded STEPS for educating the community with their programs on substance abuse and prevention.

**c. Communication from Administration**

Administration reported on the following:

**1. Update COVID-19:** Mr. Connellan provided a brief update on what was discussed today on the preparations for the Coronavirus. He sent out detailed update on actions that had been taken and the actions that would be forthcoming. The information changes daily and the recommendations coming from the state changes hourly. As of today, Governor Lamont held a press conference and signed an Executive Order to waive the 180-day school requirement. For purposes of clarification, Mr. Connellan stated that a district is supposed to use all its days available in June and the April vacation to June 30, 2020. If June 30 ends up being the 178th or 179th day, then the 180-day requirement would be waived. Mr. Connellan anticipated that they would continue to receive additional information from the state including the Governor’s stance that there will not be gatherings of more than 250 people. If/when school’s close, the school district has the option to provide students with materials and there is a waiver available to engage students in distance learning in a variety of ways. Those days could count toward the 180-days. Teachers are preparing materials and sending them home with students. Some

students do not have Internet access and the school district is working on obtaining that for those students. Some students do not have a device available and those students will be able to take the Chromebooks home. The district will continue to listen directions and recommendations from the state. Mr. Connellan explained that it was clearly a public health issue and that it was the State Department of Public Health and the local Health Department issuing the recommendations and the guidance. Mr. Connellan works closely with the Regional Health Department Director, Shane Lockwood. Mr. Connellan would be sending information to parents after the Board of Education meeting.

Mrs. Carmody thanked Mr. Connellan for the communication that he sends to the parents and Board members keeping everyone informed.

**d. Communication from Students Representatives**

Mr. Trevor Messina read a statement on behalf of the student representatives regarding the Covid-19 (Coronavirus). *“The uproar of Covid-19 has been spreading as fast as the virus itself. In the past couple of days upon hearing what was discussed at the staff meeting on Tuesday, teachers have informed their students about potential courses of action. Fortunately, the teachers presented this information in a calm and civil manner and the student body clearly does not want to extend school until June 30<sup>th</sup>. Many students are advocating for the online learning to count for physical school days or for learning new material with pencil and paper. Although teachers were told put together contingency plans for review, many students feel that it would be used as ‘busy work’ and would prefer learning new material. As of this time, students of all schools need to cooperate with the staff to overcome this issue.”*

The students did not have anything else to report because everything was cancelled.

**7. SUPERINTENDENT’S REPORT**

**a. Personnel Report**

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

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

**Motion carried unanimously by voice vote.**

**8. OLD BUSINESS**

**a. Town Government Communications**

There were no Town Government Communications.

**b. Primary Election**

Mrs. Carmody explained that the Presidential Primary Election would be held on Tuesday, April 28, 2020, which would be an early release day for all grade levels in the Southington Public Schools. Voting takes place in most of the schools.

Mr. Connellan added that Mr. Romano, Director of Operations, and his staff issued memos pertaining to the building administrators and safety plans were in place because it occurs on a school day, although it is an early release day.

**c. SHS Partial Roof Replacement Project Close-Out (131-0129RR)**

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

**“Move that the Board of Education accept the Southington High School Partial Roof Replacement Project #131-0129RR as completed and direct the administration to close-out the project with the Town’s Finance Department and the Department of Administrative Services.”**

Mr. Connellan noted that this project came in on time and under budget because of Mr. Peter Romano, Director of Operation, and his team’s work in a very efficient manner.

**Motion carried unanimously by voice vote.**

**9. NEW BUSINESS**

**a. YMCA Lease at Oshana Elementary School**

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

**“Move to approve a five-year lease with the Southington YMCA from August 2020 to June 2025 for the School-Age Child Care program at Oshana Elementary School and the 2020-2021 reimbursement rates.”**

**Motion carried with eight in favor and Mrs. Clark abstaining.**

**10. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 7:30 p.m.

Respectfully submitted,  
*Linda Blanchard*  
Recording Secretary

*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**

#### **SPECIAL BOARD MEETING – VIA TELECONFERENCE**

**MARCH 26, 2020**

The Special Board Meeting of the Southington Board of Education via teleconference was held on Thursday, March 26, 2020, at 7:00 p.m. The toll-free number was 1-888-273-3658 and access code was 6462701#. Mr. Timothy Connellan, Superintendent of Schools, was the moderator. The teleconference meeting was held due to the unprecedented COVID-19 Coronavirus spreading worldwide.

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

Mrs. Terri Carmody, Chairperson, called the meeting to order at 7:00 p.m.

ROLL CALL: Board members present were 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 was Mr. Timothy Connellan, Superintendent of Schools.

Present was Mrs. Linda Blanchard, Recording Secretary.

Mrs. Carmody reminded everyone that any Board member or member of the Administration speaking must identify themselves by first and last name prior to making a comment or asking a question.

#### **2. TEMPORARY SUSPENSION OF BOARD OF EDUCATION POLICY 4111.**

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

**"Move that the Board of Education temporarily suspend Board of Education Policy 4111 and authorize the Superintendent of Schools to extend an offer of employment for the impending vacancy of the Director of Pupil Personnel Services at a salary of \$158,050 as approved by the Board of Education on October 24, 2019 for the position of Director of Pupil Personnel Services, including benefits and health benefits commensurate with the Southington Administrators Association."**

Mr. Derynoski questioned if the salary figure was for the 2020-2021 school year and that the position was not part of the Southington Administrators Association bargaining unit. Mr. Connellan answered "Yes" to both questions. Mr. Derynoski questioned why a new hire would automatically be given a raise for the 2020-2021 school year for an existing position. Normally,

that was not done and when the Board hires someone at that caliber they don't start them at the top. Mr. Connellan stated that all he did was put in the dollar amount for the position. Mr. Derynoski pointed out that the figure was for the existing Director of Pupil Personnel Services and that the Board had no idea that when they voted in October 24, 2019 that person would be retiring when that amount was established.

Mr. Brown questioned if there were salary steps for that position or it just had one salary. Mr. Connellan replied that it was just one salary and no steps. Mr. Brown stated that because of the unusual circumstances of not being able to meet, he thought that the Board needed to trust administration because they hire 98% of the employees without Board of Education involvement. He thought that the Board had to respect administration's judgement.

**ROLL CALL VOTE:** YES – Mr. Baczewski, Mr. Brown, Mr. Chrzanowski, Mrs. Cipriano, Mrs. Clark, Mr. Falvo, Mr. Oshana, Mrs. Carmody. **ABSTAIN:** Mr. Derynoski.

**Motion passed with eight in favor and one abstention. .**

### **3. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The Special Teleconference Meeting adjourned at 7:10 p.m.

Respectfully submitted,  
*Linda Blanchard*  
Recording Secretary

**Board of Education**

**Administrative Report**

**April 23, 2020**



**1. Update Distance Learning Plan**

**2. Close out South End School Partial Roof Replacement**

**3. Electric and Oil Contracts**

**4. Alternative End of Year Celebrations Planning**



# SOUTHINGTON PUBLIC SCHOOLS

## BOARD OF EDUCATION FINANCE COMMITTEE MEETING

Monday, April 20, 2020, 6:30 p.m.

Teleconference

### Instructions to access the Board of Education Finance Committee Meeting in real time

TIMOTHY F. CONNELLAN  
SUPERINTENDENT  
OF SCHOOLS

STEVEN G. MADANCY  
ASSISTANT SUPERINTENDENT  
FOR CURRICULUM &  
INSTRUCTION

MARGARET T. WALSH  
DIRECTOR OF PUPIL SERVICES

SHERRILIN P. DIANELLO  
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

200 NORTH MAIN STREET  
SOUTHINGTON, CT  
06489

[WWW.SOUTHINGTONSCHOOLS.ORG](http://WWW.SOUTHINGTONSCHOOLS.ORG)

OFFICE TELEPHONE  
(860) 628-3200

BUSINESS &  
OPERATIONS FAX  
(860) 628-3205

PERSONNEL FAX  
(860) 628-3211

GENERAL FAX  
(860) 621-8056

1. Call the toll-free number 1-888-273-3658.
2. Follow the prompts.
3. The access code is 6462701#.
4. Please mute your phone.
5. Please refrain from using the "speaker phone" function.

### AGENDA

1. Self-Insurance Report
2. Transfer of Funds
3. HQ Contract Extension - Five Years
4. Bid 2020-02 Award of Custodial Contract for Derynoski Elementary 12-month Cleaning - Three Year Bid
5. Bid 2020-01 Award of Custodial Contract for High School Summer Cleaning - Three Year Bid
6. JFK and JAD Middle School Contract Custodial Extensions - Three Year Extension
7. Bid 2020-03 Award of Painting Bid for High School Select Spaces
8. Update Purchasing Policies to align with the Town of Southington Policies
9. Financial Update
10. Miscellaneous

SPD/jp  
#4.1920.agenda04-20-20.docx



SOUTHINGTON BOARD OF EDUCATION  
Southington, Connecticut

**FINANCE COMMITTEE MEETING**

Monday, April 20, 2020, 6:30p.m.

Teleconference Meeting

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

The Finance Committee meeting was called to order at 6:32 p.m.

**1. SELF-INSURANCE REPORT:**

The committee reviewed the self-insurance claims through February. BOE claims are \$896,000 under budget. Mrs. DiNello shared that she received the March report this afternoon and the BOE claims were \$13,000 under budget for the month. The Self Insurance Committee has a meeting scheduled for Wednesday, April 22nd.

**2. TRANSFER OF FUNDS:**

The committee reviewed the transfer of funds requested by Mr. Risser, Athletic Director and approved as presented.

**3. HQ CONTRACT EXTENSION – FIVE YEARS:**

Mrs. DiNello shared the five (5) year contract extension for rubbish removal and recycling with HQ Dumpsters and Recycling. She pointed out the language added to the addendum to review the organic recycling in the spring of 2022, as requested by the BOE. She also acknowledged through the negotiation process that HQ reduced the \$1,200 per month/per school cost for organic recycling to \$1,000. An error was acknowledged in the signature line that will be corrected.

The committee recommends approval of the five (5) year extension to HQ to the full BOE.

**4. BID 2020-02 AWARD OF CUSTODIAL CONTRACT FOR DERYNOSKI ELEMENTARY 12-MONTH CLEANING – THREE YEAR BID:**

Mrs. Mellitt explained the recommendation to award the three-year custodial contract to Champion, the current vendor. Service Management Group, LLC (SMG) was the low bidder on this site, however, their staffing proposal did not meet the expectations set by the administration. They were provided an opportunity to revise their bid and staffing, though it still was not adequate. If school does not reopen, we will not award the summer 2020 custodial services because our in-house staff will have enough time to clean the school. This will reduce the cost by \$18,396 and save \$7,380 in the 2020-21 budget, since the bid came in higher than budgeted.

The committee asked some questions regarding the compilation and the quality of work

performed by Champion. The committee agrees to recommend to the full BOE awarding the three (3) year bid to Champion and removing the summer 2020 cleaning award if school does not reopen.

5. **BID 2020-01 AWARD OF CUSTODIAL CONTRACT FOR HIGH SCHOOL SUMMER CLEANING – THREE YEAR BID:**

Mrs. Mellitt explained the recommendation to award the alternate pricing for the summer custodial contract to SMG, the low bidder. However, if school does not reopen, the administration is only recommending awarding year two and three of the bid proposal because our in-house staff will have the ability to clean the school over the summer with the extended time. The bid was over budget, however, without awarding the summer of 2020, the district will save \$50,400 from next year's budget.

The committee agrees to recommend to the full BOE awarding the bid to SMG without the summer 2020 cleaning if school does not reopen.

6. **JFK AND JAD MIDDLE SCHOOL CONTRACT CUSTODIAL EXTENSIONS – THREE YEAR EXTENSION:**

Mrs. DiNello reminded the committee that the BOE agreed to waive the bid process for the custodial services at both middle schools and allow the administration to negotiate a three (3) year extension with SMG. The vendor originally requested a three (3) year increase of \$12,753 or 22.91% at each school. Through the negotiating process, Mrs. DiNello was able to reduce the increase to \$6,828 or 12.69% over the three years at each site.

The administration recommends the committee agree to the three-year extension for both sites and remove the summer 2020 cleaning costs of \$14,100 if school does not reopen. The committee agrees to make the recommendation to the full BOE.

7. **BID 2020-03 AWARD OF PAINTING BID FOR HIGH SCHOOL SELECT SPACES:**

Mrs. Mellitt shared that the bid price for painting at SHS came in at \$16,370 and the low vendor was Scholar Painting. The pricing was under \$25,000; therefore, the Superintendent is able to make the award. The administration wants to send the award letter, however, needs to confirm the funds will remain in the 2020-21 approved budget even with the recommended reduction by the Board of Finance.

The committee is willing to recommend that the full BOE leave the allocated funds to cover the cost of this project.

**8. UPDATE PURCHASING POLICIES TO ALIGN WITH THE TOWN OF SOUTHLINGTON POLICIES:**

Mrs. Mellitt explained the changes the administration is requesting:

- a. Increase the formal bid threshold from \$5,000 to \$10,000 on goods and nonprofessional services.
- b. Require formal bids for professional services over \$50,000.

She explained that earlier in the year, she had conversations with the Town Manager regarding an asbestos removal bid. He was surprised that we needed to bid the service because it would not have met the bid threshold for the Town. The administration thought it made sense to align our practice with the Town's policies.

The committee had a lengthy discussion and felt that prior to determining changing the amounts, the Personnel and Policy Committee of the BOE should discuss whether they felt it made sense to align our thresholds with the Town. We are doing more joint projects with the Town, so members felt it may make sense but wanted P&P to weigh in.

**9. FINANCIAL UPDATE:**

Mrs. DiNello shared a financial update through March of the BOE's Operating Budget. She explained that there are negotiations taking place with NBT regarding the amount due on the contract based on the recommendation of the Governor's executive order. There will also be negotiated reductions to some of the special education tuition costs. The budget savings on tuitions will be minimal since most of the costs are over the threshold for reimbursement of the excess cost grant. The changes could impact the 2020-21 Educational Cost Sharing Grant which is revenue recorded by the town since the two (2) current year filings were completed prior to school closures. The final report due on August 31, 2020, for the 2019-20 year will be adjusted with the final out placed special education costs for tuitions and transportation. She explained that this information will need to be shared with the Town leaders and elected officials.

The committee agreed that this will be important information and that the Committee Chairs may decide a workshop format meeting could be beneficial. She went on to explain that there will be additional special education costs for compensatory services for students identified with special education services in the 2020-21 year for services that could not be provided during the closure.

The report currently shows an anticipated surplus of over \$850,000 and that may grow once other savings are realized from the closure. The administration believes the budget reallocation would include purchasing the 2020-21 new textbooks with current year funds, but the remainder of the surplus should be placed in the Carryforward 1% BOE account. The threshold could be increased to 2% based on current statute. This account could assist

with meeting the added expenses for the compensatory special education costs. Committee members want to be sure the BOE determines the best way to share this information with our other elected Boards.

10. **MISCELLANEOUS:**

a. YMCA-SACC Program

Mrs. DiNello shared that they plan to prorate the lease payments from the YMCA because of the school closure.

b. Community Peer Preschool Tuitions

Mrs. DiNello wanted to confirm the committee was comfortable with informing parents that refunds or credits will be provided for their preschool tuition payments due to school closure. The committee agreed with the recommendation.

The meeting adjourned at 7:26 p.m.

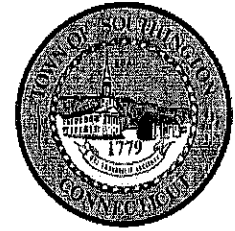
Respectfully submitted,



Sheri DiNello  
Director of Business & Finance  
SPD/jp #4.1920.04-20-20minutes.docx

# Southington Public Schools

200 North Main Street  
Southington, CT 06489



To: **DIRECTOR OF BUSINESS & FINANCE**

From: Steven Risser, Athletic Director

Location: Southington High School

Subject: **REQUEST FOR TRANSFER OF FUNDS**

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

	FUND	ACCOUNT NUMBER	NAME OF ACCT.	OBJE CT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	10	46600	Athletic Supplies	590	1109	462	0950	\$900.00
TO:	10	46700	Uniforms	600	1109	462	1775	\$900.00
FROM:	10	46600	Athletic Supplies	590	1109	462	0950	\$2,800.00
TO:	10	46200	Athletic Equipment	730	1109	462	2480	\$2,800.00
FROM:								
TO:								
FROM:								
TO:								

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

**Uniforms for Boys Volleyball Team**

**Pole Vault Mobile Outdoor Shelter**

Signature: *Steven Risser*  
Principal - Administrator

3/3/2020  
Date

**BUSINESS OFFICE USE ONLY**

Approved

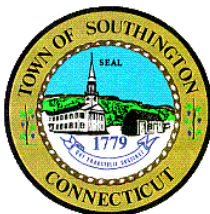
Denied

**COMMENTS**

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

*Steven Risser*  
Director of Business & Finance

4/15/20  
Date



**ADDENDUM #2**

**April 23, 2020**

**HQ DUMPSTERS AND RECYCLING  
Rubbish Removal, Recycling Services, Organic Waste Disposal**

Addendum to the original Contract Agreement dated July 3, 2012  
and succeeding Addendum #1 Agreement  
covering the period of July 1, 2015 - June 30, 2020

by and between the  
SOUTHINGTON PUBLIC SCHOOLS and HQ DUMPSTERS & RECYCLING

Said agreement is hereby amended as follows:

*The parties hereby agree that the original contract dated July 1, 2012 shall be amended by the one (1) page attached hereto 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.*

**Southington Board of Education:**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Terri C. Carmody, It's Chairperson,  
Duly Authorized

**HQ Dumpsters & Recycling**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Kurt Holyst, It's President,  
Duly Authorized

ADDENDUM #2  
by and between the  
SOUTHINGTON PUBLIC SCHOOLS and  
HQ DUMPSTERS & RECYCLING

AMENDMENT

The pricing below includes weekly recycling, every other week cardboard pick-up, and weekly organics pick-up.

<b>RECYCLING CONTAINER</b>	<b>School Year #1 2020-21</b>	<b>School Year #2 2021-22</b>	<b>School Year #3 2022-23</b>	<b>School Year #4 2023-24</b>	<b>School Year #5 2024-25</b>
40 Cubic Yard Roll-off / per pick up	\$334.37	\$344.24	\$354.39	\$364.84	\$375.61
10 Cubic Yard Container / per pick up	44.59	45.90	47.26	48.65	50.09
8 Cubic Yard Container / per pick up	35.66	36.71	37.80	38.91	40.06
6 Cubic Yard Container / per pick up	26.75	27.54	28.35	29.18	30.04
4 Cubic Yard Container / per pick up	17.84	18.37	18.91	19.47	20.04
Organics Program	\$1,000 per month one pick-up per week, per school.				

The parties agree that the Southington Board of Education will review the Organics Recycling Program in the spring of 2022. Upon review, they may choose to discontinue participating in Organics Recycling and the fees outlined above would be waived.

The parties agree to HQ Dumpsters and Recycling offering the Southington Public School district a rebate of \$100 per month when the organics program generates four (4) tons or more per month with an additional rebate of \$25 per month for every ton increased thereafter.

**Southington Public Schools  
Purchasing Department**

**BID AWARD REQUEST  
BID 2021-02 Contracted Custodial Services at Derynoski Elementary 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: This bid sought pricing for year-round Contracted Custodial services at Derynoski Elementary School. The bid was advertised in the Record Journal and listed on the Town of Southington website and the Southington Schools website. Notices of the bid were mailed to vendors on record.

The SPS Administration recommends awarding the bid for contracted custodial cleaning at Derynoski Elementary to Champion Maintenance in the annual amounts of \$62,316 for Year 2020-21, \$65,976 Year 2021-22 and \$69,636 for Year 2021-2022. The Summer 2020 portion of this contract will not be awarded if school does not reopen this year.

Beginning Date of Project:	June 2020	Ending Date of Project:	August 2022
Funding Sources:	Account 32910	Proposed Amount 2020-21	\$62,316
		Budgeted Amount 2020-21	\$51,300

Signature of Accounting Manager *Amber Mellett* Date 4/15/20

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: \_\_\_\_\_

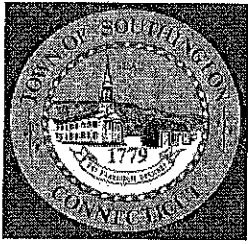
Signature of Finance Committee Chairperson \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_



# SOUTHTINGTON PUBLIC SCHOOLS

*Jennifer Mellitt*  
*Accounting Manager*

## MEMO

**To:** Finance Committee Members  
**DATE:** April 15, 2020  
**RE:** BID 2021-02 Contracted Custodial Services at  
Derynoski Elementary School

This bid sought pricing for year-round Contracted Custodial services at Derynoski Elementary School. The bid was advertised in the Record Journal and listed on the Town of Southington website and the Southington Schools website. Notices of the bid were mailed to vendors on record. A mandatory walkthrough was held on March 9 with nine vendors in attendance. Six of those vendors submitted bids. The bid compilation is attached.

SMG was the lowest bidder, however the staffing in their initial bid response was not in line with SPS's expectations. A revised bid response was submitted by SMG however the staffing of one employee on site was still deemed inadequate.

The SPS Administration recommends awarding the bid for contracted custodial cleaning at Derynoski Elementary to Champion Maintenance in the annual amounts of \$62,316 for Year 2020-21, \$65,976 Year 2021-22 and \$69,636 for Year 2021-2022. The Summer 2020 portion of this contract will not be awarded if school does not reopen this year.

SOUTHINGTON PUBLIC SCHOOLS  
 BID 2021-02 DERYNOSKI ELEMENTARY SCHOOL  
 BID COMPILATION

Base Bid:	Horizon	Costal Cleaning	Moore Choore Cleaning	City Wide	Champion	SMG	SMG - Revised
10 month YR 1 2020-21	74,882	205,803	84,270	112,251	43,920	38,345	49,850
10 Month YR 2 2021-22	76,524	205,803	84,270	115,618	47,580	40,875	53,500
10 Month YR 3 2022-23	81,455	205,803	86,799	119,087	51,210	43,390	56,400
Length of daily Shift in hours/day	5	5	4.5	4	3	5.5	5
Number of working employees excluding Supervisor	2	5	3	4	4	1	1
Number of Daily Hours for Superisor on Site - Working	4	1-2	15	4	4	5	3
Number of Daily Hours for Superisor on Site - Non Working	1	2-4	5	-	-	0.5	2
Total Proposed Man Hours including supervisor's working ho	75	150	75	100	68	55	75
SPS Calculation of Working Man Hours	70	133	143	100	80	52.5	40.0

Alternate Summer Cleaning

Summer Cleaning 2020	59,763	48,000	18,800	29,984	18,396	12,565	12,450
Summer Cleaning 2021	60,779	48,000	18,800	30,883	18,396	13,520	13,400
Summer Cleaning 2022	64,288	48,000	18,800	31,810	18,396	14,427	14,300

Length of daily Shift in hours/day	8	8	4-6	Not completed	8	8	8
Number of working employees excluding Supervisor	5	4	3	Not completed	4	5	5
Number of Daily Hours for Superisor on Site - Working	6	5	6	Not completed	8	2	2
Number of Daily Hours for Superisor on Site - Non Working	2	3	-	Not completed	2	6	6
Total Proposed Man Hours including supervisor's working ho	240	200	90-120	Not completed	160	180	180

Annual Cost YR 1 2020-21	134,645	253,803	103,070	142,234	62,316	50,910	62,300
Annual Cost YR 2 2021-22	137,303	253,803	103,070	146,501	65,976	54,395	66,900
Annual Cost YR 3 2022-23	145,743	253,803	105,599	150,896	69,636	57,817	70,700

Vendors attended walkthrough with no bid response

GO TO SVC/Performance

Commercial Clean

Rivcavi

**Southington Public Schools  
Purchasing Department**

**BID AWARD REQUEST**

**BID 2021-01 Summer Contract Custodial Cleaning 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: This bid sought pricing for Summer Contract Custodial services at the high school. The bid was advertised in the Record Journal and listed on the Town of Southington website and the Southington Schools website. Notices of the bid were mailed to vendors on record.

The SPS Administration recommends awarding the Alternate Pricing for the summer contracted custodial cleaning at Southington High School to Service Management Group, LLC dba SMG Corporate Services in the amount of \$45,605 for Summer 2020, \$47,320 for Summer 2021 and \$49,185 for Summer 2022. The Summer 2020 contract will not be awarded if school does not reopen this year.

Beginning Date of Project:	June 2020	Ending Date of Project:	August 2022
Funding Sources:	Account 32910	Proposed Amount 2020-21	\$45,605
		Budgeted Amount 2020-21	\$50,400


4/15/20  
 \_\_\_\_\_  
 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: \_\_\_\_\_

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

\_\_\_\_\_  
 Finance Committee's Direction:

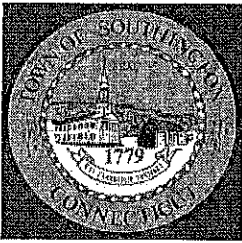
\_\_\_\_\_ Approved As Submitted  
 \_\_\_\_\_ Hold (pending future action as noted)  
 \_\_\_\_\_ Rejected \_\_\_\_\_ all \_\_\_\_\_ part (adjust as directed below)  
 Direction: \_\_\_\_\_

\_\_\_\_\_  
 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



# SOUTHTINGTON PUBLIC SCHOOLS

*Jennifer Mellitt*  
*Accounting Manager*

## MEMO

**TO:** Finance Committee Members  
**DATE:** April 15, 2020  
**RE:** Bid 2021-01 Summer Contracted Custodial Services at  
Southington High School

This bid sought pricing for Summer Contract Custodial Services at the high school. The bid was advertised in the Record Journal and listed on the websites of the Town of Southington and the Southington Schools. Notice of the bid was mailed to vendors on record. A mandatory walk through was held on March 10, 2020 with six vendors in attendance. Four vendors submitted bids. The bid compilation is attached.

The SPS Administration recommends awarding the Alternate Pricing for the summer contracted custodial cleaning at Southington High School to Service Management Group, LLC., dba SMG Corporate Services in the amount of \$45,605 for Summer 2020, \$47,320 for Summer 2021 and \$49,185 for Summer 2022. The Summer 2020 will not be awarded if school does not reopen this year.

SOUTHINGTON PUBLIC SCHOOLS  
 BID 2021-01 SHS SUMMER CLEANING  
 BID COMPILATION

Base Bid:	SMG	Horizon	QFS	CityWide
Summer Cleaning YR 1 - June 2020	50,850	191,301	100,421	95,779
Summer Cleaning YR 2 - June 2021	52,470	203,137	103,444	98,756
Summer Cleaning YR 3 - June 2022	54,990	215,416	106,537	101,718

Length of daily Shift in hours/day	8	8	7.5	8
Number of working employees excluding Supervisor	8	17.5	10	5
Number of Daily Hours for Superisor on Site - Working	2	4	7.5	8
Number of Daily Hours for Superisor on Site - Non Working	6	4	-	-
<b>Total Proposed Man Hours including working supervisor hours</b>	<b>360</b>	<b>740</b>	<b>375</b>	<b>240</b>

**ALTERNATE PRICING**

Deduct/Alternate Pricing with SPS removing furniture, washing furniture and set-up of furniture after vendor's work is complete	SMG	Horizon	QFS	CityWide
Summer Cleaning YR 1 - June 2020	45,605	169,374	74,964	91,730
Summer Cleaning YR 2 - June 2021	47,320	179,748	77,213	94,482
Summer Cleaning YR 3 - June 2022	49,185	190,565	79,530	97,316

Vendors attended walkthrough with no bid response

Champion  
 Commercial Clean



# SOUTHINGTON PUBLIC SCHOOLS



***MEMO***

**From the Business Office**

**Sherri DiNello, Director of Business & Finance**

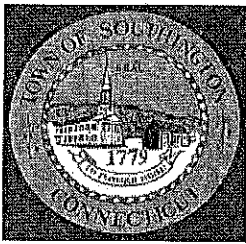
***TO: Finance Committee Members***

***DATE: 4/14/20***

***RE: JFK and JAD Middle School Contract Custodial Extensions - Three Year Extension***

The Finance Committee agreed to allow the administration to negotiate a three-year contract extension for custodial services at both middle schools with our current vendor SMG.

The administration has a recommendation for a three-year contract extension. If schools do not reopen the Operation's Director, Peter Romano has suggested we do not utilize vendor services for the Summer of 2020 because our custodial staff will have the ability to clean the schools without outside help. Additional information will be sent under separate cover regarding the negotiated proposal.



# SOUTHTINGTON PUBLIC SCHOOLS

*Jennifer Mellitt*  
*Accounting Manager*

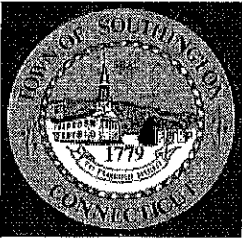
## MEMO

**TO:** Finance Committee Members  
**DATE:** April 15, 2020  
**RE:** Commitment of Funds for Bid 2021-03 Painting Services  
at Southington High School

A request for consensus at the BOE meeting on February 27, 2020 addressed the need to commit a minimum amount of the 2020-2021 Operating Budget to painting services in order for the Administration to proceed with the bidding process.

Bid 2021-03 for Painting Services at the high school was approved by the Superintendent of Schools in the amount of \$16,370 to Scholar Painting.

A recommendation for a commitment by the BOE to allocate a minimum of \$16,370 to painting services in the 2020-2021 Operating Budget is requested.



# SOUTHTINGTON PUBLIC SCHOOLS

*Jennifer Mellitt*  
*Accounting Manager*

## MEMO

**TO:** Finance Committee Members  
**DATE:** April 15, 2020  
**RE:** Purchasing Policies

The SPS Administration requests the Finance Committee make the following recommendations to the Personnel & Policy Committee to update the purchasing and bid thresholds to align with the Town of Southington.

The requested changes would:

- Increase the formal bid threshold from \$5,000 to \$10,000 on goods and non-professional services.
- Require formal bids for professional services over \$50,000 (i.e. asbestos removal services)

If approved, this would require SPS to obtain three quotes for purchases from \$3,000 to \$9,999 based on our BOE current policy.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date April 23, 2020

Decision Requested X Agenda Code 8a

**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 March 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

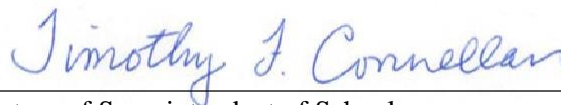
**Beginning Date of Program or Project:** N/A

**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  
March 2020**

**APPOINTMENTS**

	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>	<b>DEGREE</b>	<b>SALARY</b>
Class	Dubinsky, John	Paraeducator	SHS	.80	3/3/2020	N/A	\$17.03
Class	Ferla, Samantha	Paraeducator	HES	.88	3/16/2020	N/A	\$17.03
Class	Hamm, Jennifer	Paraeducator	HES	.80	3/11/2020	N/A	\$17.03
Cert	McDonald, Colin	Interim Spec Ed Teacher	JFK	1.0	3/5/2020	BA	\$47,387
Class	Papallo, Sharon	Payroll Supervisor	Central Office	1.0	3/9/2020	N/A	\$32.44
Class	Salhi, Samira	EL Tutor	SHS	1.0	3/23/2020	N/A	\$17.03
Class	Santopietro, Victoria	Paraeducator	HES	.80	3/12/2020	N/A	\$17.03

**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	Euley, Susan	Payroll Supervisor	Central Office	3/7/2020	15	Retire
Class	Ness, Ellen	FT Paraeducator	DES	6/17/2020	22	Retire
Class	Nocera, Michon	FT Paraeducator	SHS	3/12/2020	10	Resign
Class	Shifrin, William	FT Paraeducator	SHS	3/1/2020	1	Resign
Class	Sieracki, Vanessa	PT Paraeducator	DES	10/24/2019	4 mo.	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>
Cook, Janis	Paraeducator/SEES	.88	Paraeducator/TES	1.0	3/10/2020
Meneo, Anthony	Paraeducator/HES	.62	Paraeducator/HES	.88	3/2/2020

**TRANSFERS**

<b>CERT 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>
<i>None to report</i>					

**COACHING / STIPENDS**

*Coaching Stipends*

Jasulavic, Steven	Head Coach, Boys Tennis	SHS	3/21/2020
Sargent, David	Head Coach, Girls Lacrosse	SHS	3/21/2020

*MS/HS Stipends*

Sikoski, Dennis	Lead Security	SHS	3/12/2020 ~ Resignation
-----------------	---------------	-----	-------------------------

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date April 23, 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:** April 23, 2020

**Decision Requested:** X

**Agenda Code:** 8 a

**AGENDA REPORTING FORM**

**Agenda Topic:** Leonard and Gladys Joll Scholarship Recipient

**Summary of Issue:** The Leonard and Gladys Joll Scholarship applications were reviewed by the appointed committee and a recipient was selected to be recommended for Board approval.

**Background:** Annually, the Board of Education selects a recipient for the Leonard and Gladys Joll Scholarship. The recipient's name will not be announced at this meeting, so it will be kept confidential until the Southington High School Awards Ceremony.

**Alternative Strategies:** Reject

**Cost (if applicable):** \$300.00 Scholarship  
Gladys Joll Scholarship Fund.


**Funding Source:** \$300 from the Leonard and

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

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

**Recommendation or Comment:** The Board of Education approves the recipient recommended by the Leonard and Gladys Joll Scholarship subcommittee.

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

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date April 23, 2020

Decision Requested X Agenda Code 10 b.

**AGENDA REPORTING FORM**

**Agenda Topic:** Adoption of 2021 Board of Education Meeting Dates

**Summary of Issue:** The Board of Education annually adopts their regular meeting schedule for the ensuing year at this time.

**Background:** Board of Education Policy #9321 indicates that meetings are held on the second and /or fourth Thursday of each month at a time to be determined and at the established Board meeting place (see attached Board Policy #9321).

**Alternative Strategies:** Modify the schedule.

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

**Beginning Date of Program or Project:** January 2021

**Ending Date of Program or Project:** December 2021

**Recommendation or Comment:** Recommend that the proposed schedule of regular Board of Education meeting dates for 2021 be approved.

**Title of Attachments**

1. 2021 Regular Board Meeting Dates
2. Board of Education Policy #9321

*Timothy J. Connellan*

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

**Southington Public Schools  
BOARD OF EDUCATION**

**2021 REGULAR MEETING DATES**

**7:00 p.m.**

**John Weichsel Municipal Center  
200 North Main Street  
Southington, CT**

**DRAFT**



**January 14, 2021~ Operations**

**January 19, 2021 (Budget Workshop)**

**January 21, 2021 (Budget Workshop)**

**January 28, 2021 ~ Operations**

**February 25, 2021~ Operations**

**March 25, 2021 ~ Operations**

**April 22, 2021~ Operations**

**May 13, 2021~ Operations**

**May 27, 2021~ Instruction**

**June 10, 2021~ Operations**

**June 24, 2021~ Instruction**

**August 12, 2021~ Operations**

**September 9, 2021~ Operations**

**September 23, 2021~ Instruction**

**October 14, 2021~ Operations**

**October 28, 2021~ Instruction**

**November 18, 2021~ Operations**

**December 9, 2021~ Operations**

**Board Approved ~**

**Series 9000: Bylaws of the Board****Methods of Operation****Time, Place, Notification of Meetings**

All meetings of the Board of Education shall be conducted in compliance with Public Act 75-342, Sec. 6 (An Act Concerning Freedom of Information).

1. **Regular Meetings** – Regular meetings of the Board of Education shall be held on the second and/or fourth Thursday of each month at a time to be determined and at the established Board meeting place. At a minimum, one (1) meeting date per month will be set by the Board. Meeting dates, times, and places may be changed at the discretion of the Board.
  - a. Regular meetings will be classified as either *Committee of the Whole - Operations* or *Committee of the Whole - Instruction*. The classification will be indicated on the agenda within the meeting posting. The order of business for each is specified in number 8 within policy 9321.
  - b. The schedule of regular meetings of the Board of Education for the ensuing calendar year shall be filed with the Town Clerk no later than December 1 of each year, and no such meeting of the Board shall be held sooner than thirty (30) days after such schedule has been filed.
2. **Special Meetings** – Special meetings of the Board of Education shall be called by the Chairperson upon written request of three (3) of the members or whenever deemed necessary by the Chairperson. The call shall state the purpose of the meeting and no other business shall be transacted. Special meetings may not be called for the purpose of election of officers or for a vote to fill a vacancy on the Board.
  - a. Notice of special meetings shall be given not less than twenty-four (24) hours prior to the time of such meeting by posting a notice of the time of such meeting in the office of the Town Clerk. In the case of an emergency, a special meeting may be held without complying with the foregoing requirement for the posting of notice, but a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such meeting.
  - b. Workshops of the Board of Education are held when it is necessary for the Board to discuss and consider, in depth, matters pertaining to Board of Education business. The Chairperson shall call workshops whenever deemed necessary or when requested by three (3) or more Board of

**Series 9000: Bylaws of the Board****Methods of Operation****Time, Place, Notification of Meetings (continued)**

Education members. Notice of workshops shall be given not less than forty-eight (48) hours prior to the time of such meetings by posting a notice of both the time and place in the office of the Town Clerk. The agenda will state the purpose(s) of the meeting and no other business will be transacted. The Chairperson of the Board may invite those individuals, groups or agencies that have relevant information, knowledge or experience to contribute to the discussion and to the Board's decision-making process. Other public input will be allowed at the discretion of the Board Chairperson. No formal votes will be taken during or at the conclusion of workshops.

3. **Committee Meetings** – The Chairperson of each committee will notify the Board as to the location, date, and time of all meetings. (cf 8133)
4. **Adjourned Meetings** – Any meeting of the Board of Education may be adjourned to a time and place specified in the order of adjournment.
5. **Quorum** – Five (5) members of the Board shall constitute a quorum for the transaction of business except where otherwise noted in Board policies.
6. **Parliamentary Procedure** – Robert's Rules of Order shall govern the proceedings of the Board, except when those rules are in conflict with the Board's approved policies and regulations. The Superintendent of Schools is designated as Board of Education parliamentarian.
7. **Agenda Notice** – The agenda for regular meetings of the Board of Education shall be given to all members a minimum of six (6) days prior to the meeting. Business other than that included on the agenda may be transacted by a two-thirds vote of all members present unless the subject is specifically referenced in other Board policies.

**Series 9000: Bylaws of the Board****Methods of Operation****Time, Place, Notification of Meetings (continued)**

8. **Order of Business** -The order of business at each regular meeting of the Board of Education shall be as follows:

**Committee of the Whole - Operations**

- 8.1 1 Call to Order
- 8.2 Pledge of Allegiance
- 8.2.1 Celebration of Excellence (as appropriate)
- 8.3 Approval of Minutes
- 8.4 Public Communications
  - a. Public
  - b. Board of Education
  - c. Administration
  - d. Student Representatives
- 8.5 Committee Reports
- 8.6 Personnel Report (as appropriate)
- 8.7 Old Business
- 8.8 New Business
- 8.9 Adjournment

**Committee of the Whole - Instruction**

- 8.1 Call to Order
- 8.2 Pledge of Allegiance
- 8.3 Approval of Minutes
- 8.4 New Business
- 8.5 Public Communications
  - a. Public
  - b. Board of Education
  - c. Administration
  - d. Student Representatives
- 8.6 Adjournment

**Series 9000: Bylaws of the Board**

**Methods of Operation**

**Time, Place, Notification of Meetings (continued)**

9. **Requests for Hearing on Transportation** - Requests for hearings on transportation must be made in writing. The Board of Education shall hold such hearing within ten (10) days after receipt of written request and shall make a finding within ten (10) days after such hearing and in accordance with regulations of the State Board of Education.

(cf. 9327 - Electronic Mail Communications)

**Legal Reference:**

*Connecticut General Statutes*

- 1200 (2) Definitions. "Meeting"
  - 1206 Denial of access to public records or meetings .
  - 1225 Meetings of government agencies to be public , as amended by June 11 Special Session, PA 08-3
  - 1227 Mailing of notice of meetings to persons filing written request.
  - 1228 Adjournment of meetings. Notice.
  - 1229 Continued hearings. Notice.
  - 1230 Regular meetings to be held pursuant to regulation, ordinance or resolution .
- 10-218 Officers. Meetings

Bylaw adopted by the Board: January 1990

Bylaw revised by the Board: April 1993

Bylaw reviewed by the Board: April 2003

Bylaw revised by the Board: March 2005

Bylaw revised by the Board: February 2009

Bylaw updated and recoded: June 22, 2017

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date April 23, 2020

Decision Requested x Agenda Code 10 c.

**AGENDA REPORTING FORM**

**Agenda Topic:** Southington High School Graduation

**Summary of Issue:** The high school graduation date is traditionally set after April 1<sup>st</sup>. Alternatives to a traditional graduation celebration are being explored due to the present National Health Crisis and State of Emergency.

**Background:** The information relative to the impact of COVID-19 on school districts and events such as graduation continues to evolve and change week to week. Based on the latest information from the Department of Public Health it seems likely that restrictions on group gatherings will persist up to and beyond the time that graduation exercises would be held in mid-June.

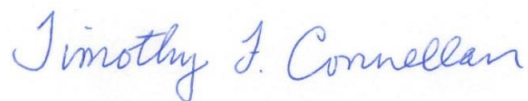
**Alternative Strategies:** N/A

**Cost (if applicable):** Unknown at this time **Funding Source:** Operating budget

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

**Ending Date of Program or Project:** TBD

**Recommendation or Comment:** The recommendation is that the Board delay the determination of an exact date for graduation until further information is available from the Department of Public Health and the Governor's office. In addition, the administration with input from members of the senior class of Southington High School, will bring recommendations and options to the Board for consideration.



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