

## Southington Board of Education Meeting

Thursday, September 10, 2020 7:00 PM

John Weichsel Municipal Center 200 North Main Street Southington, CT 06489 The meeting will be held in-person. Mask/face coverings must be worn inside the Municipal Center. The limit for indoor meeting attendance is 25 including Board members and administration. The meeting will be live streamed to the public. Members of the public wishing to make public comments can attend up to the limit of 25 and comment in-person or may send public comments to [tconnellan@southingtonschools.org](mailto:tconnellan@southingtonschools.org)  
200 North Main Street  
Southington, CT 06489



### SOUTHINGTON BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Pledge of Allegiance
3. Approval of Minutes ~ August 13, 2020 - Regular Meeting
4. Approval of Minutes ~ September 3, 2020 - Special Meeting
5. Public Communications
  - a. Communications from Public
  - b. Communications from Board of Education
  - c. Communications from Administration
  - d. Communications from Student Board Representatives
6. Superintendent's Report
  - a. Personnel Report
7. Old Business
  - a. Town Government Communications
  - b. Update - School Reopening
  - c. Award of RFP 2020-109 Replacement of High School Auditorium Lighting System
8. New Business
  - a. Ratification of the NIPSEU - Southington Clerical & Food Service Workers Union Contract
9. 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 on the video recording of the Board meeting, please contact the Superintendent of Schools. These minutes are considered a draft until approved at the following regular Board of Education meeting.*

## **SOUTHINGTON BOARD OF EDUCATION**

### **SOUTHINGTON, CONNECTICUT**

#### **REGULAR MEETING**

**AUGUST 13, 2020**

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The regular meeting of the Southington Board of Education (Committee of the Whole – Operations) was held on Thursday, August 13, 2020, at 7:00 p.m. in the John Weichsel Municipal Center Public Assembly Room, 200 Main Street, Southington with an Executive Session held prior 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.

Administrators present were Mr. Timothy Connellan, Superintendent of Schools and Mrs. Sherri DiNello, Director of Business & Finance.

#### **2. EXECUTIVE SESSION ~ CONTRACT NEGOTIATIONS – AFSCME (NURSES) AND NIPSEU (SECRETARIES & FOOD SERVICE) UNIONS**

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

**"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing AFSCME (Nurses) and NIPSEU (Secretaries & Food Service) Contract Negotiations, and upon conclusion reconvene to public session."**

**Motion carried unanimously by voice vote.**

*Mrs. Carmody ended Executive Session at 6:58 p.m.*

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

*Mrs. Carmody reconvened the Board of Education Regular Session at 7:14 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 (*left the meeting at 9:33 p.m.*). Absent was Mrs. Missy Cipriano.

Administrators present were Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent (*via Google Meets*); and Mrs. Sherri DiNello, Director of Business and Finance.

#### **4. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

Mr. David Falvo led in reciting of the Pledge of Allegiance.

Mrs. Carmody called for a moment of silence in memory of Mary Joan Bauder, age 92, who worked for over 25 years for the school district in central office as a secretary and passed away on July 25, 2020.

#### **5. APPROVAL OF MINUTES – June 25, 2020**

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

**“Move to approve the regular Board of Education minutes of June 25, 2020, as submitted.”**

**Motion carried unanimously by voice vote.**

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

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

There was no communication from the public.

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

The Board members reported the following:

- Mr. Brown thanked everyone involved in planning for the Class of 2020 graduation ceremonies on Saturday, August 8, 2020 that occurred four times throughout the day to provide for social distancing. There were no glitches. He praised Mr. Frank Pepe, SHS Principal, Mr. Connellan, Mr. Rich Aroian, SHS Assistant Principal, Mrs. Diane Angelillo, SHS Secretary, Mrs. Sherri LaRose, SHS Secretary, Mr. Peter Romano, Director of Operations, the Maintenance Department employees and SHS Security Guards, for all their hard work to make the four live graduation ceremonies successful.
- Mr. Brown addressed his concerns about fall sports and thought they should be considered by sport for physical distancing and postponing contact sports such as football and soccer until later in the year for the safety of the athletes and staff.
- Mr. Brown addressed in-person classes and that the state of Connecticut should consider what was happening in other states that opened too fast resulting in the spread of COVID-19. He thought that the best scenario was to start virtually, get the numbers under control, have faster virus testing available, and slowly return to a planned step-by-

step process. He thought that they would open the schools and end up closing school in 3-4 weeks due to the spread of COVID-19. Mr. Brown was concerned about students who exhibit no symptoms but carry the virus home and infect family members. He noted that many teachers and staff had contacted Board members expressing their concerns about reporting to school to do virtual lessons if the schools close; especially, for those with school-age children. He requested that administration create a waiver for those special cases that have serious daycare issues with their children based on a case-by-case basis. He thought that education, safety, and the economy were three separate issues and that the students and staff should not be viewed as economic pawns.

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

**“Move to move Agenda Item 10.a ‘School Reopening Plans’ to Agenda item 7.a.”**

**Motion carried unanimously by voice vote.**

- Mr. Baczewski explained that his brother-in-law, who serves on the Board of Education in Exeter, New Hampshire, shared with him an essay from 1948 by C.S. Lewis regarding “Living in the Atomic Age,” which pertains to the world’s current situation with the COVID-19 virus (*Attachment #1*).
- Mrs. Clark stated that she heard only positive comments about the graduation day ceremonies.
- Mr. Falvo added that graduation was a hot day and that the speeches were excellent. He thanked everyone involved in putting together a wonderful graduation day for the students who had a tough senior year, which they would never get back. He was happy that they were able to have a live graduation instead of a virtual one.

**c. Communication from Administration**

Administration reported on the following:

1. **SHS Graduation:** Mr. Connellan thanked everyone involved with the graduation ceremonies including the students and family members for adhering to physical distancing and following the established protocols.
2. **Summer Work:** Mr. Connellan thanked the custodial and maintenance employees for working hard from March to the present on thoroughly cleaning schools, moving furniture, etc., and doing a tremendous job on the summer work needed to open the schools.
3. **Reopening Planning:** Mr. Connellan thanked the sub-committees totaling 115 staff members from all areas of employment in the district who worked hard on planning for the reopening of schools under the circumstances of not receiving a plan from the state.
4. **SPS Coalition for Social Justice Community Conversations:** Mr. Madancy reported that the committee held the second of three conversations on Tuesday, August 12, from 4:00-5:00 p.m. with guest speakers and 60 people attending. The goal was to elevate people’s level of racial consciousness. He thanked Mrs. Christina Simms, Youth Services Director, and the Community Outreach Sub-Committee for their work on this conversation. He announced that the next Social Justice Community Conversation is scheduled for Wednesday, August 19, 2020, 4:00-5:30 p.m.

**7. COMMITTEE REPORTS**

**a. School Reopening Plans** (*formerly Agenda Item 10.a*)

Mrs. Carmody expressed the Board's gratitude for the many hours of work that all the central office administrators, school administrators and staff have dedicated to put together a plan for the reopening of schools with the state constantly making changes.

Mr. Connellan and Mr. Madancy gave an overview of the draft Southington Public Schools Learning Plan 2.0 for Students and Families for the reopening of schools for the 2020-2021 school year during the COVID-19 virus pandemic (*Attachment #2*). The District's Learning Plan is a fluid document because information and guidance from the state continually changes and adjustments then need to be made to the plan. The State Department of Public Health (DPH) provided guidance on when to change from in-person learning to hybrid and/or online learning as well as providing guidance and criteria on students' potential exposure or a confirmed case of the virus. There were 608 staff members who logged into four different Zoom meetings on August 13 to hear details on this plan. The district was trying very hard to ensure that the reopening of schools was safe for everyone involved.

Mr. Madancy walked through the 2020-2021 Learning Plan Iteration 2.0 and noted that by the time school starts there could be numerous changes to the plan depending on the information from the state that they constantly continue to receive. Administration would continue to communicate updated plans to families as they occur and highlight changes within the plan, so they would not have to search for them. Mr. Madancy spoke in detail regarding the following:

- **Daily Operations:** Arrival and dismissal procedures, hallway travel, and lunchroom procedures, mockup classroom layouts (depending on the amount of students who show up in-person and size of cohort) that are unique to each school building and would be shared with families two weeks prior to the first day of school. The following daily operations will apply across all schools: Stay home if feeling ill, morning health check by parents will be required, face coverings/masks required (legal counsel advises that students who do not wear a mask can be removed and placed in a remote learning environment), social distancing and frequent hand washing/sanitizing expected. Cohorting would not prevent a possible transmission but would allow administration to accurately trace possible exposure of students within the cohort. There will also be mask breaks. Mr. Madancy addressed cleaning, sanitizing, ventilation, and staff protective equipment with the information taken directly from Governor Lamont's AAA Plan (Adapt, Achieve & Advance), which are the best practices for maintaining a safe learning environment for students.
- **Transportation:** Mr. Madancy explained that the district would be starting the school year transportation in "low status" based on current health data and guidance from the state. The three (3) transportation statuses are: 1) Safe Status, 2) Low Status, and 3) Moderate Status. Families would be notified if there is a shift in status based on local health data. Passengers would be required to wear masks/face covering.
- **Monitoring Health:** Mr. Madancy explained that this was not the complete or final iteration regarding monitoring health. The guidance/grid received with the State Department of Education and State Department of Public Health addresses issues when a student or staff person has symptoms/develops/contact with person who has COVID-19 and the immediate actions/steps to follow.

- Instructional Models: Mr. Madancy stated that this was extremely difficult with the Governor giving families the choice to “Opt Out” attending school in-person, which creates a fluid situation with staffing, scheduling and cohorting. On Friday, August 14, 2020, a commitment survey would be sent to families, with a response date by the middle of the next week, to ask families to commit to their child(ren)’s learning options to start the school year either in-person or online/remote including transportation questions to provide data that administration could use to form the final iteration of the opt-out model. Mr. Madancy wanted families to know that it is not simple if they later decide to “opt back in” because administration has to follow health and safety protocol procedures that requires lead time to coordinate the transition back into a learning environment. Mr. Madancy spoke at length about the temporary nature of the remote learning programming, statewide assessments, sample voluntary distance learning schedules across grade levels, synchronous and asynchronous instruction and a Learning Model Matrix provided by the state using county/local health data. There are three Learning Models: 1) Low, which favors more In-Person Learning, 2) Moderate, which favors moving to Hybrid Learning, and 3) High, which favors moving to Remote Learning. These models would be based on state and local health officials determining which model to implement at any given time. He spoke at length regarding each Learning Model. Mr. Madancy noted that the Hybrid Model would be the most difficult for teachers because it would be two classes within one class (Live In-Person and Remote Learners). He addressed software and hardware devices for teachers/students to access, the challenges using the Hybrid Learning Model including cohorting. The Southington High School return and recovery of academic programming was not possible for an In-Person return because of too many students and not enough space to appropriately distance. The Hybrid Model would be used at the high school and broken into two (2) cohorts (A & B).
- Learner Expectations for Students during Remote Learning: Mr. Madancy explained that in the spring of 2020, the district learned what worked and what needed improving upon when the district closed schools and all students engaged in remote learning. The district provided staff with professional development in the spring (166 remote training sessions), throughout the summer and again in August for staff readiness with software and aptitude to deliver remote instruction. The new normal is learning from a computer at home and the district plans to offer training sessions to parents as well as to childcare and daycare providers.
- Athletics, Clubs and Extracurricular Activities: Mr. Madancy stated that athletics was a fluid situation, which continues to change and evolve. A goal is to offer students virtual clubs and extracurricular activities if they cannot meet in person.
- Before and Aftercare Programming: Mr. Madancy stated that the district was working closely with community agencies such as the YMCA and the Early Childhood Collaborative to assess what programming would be available to provide families. One of the negative outcomes of the sudden spring school closure, and parents home with children, was that some childcare facilities closed.

Mr. Madancy explained that the primary concern right now is device access and deployment. The district placed an order this past spring for 1:1 Chromebooks; however, so did every district in the nation. He was not certain when those devices would be delivered because they are on back order; however, the district was working on contingency plans. In the survey to families, a question would be how many devices the family had and how many they would need. A big challenge would be developing cohorts of balanced sizes across all classrooms and

sections in the entire district and to keep siblings attending school on the same days, when possible. The district just received guidance from the state on special education and preschool students, which is currently being worked into the plan. Another challenge would be staffing and their childcare needs and finalizing the teacher assignments for the “Opt Out” students.

The Board members questioned the high school model of every other day, transportation, monitors on elementary buses using existing staff for the first two weeks of school and opening more parking for high school students who drive.

Mr. Derynoski thought the plan was top notch but was concerned with the costs of the plan. Mr. Connellan explained that they needed to bring in additional custodial and nursing/CNA staff while a big piece of the costs for transportation were eliminated, and that the district would need additional software. Mr. Madancy explained in detail the “Parents Square” software that uses different modalities such as pushing out notifications to families in up to 100 different languages, eSignatures, polling and surveying, which takes the place of several software products that the district is already using and offsets the costs of those products. Mr. Madancy addressed different software tools such as Go Guardian (web filtering tool), ClassLink, which has one sign-on/password that gives families all the different software tools without having to navigate the different sign-ins, and Google Enterprise, which is a Zoom meeting tool for teachers. Mr. Connellan explained that they would stop using software products such as School Messenger and that grant funds would be available to offset costs. There would be a state appropriation, which is part of the Coronavirus Funds Relief Act, separate from the CARES Act funds. In mid-July, the state asked for an estimate of the district’s expenses and \$2.6 million was submitted to the state to be applied against some of these additional costs.

Mr. Derynoski stated that school would be opening in 3-4 weeks and he would like to know what the costs would be or if the Board would be in the red by millions of dollars. Mrs. Carmody noted that the costs would be discussed in more detail under the Finance Committee Meeting Report because nothing was definitive at this point and there were a lot of unknowns. Mr. Derynoski questioned if the Board of Education would have another meeting before the opening of school. No Board meeting was scheduled before the start of school, but one could be added.

Mr. Falvo presented a question from Mrs. Cipriano. She wanted to know if there would be follow-up with families who do not respond to the survey. Mr. Connellan explained that once the survey was completed, the individual schools would contact the families who did not return it. Mr. Falvo questioned the plan for mask breaks when the weather did not permit students to go outside. Mr. Madancy explained that it would depend on the age of the students and the classroom environment because the high school and middle schools have air conditioning, but the elementary schools do not, and they would need a longer break. Common spaces would be looked into for appropriate physical distancing for mask removal contingent on the weather, location and age of students. Mr. Falvo was concerned about no air conditioning in the elementary schools on hot days and students and staff suffering from heat exhaustion. Mr. Connellan stated that early dismissal or cancellation would be taken into consideration with custodians taking room temperatures several times a day. The district was now better equipped to go to a Remote Learning Day if it was needed under those circumstances.

Mr. Oshana questioned the County Matrix Model for decision-making regarding health data. Mr. Connellan explained that local conditions play an important role in the regional health district and that he was in contact every Tuesday with Mr. Shane Lockwood, Regional Health Director for Southington, Plainville, and Middlefield. However, the data that would be published is the Hartford County data. Mr. Oshana also questioned contact tracing. Mr. Connellan replied that it would be run through the Human Resources Department with Mrs. Michelle Passamano, HR Manager, as the point of contact and the local Health Director for guidance.

Mr. Oshana questioned where the teacher's responsibility starts and ends versus the custodial responsibility for setting up the classroom with physical distancing. Mr. Connellan stated that the custodians had been moving furniture, continuously cleaning, and helping with the room arrangements. Mr. Madancy noted that the teachers left in March without closing out last year's classroom. Mrs. Clark questioned who would be responsible for the cleaning of the classrooms at the high school and middle schools when changing classes and the use of Green cleaners versus Lysol/commercial brands. Mr. Connellan explained that administration was working with the Southington Education Association (SEA) on that. One of the cohorting pieces was that students would be in the same classrooms and not changing classes. The high contact areas would be cleaned and disinfected on a continuous basis with a thorough cleaning at the end of the day. The addition of custodial services would allow the ability to do that during the day. Mr. Connellan addressed the Green cleaners that are on the EPA (Environmental Protection Agency) approved list, which comes from the State Department of Education and Department of Public Health that the district had to adhere by. Administration was continuing to work on the use of Green cleaners vs. commercial cleaners.

Mr. Baczewski questioned the use of face shields for the younger elementary students versus masks. Mr. Connellan noted that face shields were not as protective as masks, but administration was open to it depending on the set of circumstances. Mr. Baczewski questioned if the IT Department could send the downloads/links in one email for parents to set-up their child(ren)'s devices that they own? Mr. Madancy thought that ClassLink would help them achieve that and that the teacher professional development training was to help them create all the browser links somewhere on the home page of the student's virtual classroom. All students use different software so it would be hard for IT to do it; but it was something that the district planned to do. Mr. Baczewski was concerned if the district had to go to full Remote Online Learning and the teachers who had childcare issues. Mr. Connellan responded that nothing was set in stone and that administration was still working with the SEA on teacher childcare issues. The bottom line is that the buildings would still be open, but the students would not be in the building. Staff would be in their classrooms to use the strong bandwidth network and have access to their classroom material. The administration was working on creating and having a childcare service available for teachers, if they needed it, with the YMCA. Mr. Connellan stated that administration was willing to discuss individual, situational circumstances regarding teachers bringing their children to work with them. The partnership with the YMCA was a way to help staff who needed childcare. They are in discussion with the SEA on this as well. Mr. Baczewski questioned the recent CIAC position to move forward with fall sports and the DPH Commissioner recommending moving fall sports to the spring. Mr. Connellan recommended to let that scenario play out between the CIAC and DPH and that by Monday it would be more definitive. Mr. Oshana asked if the local Board of Education could decline participation if the CIAC planned to move forward with fall sports. Mr. Connellan replied that they could.

Mrs. Carmody questioned if there would be a large number of students in the cafeteria at the high school at any given time. Mr. Connellan stated that there would be students in the cafeteria, but they would be spaced six feet apart. Mrs. DiNello stated that she spoke to administrators at every level regarding the food service spacing set-up in the cafeterias.

Mr. Chrzanowski liked the idea of face shields for elementary students. He questioned technology support issues with students working remotely and if the down time would count as an absence while the issue was being fixed. Mr. Connellan replied that the down time would not count as an absence. Mr. Madancy stated that there were older devices that could be used for troubleshooting and swapping out when the student/parent makes an appointment to bring the school-owned device to central office. If the device does not belong to the school system, they cannot access the private device but could provide technical support. Mr. Chrzanowski questioned if the school would provide textbooks/consumables for students participating in Hybrid or Opting Out. Mr. Madancy stated it would be similar to what was done in the spring where workbooks and printed materials were sent home. Mr. Chrzanowski questioned the attending matrix and how it would apply locally. Mr. Connellan replied that they would work in concert with the local health department and the Department of Public Health on a local, not county, situation. It would be based on the community transmission rate.

**a. Finance Committee Meeting – August 10, 2020**

Mr. Oshana reported that the committee discussed the Self Insurance claims through June 2020 that were running \$2.5 million less than what was budgeted due to the COVID-19 pandemic and people not having elected surgeries. The committee anticipates those expenses to be higher the next school year.

**1. Financial Update 2019-20 / Non-Lapsing Account FY'20**

Mrs. DiNello reported the committee anticipated the closeout of the 2019-2020 fiscal year with a balance of \$2.1 million. The Board of Finance had approved the two percent (2%) statutory carry forward line item for the Non-lapsing Account of \$1,963,779 that would be taken from the current surplus of the 2019-2020 budget and put into that account. That money would be used for the safe reopening of schools and compensatory services needed for special education students, which would leave a balance of \$200,000 that would go back to the Town General Fund. The Chromebooks are on backorder resulting in a \$400,000 outstanding purchase order. This would be a separate carry forward line item in addition to the 2% statutory line item. Mrs. DiNello spoke in detail of how administration planned to fund the unknown expenses for the reopening of schools. In June, the Cares Act (ESSER) funding was used to pay for the other half of the 1:1 Chromebooks purchases. She is working quarterly submitting expenses with the Town to FEMA for reimbursements under COVID-19 Relief and there will be additional funds coming to the district through the CARES Corona Relief Fund. Administration is anticipating the actual breakdown of the dollar amount that would be received by the district from the state on Friday, August 14. A grant application would be opened at a later date to inform the state how the funds would be used. Mrs. DiNello explained that the district had been participating throughout the summer in surveys with the CSDE to share potential reopening costs. The items on the COVID-19 Return Recovery are: 1) Staffing of teachers, custodians, nurses, food service staff, bus monitors, additional time

for paraeducators, 2) Purchased Services for technology, transportation, professional development and, 3) supplies and furniture, which Mrs. DiNello discussed in detail. The total of the Return & Recovery Items submitted for the district was \$4,443,506 with the largest amount in teacher staffing of \$2,650,000. Once the family and staff surveys are completed, the district would have a better idea of the need for additional staff members; however, it was not anticipated that 50 teachers would be hired to help teach remote learners. The district would be working with existing staff. The other large ticket item on the list was the transportation model. If the Board took the estimated \$4,443,506 and reduced out the FTE for teachers and the \$550,806 in transportation, it would result in approximately \$1.2 million. Therefore, \$1.9 million would be in the bank along with the carry forward funds from last year. Based on the current conversations and types of expenses right now, the district has the funding available. Currently, the administration is looking for the flexibility to use the Non-lapsing Fund to pay for these unanticipated costs to safely reopen schools. Mrs. DiNello shared that she had been negotiating with both the School Nurses and Custodial Unions on their current Recognition Clause regarding interim hires. The Finance Committee understood the unknowns and the flexibility needed to use the 2% non-lapsing funds and potential grant funding to start the 2020-2021 school year based on the Learning Plan. The savings, which was in the 2019-2020 budget because of the school shutdown, was why they have the additional funds and why they are fortunate to fund the \$1.9 million account.

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

**“Move to authorize administration to allocate up to \$1,963,779 to be spent on items identified for the safe reopening of schools.”**

Mr. Brown requested to have another Board of Education meeting in August because in two weeks the Learning Plan would be different.

**Motion carried unanimously by voice vote.**

**2. Award of RFP 2020-109 Replacement of High School Auditorium Lighting System**

Mr. Oshana reported that the auditorium lighting system was the original and was 34 years old. A vote was taken at a previous Board of Education meeting to move this item forward and it was sent to the Town Board of Finance that approved it to be funded from the Unexpended Fund Account for FY’2019. The project was sent out to bid after the vote was taken to move it forward. The Finance Committee discussed whether to move the project forward or to put it on hold due to the costs of reopening of school.

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

**“Move to award RFP 2020-109 for Replacement of High School Auditorium Lighting System to Supertech, Inc., as presented.”**

Mr. Baczewski was concerned about moving forward with the \$241,777 project at this time with the current plan to open schools because there was no way there would be productions

in the next school year. He wanted to hold off on awarding the RFP because of uncertainties. Mrs. DiNello explained that this project was from the Non-lapsing Account FY'2019 and could be carried forward year to year. Mr. Oshana suggested that this item be tabled if they were going to have another BOE meeting before the start of school and at that time they should have a better handle on reopening costs. He thought that if they did not award this now when they have the funds set aside, then it would never be done. It was for safety purposes and the auditorium was used for co-curricular credited courses.

Mrs. Carmody noted that the next regularly scheduled BOE meeting was on September 10, 2020 and two weeks from now would be August 27, 2020. The Board discussed at length the approval of the project, funding, tabling of the motion, and the next BOE meeting.

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

**“Move to withdraw original motion.”**

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

**“Move to table awarding RFP 2020-109.”**

**Motion carried unanimously by voice vote.**

Mrs. Carmody acknowledged that awarding the RFP would be on the agenda for the added August 27, 2020 Regular Board of Education meeting.

Mr. Oshana stated that the BOE Finance Committee agreed to delay the implementation of the Organic Waste Recycling Program due to social distancing requirements at this time.

## **8. SUPERINTENDENT’S REPORT**

### **a. Personnel Report**

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

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

**Motion carried unanimously by voice vote.**

## **9. OLD BUSINESS**

### **a. Town Government Communications**

There was no Town Government Communication.

*Mr. Oshana left the meeting at 9:33 p.m.*

### **b. SHS Citizenship Curriculum – Second Reading**

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

**“Move to approve the SHS Citizenship Curriculum, as recommended by the Curriculum and Instruction Committee.”**

**Motion carried unanimously by voice vote.**

- c. Science Curriculum Units for Grades 4, 7, 8 and High School Forensics I – Second Reading**

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

**“Move to approve the Science Curriculum Units for Grades 4, 7, 8, and Forensics as recommended by the Curriculum & Instruction Committee.”**

**Motion carried unanimously by voice vote.**

- d. Policy 3323 – Soliciting Prices (Bids and Quotes) – Second Reading**

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

**“Move to approve Policy 3323, Soliciting Prices (Bids & Quotations), as recommended by the Personnel & Policy Committee.”**

**Motion carried unanimously by voice vote.**

- e. Policy 5131.2 – Use of Private Technology Devices by Students – Second Reading**

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

**“Move to approve Policy 5131.2 - Use of Private Technology Devices by Students as recommended by the Policy & Personnel Committee.”**

**Motion carried unanimously by voice vote.**

- f. Illustrative Math Units for Grades 6, 7, 8 – Second Reading**

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

**“Move to approve the Illustrative Math Units for Grades 6, 7, 8, as recommended by the Curriculum & Instruction Committee.”**

**Motion carried unanimously by voice vote.**

- g. Revised School Calendar 2020-2021**

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

**“Move to adopt the revised 2020-2021 calendar with the change of October 12 back to Columbus Day as a national and school holiday as it appeared on the 2020-2021 that the Board of Education previously approved.”**

**Motion carried unanimously by voice vote.**

Mr. Brown noted that the state required 900 hours and questioned if there was discussion on changing that number. Mr. Connellan replied that the State Board of Education already did it.

**10. NEW BUSINESS**

- a. School Reopening Plans** (*Moved to Agenda Item 7.a.*)

**11. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 9:37 p.m.

Respectfully submitted,  
*Linda Blanchard*  
Recording Secretary

**Attachment #1**

C. S. Lewis on Living in the Atomic Age...

In one way we think a great deal too much of the atomic bomb. “How are we to live in an atomic age?” I am tempted to reply: “Why, as you would have lived in the sixteenth century when the plague visited London almost every year, or as you would have lived in a Viking age when raiders from Scandinavia might land and cut your throat any night; or indeed, as you are already living in an age of cancer, an age of syphilis, an age of paralysis, an age of air raids, an age of railway accidents, an age of motor accidents.”

In other words, do not let us begin by exaggerating the novelty of our situation. Believe me, dear sir or madam, you and all whom you love were already sentenced to death before the atomic bomb was invented: and quite a high percentage of us were going to die in unpleasant ways. We had, indeed, one very great advantage over our ancestors—anesthetics; but we have that still. It is perfectly ridiculous to go about whimpering and drawing long faces because the scientists have added one more chance of painful and premature death to a world which already bristled with such chances and in which death itself was not a chance at all, but a certainty.

This is the first point to be made: and the first action to be taken is to pull ourselves together. If we are all going to be destroyed by an atomic bomb, let that bomb when it comes find us doing sensible and human things—praying, working, teaching, reading, listening to music, bathing the children, playing tennis, chatting to our friends over a pint and a game of darts—not huddled together like frightened sheep and thinking about bombs. They may break our bodies (a microbe can do that) but they need not dominate our minds.

-C.S. Lewis: “On Living in an Atomic Age” from Present Concerns: Journalistic Essays (1948).

# ***SOUTHINGTON PUBLIC SCHOOL DISTRICT***

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Office of the Superintendent

August 12, 2020

Good afternoon SPS Families and Staff,

I hope this finds you all well and safe. I am writing today with a brief update about the planning process for reopening Southington Schools this fall.

The effects of the Tropical Storm interfered with the efforts to provide an update last week. The District experienced power outages and network disruptions as did most of us in the community. Consequently, it seemed prudent not to send important information out and wait until this week to do so.

Attached you will find the District's Learning Plan 2.0 for reopening schools. There is a good deal of specific information included that we hope provides answers to some of the questions posed. This continues to be a working document. As new information and guidance from the State becomes available, it will be necessary to adjust the plan accordingly. Also, addenda or appendices will be added for the following four areas; 1) Nursing and School Health protocols; 2) Special Education services; 3) Preschool services; and 4) Cleaning and Custodial protocols. Specific information regarding individual school schedules and routines will be disseminated directly from the schools.

It is important to remember that this pandemic is still a Public Health Emergency. As such, we continue to rely on the guidance and direction of the medical professionals and public health professionals. The State Department of Public Health has been providing much needed guidance on the criteria for school reopening and on when to shift from in-person to hybrid and/or online learning. Also, DPH has recently provided guidance on criteria to address cases in schools in which an individual has been exposed potentially to a confirmed case of the virus. We anticipate additional guidance from DPH to continue and they are participating in weekly webinars with local school officials, sponsored by the State Department of Education.

The second version of the school learning option survey will be sent out by the end of this week with a response date by the middle of next week. The format will be similar to the last survey. It will ask families to commit to their child's learning option to start the school year, either in-person or online/remote and the transportation questions will be included once again. Individual schools will follow up with families. At the present time, the plan still calls for a full in-person option for grades K-8 with a hybrid model for the high school. As noted above, conditions and circumstances are changing at a rapid pace. If it becomes necessary to change the basic model and to move to a full hybrid K-12 to open school, we will be prepared to do so.

Information on the four items noted above will be disseminated in the coming week. Families and staff will continue to receive updates regarding new information, guidance, or changes on a regular basis. Please know that our first priority always is the health and safety of our students, families, and staff.

Respectfully,



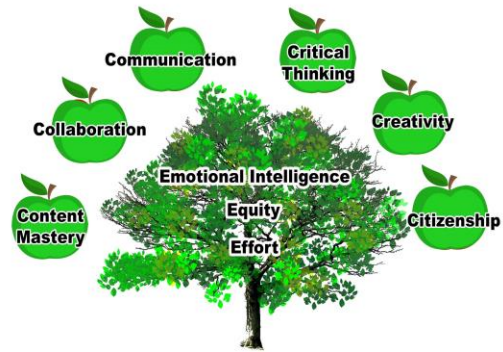
Timothy F. Connellan, Superintendent



*A graduate of the Southington Public Schools will be college or career ready and prepared for life beyond by mastering the knowledge and demonstrating the skills to communicate effectively, think creatively and critically, and contribute to the global community.*

# Southington Public Schools

## Vision of a Graduate



# Southington Public Schools 2020-2021 Learning Plan for Students and Families

Iteration 2.0

August 14, 2020

Timothy Connellan, Superintendent of Schools

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*The following plan was developed in collaboration with many surrounding school districts. Special thanks to Wallingford, Cheshire, Meriden, Berlin and Glastonbury school districts specifically for sharing and permission to use text and information within each of their plans where outcomes aligned with intentions of the Southington Public Schools.*






*True partnerships have emerged during these trying times!*

## DAILY OPERATIONS

- Approximately 2 weeks prior to the first day, each school will post, on its respective website, detailed information regarding arrival and dismissal procedures as well as daily building procedures to be followed such as procedures for hallway travel, lunchrooms, etc.
- Mockup images of classroom layouts and setup will also be shared at that time.

Procedures will vary slightly given the ages of students as well as the size, layout and vintage of each school and its surrounding property.

The district expectations below will be followed across schools.

	<p><b>Stay home if feeling ill.</b></p> <p>All staff and students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19. For additional information, click on the following link : <a href="#">When to Quarantine, What to Do if you are Sick</a></p>
	<p><b>Morning health check by parents required.</b></p> <p>To prevent transmission among the school population, parents are instructed to screen students before leaving for school. Check to ensure temperature is below <b>100.0 degrees Fahrenheit</b> and observe for symptoms associated with COVID 19 outlined by public health officials. For additional information, click on the following link: <a href="#">Symptoms of Covid-19</a></p>
	<p><b>Face coverings or masks required.</b></p> <p><b>Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus,</b> with exceptions only for those students for whom it is not safe to do so due to medical conditions. <b>“Mask Breaks” will be provided during the day.</b> The district will provide each student with two masks to supplement face coverings or masks provided by parents/families. Parents/families will be responsible for ensuring that students are wearing face coverings or masks when they arrive at their bus stop or are dropped off at school. Schools will have backup disposable masks available for students who forget them. <a href="#">Click here for some child friendly information and a short video explaining face mask use upon return.</a></p>
	<p><b>Social distancing required.</b></p> <p>Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school by following established routines and procedures.</p>
	<p><b>Frequent hand washing or hand sanitizing expected.</b></p> <p>Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>

## **Cleaning, Sanitizing, Ventilation, and Staff Protective Equipment**

**Cleaning and Sanitizing.** There will be enhanced cleaning and sanitizing of common high touch surfaces throughout school such as classrooms, bathrooms, etc. Drinking fountains will be closed. Students are asked to bring water bottles from home. Custodial services have been increased to assist with routine sanitization during school hours. All products that will be used for cleaning and sanitizing are safe for students and staff and will eliminate COVID-19 on surfaces.

**Ventilation.** We will increase the circulation of fresh, outside air and air filtration as appropriate for each type/size of school space. We will use the highest filtration levels allowable within our air handlers. This includes the use of increased outside air and filtration for air conditioning in the fall and heating when the weather turns colder.

**Protective Equipment.** Protective equipment provided to teachers and staff include masks (clear masks, when available, will assist our special education and our youngest students). You can also expect that some teachers may choose to use face shields (along with masks). In addition, staff will have access to gloves and hand sanitizer. Wipes will be available to help clean as well.

### **Classrooms**

- All desks facing forward
- Remove extra furniture to allow for distancing whenever possible
- Class size limits
- Hand sanitizer in all classrooms
- Classroom doors will be kept open to minimize touchpoints
- Student supplies will be individualized or bundled whenever possible
- All classrooms will have disinfectant available

### **Hallways**

- Directional signage for foot traffic
- Water fountains will be turned off (students encouraged to bring personal water bottles)

### **Restrooms**

- All sinks will have soap and paper towels
- Hand dryers will be disconnected

### **Food Service**

School meals with limited options will be available for students learning at school. There will also be grab and go meals provided from a designated school site for meal pick up for those learning at home (probably 2-3 times a week as well). More information will follow. In the event of a transition to full remote learning, a meal distribution plan similar to Spring 2020 will be implemented. Specifics on times, days and location will be communicated at that time.

***Specific details relative to lunch procedures in individual schools will be shared prior to the opening of school and posted on each respective school's website.***

# Transportation



## **Students may not change buses.**

Students will be expected to ride the same bus to school in the morning and the same bus to home in the afternoon every day. Face coverings or masks should be in place prior to entering the bus.

The following guidance as provided by the CT State Department of Education will be utilized to determine transportation status the district will operate within contingent upon local health data.



### **Safe Status**

Bus transportation can operate with no restrictions.



### **Low Status**

Bus transportation can operate up to full status with mask requirements and loading and unloading restrictions.



### **Moderate Status**

Bus transportation can operate with seating and spacing restrictions, mask requirements, and loading and unloading restrictions.

## **To begin the school year, Southington will operate on Low Status.**

Where either a vaccine is available or effective treatments for COVID-19 are available, bus transportation can operate as it did prior to the pandemic with no restrictions.

Where there is low transmission risk in the community and some restrictions are in place in schools, buses will be able to operate up to full capacity. Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The passenger's face covering must be in place prior to boarding the bus and must be kept in place until he/she is completely off the bus. Passengers should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat. This will reduce the number of people passengers walk by as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.

Passenger density should be significantly reduced when there is moderate spread because schools will be employing hybrid learning when in this status. Bus passengers should be spaced with family members sitting together and non-family members should be spaced 6 feet apart utilizing alternating diagonal seating. Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The rider's face covering must be in place prior to boarding the bus and must be kept in place until he/she is completely off the bus. Students should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat. This will reduce the number of people passengers pass by as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.

# Monitoring Health

The following information was provided within Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts will guide the district response to presumed or confirmed cases.

The Connecticut State Department of Education (CSDE) and State Department of Public Health (DPH) have collaborated to provide school districts with guidance and protocols for responding to specific COVID-19 scenarios that may occur with school reopening for the 2020–21 school year. Information from the Centers for Disease Control and Prevention (CDC) informs the specific scenarios and actions that follow. CDC guidance and public health data are evolving and therefore, this guidance may be updated accordingly.

This guidance addresses issues when a student or staff person has or develops possible signs and symptoms of COVID-19; a diagnosis of COVID-19; or exposure to a person diagnosed with COVID-19. It describes immediate actions for removing an individual from the school setting and when to return them to school safely. School district leaders are encouraged to use this as a guide, in consultation with public health experts, including school nurses, school medical advisors, local health directors and in consideration of all specific circumstances on a case-by-case basis.

Event	Location of Event	Testing Result	<b>Isolation/Quarantine</b> <b>Isolation</b> = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19 <b>Quarantine</b> = when you have been exposed but you are not experiencing symptoms
<b>Individual has COVID-19 symptoms<sup>1</sup> but has NOT had close contact<sup>2</sup> to a person diagnosed with COVID-19</b>	<b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.	Individual tests <sup>3</sup> <b>negative</b>	Return to school once there are no symptoms for 24 hours.
	<b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), stay in the isolation room (with adult supervision), until picked up to go home, consult a healthcare provider, and get tested. If symptoms arise <b>on the bus</b> , students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, assist the school in contact tracing efforts <sup>4</sup> , and answer phone calls from public health officials/contact tracing staff.  Stay in self-isolation <sup>5</sup> for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever <sup>6</sup> (without fever-reducing medications) and with improvement in other COVID-19 symptoms.
	<b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.  If a staff or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern.	Individual <b>is not tested</b>	Stay in self-isolation for at least 10 days since the onset of symptoms <b>and</b> until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.  Can return to school earlier if obtains note from healthcare provider with alternate diagnosis.

## Monitoring Health cont.

Event	Location of Event	Testing Result	Isolation/Quarantine <b>Isolation</b> = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19 <b>Quarantine</b> = when you have been exposed but you are not experiencing symptoms
<b>Individual has COVID-19 symptoms<sup>1</sup> AND had close contact<sup>2</sup> to a person diagnosed with COVID-19</b>	<b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.	Individual tests <b>negative</b>	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.
	<b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), stay in the isolation room (with adult supervision), until picked up to go home, consult a healthcare provider, and get tested. If symptoms arise <b>on the bus</b> , students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts.  Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.
	<b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.  If a staff or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern.	Individual <b>is not tested</b>	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.

Event	Location of Event	Testing Result	Isolation/Quarantine <b>Isolation</b> = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19 <b>Quarantine</b> = when you have been exposed but you are not experiencing symptoms
<b>Individual does not have COVID-19 symptoms BUT had close contact<sup>2</sup> to someone diagnosed with COVID-19</b>	<b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.	Individual tests <b>negative</b>	Remain home in self-quarantine <sup>7</sup> for 14 days from last exposure to the person diagnosed with COVID-19.
	<b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), be picked up to go home, consult a health care provider, and get tested. Students who do not have symptoms may remain in the health room until they are picked up, they do not have to be sent to the isolation room. They must not be sent home on the bus.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts.  Stay home until 10 days have passed since date of the positive COVID-19 test.
	<b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.	Individual <b>is not tested</b>	Remain home in self-quarantine for 14 days from last exposure to the person diagnosed with COVID-19.

## Instructional Models

### **Opting Out**

Students opting out will be assigned to a teacher(s) who may be the same teacher they would be with even if they were attending in person, or to a teacher designated solely to the assignment of teaching remotely. This will vary depending on grade level, certification areas and courses students have selected.

The district will be working to finalize student assignments utilizing data collected from the **August 14<sup>th</sup> Commitment Survey** and through collaboration with the Teacher's Association.

Given the complexity of cohorting, staffing and scheduling it is strongly encouraged that families utilize natural breaks such as school vacations (i.e. winter and spring breaks) or marking periods to opt in or out in order to allow the district appropriate time to process such changes. In the event an immediate change is needed, the district will work closely with families but there may be delays and lag time during such transitions.

Students will be assigned a daily schedule that most closely mirrors the daily in-person learning that accounts for the direct explicit instruction, guided practice and independent learning that would take place during a typical school day.

The schedules developed for each grade level will take the following into account:

- The developmental level of students
- The amount of screen time required of students
- The natural breaks that would occur during a typical, in-person school day including:
  - mask breaks
  - transitions and routines such as passing times, arrival, and dismissal
  - lavatory breaks
  - recess
  - lunch
  - center time

Given the above-mentioned variables, students in the elementary levels will be required to log on for shorter, more frequent lessons totaling a shorter synchronous school day than that of students at the secondary level. Additionally, the district will utilize recorded lessons and asynchronous learning to supplement live instruction.

Early in the academic year, this teaching and learning model will be new for both the student and the teacher. Stumbles, challenges, and adjustments should be anticipated. Teachers will be utilizing new pedagogy (teaching strategies), software and technology and students will be adjusting to digital life and the learning management systems utilized to provide instruction.

A most difficult challenge of remote learning is the cycle of feedback and exchange of ideas between the teacher and student. Virtual learning will pose challenges in reviewing student work in real time, asking and answering questions, assessment, and on the spot remediation or enrichment that might occur if attending in person. Staff working with remote learners will be designating specific times to address this challenge beyond the live synchronous instruction that will occur.

## **Opting Out cont.**

Occasionally the district will utilize, where available, vetted and culled recorded lessons such as mini-lessons provided by Teacher's College of Columbia, Ready Classroom or Illustrative Math lessons, or various other professionally recorded content instruction to supplement the live instruction provided to your child. This medium of instruction is not intended to supplant the actual teaching and learning process that will occur with the teacher on that given day but rather to supplement it. Although the instruction from the source or vendor may be pre-recorded, it will be streamed during the scheduled synchronous learning time assigned to students as staff may pause and ask questions during lessons, answer questions posed by students in chat tools, or simply promote collaboration and discourse amongst students in the classroom or at home.

For students opting out, all current Board of Education policies and regulation still have the full force and expectation of adherence as if attending in person including the opportunity to participate in athletics and extracurricular clubs and activities.

### **Further, the following norms and expectations will apply to students engaged in Voluntary Remote Learning:**

- Students are still enrolled in Southington Public Schools and are expected to adhere to all district policies and guidelines.
- Students will participate in a mix of live Google Meets (synchronous learning) and previously recorded sessions with learning activities (asynchronous learning).
- Students will be required to use an assigned, district-issued device for distance learning purposes. Tech support will not be provided for personal devices.
- Students must actively engage in remote learning sessions per the schedules, signing on, being present and participating in synchronous learning during the designated times.
- Students are required to attend the distance learning classes per the district's attendance policy and are required to be on camera during live sessions.
- Students will use the norms for online learning during all live instructional sessions.
- Students will communicate with their teachers and peers via email, chat and Google Meet using their Southington Public Schools account.

Additionally, the following information and expectations regarding the Opt Out Remote Learning Option excerpted from the State of Connecticut’s **Adapt, Advance and Achieve** guidance document (Addendum 1) should be understood:

**Temporary Nature of the Remote Learning Programming**

Should public health data support a changed approach, the policy directives from CSDE related to the provision of this option may change to determine there is no longer a need for this temporary option. It is important to notify families that the school district’s remote learning programming is temporary, and it may not be available the full year

**Assessments**

Students participating in remote learning programming will be expected to access statewide assessments in-person unless the assessments are available remotely. Other optional district assessments that are not mandated by federal or state laws/regulations are subject to local decision, depending upon whether those assessments are available online and can be administered remotely.

Below are **samples** of what Voluntary Distance Learning schedules could look like across grade levels.

**R=Recorded      S=Synchronous      A=Asynchronous**

Student Schedule K-2			
Time	Subject	Time Allocated	Type of Learning
9:05-9:10	School-wide Message - Attendance	5	R
9:10-9:25	Morning Meeting (SEL Focus)	15	S
9:25-9:50	<b>Reading</b>	25	S
9:50-10:20	<b>Phonics</b>	30	A/S
10:20-10:40	<b>Writing</b>	20	S
10:40-11:10	<b>Break/lunch</b>	30	OFF CAMERA
11:10-11:55	<b>Mathematics</b>	45	S
11:55-12:25	Flex Time (small group/one to one instruction)	30	A/S
12:25-12:45	<b>Social Studies/Science</b>	20	A/S
12:45-12:55	Closing Circle (SEL Focus)	10	S
12:55-1:35	Specials (Art, Music, PE)	40	A

<b>Student Schedule Grades 3-5</b>			
<b>Time</b>	<b>Subject</b>	<b>Time Allocated</b>	<b>Type of Learning</b>
8:55 - 9:00	School-wide Message - Attendance	5	R
9:05 - 9:20	Morning Meeting (SEL Focus)	15	S
9:20-10:20	<b>English Language Arts</b>	60	S
10:20-10:40	Flex Time (small group/one to one instruction)	30	A/S
10:40-11:10	<b>Break/Lunch</b>	30	OFF CAMERA
11:10-11:55	<b>Math</b>	45	S
11:55-12:25	Flex Time (small group/one to one instruction)	30	A/S
12:25-1:00	<b>SS/Science</b>	40	A/S
1:00-1:15	Closing Circle (SEL Focus)	10	S
1:15-2:00-	Specials (Art, Music, Spanish, Comp. Science, PE)	45	A

<b>Student Schedule Grades 6-12</b>			
<b>Time</b>	<b>Subject</b>	<b>Time Allocated</b>	<b>Type of Learning</b>
8:05-8:13	School message	8	Recorded
8:15-9:03	<b>Period 1</b>	48	S
9:05-9:51	<b>Period 2</b>	46	S
9:53-10:39	<b>Period 3</b>	46	S
10:41-11:27	<b>Period 4</b>	46	S
10:41-11:27	<b>Grade 6 Break/Lunch</b>		Off camera
11:29-12:15	<b>Period 5</b>	46	S
11:29-12:15	<b>Grade 8 Break/Lunch</b>		Off camera
12:17-1:03	<b>Period 6</b>	46	S
12:17-1:03	<b>Grade 7 Break/Lunch</b>		Off camera
1:05-1:51	<b>Period 7</b>	46	S
1:53-2:40	<b>Period 8</b>	47	S

*In addition to the synchronous instruction provided, students in grades 6-12 may be expected to complete and submit assignments outside of class time in accordance with timelines established by teachers.*

## Attending

For families planning on attending, continuous collaboration with state and local health officials regarding local health data along with County Data utilizing the matrix below will guide decision-making regarding which of the following models will be employed at any given time.

Leading Indicator	LOW Favors more In-Person Learning	MODERATE Favors moving to Hybrid Learning	HIGH Favors moving to Remote Learning
<b>Number of new cases of COVID-19</b> (7 day rolling average of new cases per 100,000 population per day)	< 10 new cases per 100,000 population	10 to < 25 new cases per 100,000 population	25+ new cases per 100,000 population

Secondary Indicators	LOW Favors more In-Person Learning	MODERATE Favors moving to Hybrid Learning	HIGH Favors moving to Remote Learning
<b>Percent positivity rate</b> (# of positive tests/ # of total tests, 7-day rolling avg.)	<b>Direction of Change:</b> Secondary Indicators trending down to flat	<b>Direction of Change:</b> Secondary Indicators trending flat to upward	<b>Direction of Change:</b> Secondary Indicators trending upward
<b>Number of new COVID-19 hospitalizations per 100,000 population</b> (7-day rolling avg.)	<b>Speed of Change:</b> No statistically significant changes to Secondary Indicators	<b>Speed of Change:</b> Any statistically significant changes upward to Secondary Indicators	<b>Speed of Change:</b> Consistent, statis- tically significant changes upward to Secondary Indicators
<b>COVID-like and Influenza-like Illness (CLI and ILI) Syndromic Surveillance</b>			

## Learning Models

### Full In-Person

Students will follow the typical daily schedule established for each of their levels with all necessary safety and health protocols in place.

#### **Cohorting at the Elementary Level**

- Students will be placed in a classroom cohort.
- Specials (art, music library-media) will be in the classroom.
- PE- outside when possible or in gym.
- Instrumental music lessons- in band room by classroom cohort.
- Tiered interventions and supports will be provided following social distancing guidelines. This may be in the form of push-in or pull-out support, keeping cohorts in mind

**Lunch** will be in the classroom or in a setting where at least 6 ft. distancing is available.

**Recess-** children will have recess with their classroom cohort. (Further information regarding recess procedures will be forthcoming)

### **Bathroom Facilities**

- Students will distance in the multi-stall bathrooms.
- Students will be trained on how to minimize contact on surfaces when using any bathroom.
- Cohorts will use the same bathroom.
- Scheduled bathroom breaks will be made by classroom cohorts.
- Bathrooms will maintain increased cleaning and sanitization schedules

### **Hallway Traffic**

Flow of traffic will be one-way when possible and consistent with signage.

### **Cohorting at Middle Level**

#### **Classrooms:**

- Desks/students will all face in the same direction.
- Desks will be placed six feet apart where feasible. If teacher removes mask during instruction, he/she will need to increase distance beyond six feet.
- Classroom doors remain in locked position but remain open.
- Teachers will rotate to the students instead of the students moving for all Team classes including language arts, math, science, social studies, and world language (if possible).

#### **Hallways:**

Students will walk single file to the right in hallways during arrival and dismissal, passing to and returning from unified arts, and passing to and returning from lunch

#### **Stairwells:**

- Stairs by rooms 111 & 124 will be up only
- Stairs by rooms 117 & 104 will be down only
- Main Staircase single file up or down

#### **Lunch:**

• To achieve the six-foot spacing between students not wearing masks, the cafeteria, library/media center, and the band room shall be used during each lunch wave. Students will remain in cohorts and be seated in this manner. Other feasible locations may also be used.

#### **Bathrooms:**

- Will be assigned by team with increased cleaning and sanitization schedules

## Hybrid

In a hybrid model, the district will divide students into separate cohorts and rotate which students attend in person and which students attend remotely as dictated by the cohort each student is assigned to.

Increased custodial support has been assigned to afterschool and evening crews to allow for a deep cleaning and sanitization throughout after each cohort's attendance.

**Cohorting-** The district is going to begin the cohorting process by assuring that families with multiple students in our elementary and middle schools are grouped in the same cohort. Families with only one child attending in the district in elementary and middle will then be assigned to a cohort with the goal of equal and balanced numbers maintained in each cohort.

### Special Education and English Learners

Special consideration, allowing for daily attendance, will be given to students with significant disabilities and language barriers if the district deploys a hybrid model which limits in-person student participation each day.

### Elementary and Middle

In a hybrid model, once broken into 2 cohorts with each student's cohort designation communicated by his or her respective school (Cohort A and B), students will attend using the following schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday (Rotating weekly)
<b>In person</b>	Cohort A	Cohort B	Cohort A	Cohort B	Cohort A/B
<b>Remote</b>	Cohort B	Cohort A	Cohort B	Cohort A	Cohort A/B

## High School

### Alternating Days

<b>start time</b>	7:32
<b>end time</b>	2:15
<b>period length</b>	45
<b>pass time</b>	6

Students with Last Name **A - K** attend SHS in person on Letter Days **A, C, E**  
Students with Last Name **L - Z** attend SHS in person on Letter Days **B, D, F**

## High School Bell Schedule During Hybrid Learning

<i>Period</i>	<i>Times</i>	<i>Minutes</i>
<b>1</b>	<b>7:32 - 8:18</b>	46
passing	8:18 - 8:24	6
<b>2</b>	<b>8:24 - 9:09</b>	45
passing	9:09 - 9:15	6
<b>3</b>	<b>9:15 - 10:00</b>	45
passing	10:00 - 10:06	6
<b>4</b>	<b>10:06 - 10:51</b>	45
passing	10:51 - 10:57	6
<b>5</b>	<b>10:57 - 11:42</b>	45
passing	11:42 - 11:48	6
<b>6</b>	<b>11:48 - 12:33</b>	45
passing	12:33 - 12:39	6
<b>7</b>	<b>12:39 - 1:24</b>	45
passing	1:24 - 1:30	6
<b>8</b>	<b>1:30 - 2:15</b>	
	dismissal	

### Full Remote (All students)

In Full Remote, school buildings will be closed and students will engage in eLearning from home. In this case we expect that grades 6-12 will primarily follow the same schedule they would follow if attending in person with synchronous learning (students logging in to each class at the proper time). Elementary classes would also move to more synchronous learning (logging in as a class together) as well with classrooms schedules communicated by each student's individual teacher.

Schedules may be adjusted contingent on local health data and whether local and state health officials determine it is still safe for staff to report daily to buildings to deliver instruction remotely to students.

In the event it is deemed unsafe to do so, it should also be understood that our teaching staff will be home with children and families quarantining and due to lack of childcare available in such an instance, modifications to the typical daily schedule followed during Full In-Person or Hybrid model will need to be made.

## **Learner Expectations For Students During Full Remote Learning**

- Students will participate in a mix of live Google Meets (synchronous learning) and previously recorded sessions with learning activities (asynchronous learning).
- Students will be required to use an assigned, district-issued device for remote learning purposes. Tech support will not be provided for personal devices.
- Students must actively engage in remote learning sessions per the schedules, signing on, being present and participating in synchronous learning during the designated times.
- Students are required to attend the distance learning classes per the district's attendance policy and are required to be on camera during live sessions.
- Students will use the norms for online learning during all live instructional sessions. To be communicated in upcoming guidance.
- Students will communicate with their teachers and peers via email, chat and Google Meet using their Southington Public Schools account.

## **Athletics, Clubs and Extracurricular Activities**

### **Athletics**

Currently the district has not yet determined if middle school, freshmen, and junior varsity athletics will occur for the fall season.

Varsity athletics will follow the linked guidance here provided by the [Connecticut Interscholastic Athletic Conference](#).

### **Clubs & Extracurricular Activities**

It is our goal to have high school clubs run in person when possible with appropriate social distancing protocols and face coverings worn by all participants and facilitators.

If in person is not possible clubs may run remotely at the discretion of the building principal.

Middle school clubs will be run virtually to reduce the intermingling of established cohorts.

## **Before and Aftercare Programming**

If deploying In-Person or Hybrid Models, YMCA programming will be available for our elementary schools before and after school. Their protocols for safety and wellness will be provided to participating families.

# Southington Public Schools

## 2020



## 2021

FIRST DAY OF SCHOOL: SEPT 8

M	T	W	TH	F
<b>AUGUST 2020</b> 0 DAYS				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

<b>SEPTEMBER 2020</b> 17 DAYS				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	<PD>	23	24	25
28	29	30		

<b>OCTOBER 2020</b> 21 DAYS				
		1	2	
5	6	7	8	9
12	13	14*	15	16
19	20*	21	22	23
26	27	28	29	30

<b>NOVEMBER 2020</b> 16 DAYS				
2	3	4	5	6
9	10	11	12	13
16	17	18*	19	20
23	24	25	26	27
30				

<b>DECEMBER 2020</b> 17 DAYS				
	1*	2*	3	4
7	8	9	10	11
14	15	16	17	18
21	22	<23>	24	25
28	29	30	31	

<b>JANUARY 2021</b> 19 DAYS				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26*	27	28	29

- AUG 24-** **DRAFT REVISED CALENDAR 8/13/20**  
Up to 4 virtual Professional Development Days AUG 24 – AUG 28
  - AUG 28** Development Days AUG 24 – AUG 28
  - AUG 31-** In-person Workdays / Professional Development Days Aug 31 – Sept 4
  - SEPT 4** Development Days Aug 31 – Sept 4
  - SEPT 7** Labor Day
  - SEPT 8** First Day - Student Orientation Day
  - SEPT 9** Student Orientation Day
  - SEPT 10** Student Orientation Day
  - SEPT 11** FIRST FULL DAY OF SCHOOL
  - SEPT 22** Professional Development Day–Early Dismissal
  - OCT 12** School Holiday
  - OCT 14\*** SHS Early Dismissal PSAT Administration
  - OCT 20\*** Elem/Mid School Prof. Dev. - Early Dismissal
  - NOV 3** Election Day - No School
  - NOV 11** Veterans Day
  - NOV 18\*** High School Conferences - Early Dismissal
  - NOV 25-27** Thanksgiving Recess
  - DEC 1\*** Elem/Mid.School Conf./HS PD – Early Dismissal
  - DEC 2\*** Elementary School Conferences - Early Dismissal
  - DEC 23** Early Dismissal for Students
  - DEC 24 -** Holiday Recess
  - JAN 1** (Includes Christmas and New Year's Day)
  - JAN 18** Martin Luther King Day
  - JAN 26\*** Elem/Mid School Prof. Dev. - Early Dismissal
  - FEB 12** Professional Development Day - Early Dismissal
  - FEB 15** Presidents' Day
  - FEB 16** No School
  - MAR 2** Professional Development - Early Dismissal
  - MAR 15-16\*** Elementary School Conferences - Early Dismissal
  - MAR 24** SAT Day Southington High School- Full Day
  - APR 2** Good Friday
  - APR 12-16** Spring Break
  - APR 27** Professional Development – Early Dismissal
  - MAY 18** Professional Development – Early Dismissal
  - MAY 31** Memorial Day
  - JUNE 14** Projected Last Day
- = Holiday/School Recess - No School for Students and Staff  
 PD = Professional Development – No School for Students  
 <PD> = <PD> Professional Development – Early Dismissal for Students  
 < > = Early Dismissal for Students  
 \* = Early Dismissal Only for Designated School

SCHOOL ENDS: JUNE 14

M	T	W	TH	F
<b>18 DAYS FEBRUARY 2021</b>				
1	2	3	4	5
8	9	10	11	<PD>
15	16	17	18	19
22	23	24	25	26

<b>23 DAYS MARCH 2021</b>				
1	<PD>	3	4	5
8	9	10	11	12
15*	16*	17	18	19
22	23	24	25	26
29	30	31		

<b>16 DAYS APRIL 2021</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	<PD>	28	29	30

<b>20 DAYS MAY 2021</b>				
3	4	5	6	7
10	11	12	13	14
17	<PD>	19	20	21
24	25	26	27	28
31				

<b>10 DAYS JUNE 2021</b>				
	1	2	3	4
7	8	9	10	11
<LD>	15	16	17	18
21	22	23	24	25
28	29	30		

**Projected Last Day ~ JUNE 14**  
 If weather or other emergencies require the closing of school, these days will be made up after the projected last day to June 30<sup>th</sup>. If additional weather-related days are needed beyond these 14 days, we will begin with April 16<sup>th</sup> and move backward.

*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 on the video recording of the Board meeting, please contact the Superintendent of Schools. These minutes are considered a draft until approved at the following regular Board of Education meeting.*

## **SOUTHINGTON BOARD OF EDUCATION**

### **SOUTHINGTON, CONNECTICUT**

#### **SPECIAL MEETING**

**SEPTEMBER 3, 2020**

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The special meeting of the Southington Board of Education was held on Thursday, September 3, 2020, at 7:00 p.m. in the John Weichsel Municipal Center Public Assembly Room, 200 Main Street, Southington.

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

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

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

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

#### **PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

Mrs. Clark led in reciting of the Pledge of Allegiance.

Mrs. Carmody called for a moment of silence in memory of Mrs. Frieda Madancy, mother of Assistant Superintendent Steven Madancy, who passed away on July 30, 2020.

Mrs. Carmody understood that people had different opinions on the opening of the schools, and that everyone was entitled to their opinion. She visited Southington High School to see what was being done to prepare for school reopening. She was very impressed with all the precautions that have been put into place. The Southington Public Schools administrators, maintenance staff, school nurses, central office state, food service employees, and secretaries had worked many hours in planning to make certain that the students and staff had a safe health environment. Mistakes would be made and corrected, and that no one could guarantee 100% safety. She noted that it was important to concentrate on the emotional well-being of everyone and stressed that they were all in this together. Mrs. Carmody asked that everyone to be patient and give it their best. She quoted Albert Einstein, "*Learn from yesterday, live for today, and hope for tomorrow.*"

The past week, Mr. Oshana visited Kennedy Middle School and Oshana Elementary School unannounced on a Professional Development Day. He noted that Kennedy Middle School looked clean, very well laid out with rooms set-up and teachers were wearing masks. He noted the same thing at Oshana School with the teacher prepping their classrooms and getting materials ready for students. He was impressed with desk spacing and the markings on the floor. The message that he took away from both schools was safety first. With the Covid-19 virus turning everything upside down, all school employees were working hard all summer focusing on creating the best education experience possible for the students under the circumstances. It forced administrators, teachers, and staff to reinvent the way they interact and educate the students. He thought that everyone should be thankful for their commitment and that people should have an open mind instead of just throwing stones and being negative. If people see something that could be done better, then they should give suggestions on a solution instead of critiquing the problem.

Mrs. Clark visited South End and Hatton Elementary Schools because of complaints that she heard and read on social media. She saw enthusiasm and anxiety because all the school employees want to make this school year as normal as they can for the students. She was happy to see how well everyone was adapting to what is the new normal. She agreed with Mrs. Carmody and Mr. Oshana that there would be bumps in the road because no one has the answers to every question that is out there right now. Mrs. Clark read a letter that Mrs. Jillian Echard, Kelley Elementary School parent, asked to be read into the record advocating for in-school learning for the youngest learners (*Attachment #1*).

## **2. FINANCIAL UPDATE**

Mrs. DiNello spoke at length about the Covid-19 Return Recovery Plan that included a revenue summary and funding sources (*Attachment #2*). The district was approved for the ESSER (Cares Funds) of \$412,653 that the district used to purchase one-to-one (1:1) devices in June 2020. For the 2020-2021 school year, the Board of Finance established a Non-lapsing Account for the Board of Education for the remaining balance from the 2019-2020 school year with the two-percent (2%) threshold is just over \$1.9 million that would be available to utilize for the safe re-opening of schools. At the BOE meeting on August 13, she shared that the district participated in several surveys through OPM (Office of Policy & Management) and the State Department of Education and anticipated additional grant funds. On August 21, administration received the announcement that the district was approved for \$401,000. A week later, administration received a letter from Kathy Dempsey, CFO at the State Board of Education, stating that there was an error in the transportation calculations throughout the state of Connecticut and they re-ran the numbers, which changed the grant funds to Southington to \$546,076. This amount would be paid out on a reimbursement basis. It is not an outright grant that the Board could determine how to spend the funds. Mrs. DiNello gave a breakdown to the BOE of the Coronavirus Relief Funds being funded by the survey that included Personal Protection Equipment (PPE) \$16,617, personnel related to transportation of \$108,023, and non-personnel transportation of \$421,436, which totaled the \$546,076 available through December 31, 2020. The non-personnel transportation funds were when they submitted the survey results and they were looking at the mid-day bus runs at SHS for just over \$500,000. The district would not be running the mid-day SHS bus run; therefore, as of right now, they were not necessarily eligible for the \$421,436 that the state was going to give the district as a reimbursement. Mrs. DiNello stated that she was pushing for better clarification on that because the thought process

that the district was running all their bus runs even though they were doing the Hybrid Model at SHS. They would be running all the buses to have the appropriate social distancing to occur and receiving the refund towards the overall transportation costs would allow them to reallocate funds within the budget to help pay for personnel that is needed. None of the district's personnel requests were funded because the free and reduced lunch population fell under the 40% threshold. The \$108,023 that the state approved for transportation related expenses for personnel would be able to assist administration with the monitors and additional time for paraeducators to help with the arrival and dismissal of students. Mrs. DiNello was troubled by the \$16,617 for PPE because many of her colleagues across the state told her that PPE was the most important thing that was going to be funded and many districts were funded in full. She realized in conversations that Southington was funded at the minimum of \$2.60 per student. Mrs. DiNello called the state and spoke to Kathy Dempsey who acknowledged that Southington's PPE request was not considered. Prior to the start of tonight's meeting, Ms. Dempsey emailed Mrs. DiNello stating that the PPE would be funded and that she will send a formal letter on Friday. The PPE amount was \$310,000 and of that amount the state was only funding the \$16,617. Mrs. DiNello noted that the additional funding was not reflected in her draft 2020-2021 COVID-19 Recovery Plan.

Mrs. DiNello spoke at length on the Expenditure Summary that included staffing (custodians, nurses, food service staff, bus monitors for two weeks, and additional time for paraeducators), benefits, purchased services (technology, transportation, professional development training) and supplies/furniture (masks, shields, gloves, gowns, sanitizer, wipes, cleaning supplies, signs and furniture/signs), which currently total \$1,664,175 of the \$2.5 million revenue funds. There were still unknowns and funds to be spent on things not even thought about at this point in time until school starts.

Mr. Brown questioned if the estimated numbers were for the whole year. Mrs. DiNello replied that they were. Mr. Derynoski thanked Mrs. DiNello for the detailed information. Mr. Baczewski requested clarification on eligibility for the \$421,436 transportation reimbursement and if some of it could potentially be transferred to the PPE request for \$310,000. He asked if the model would change if once the school year started and the remote learning students wanted to attend school in-person. Mr. Connellan explained that there were approximately 430 students at the elementary level who would be engaging in remote learning and, with the exception of kindergarten, it was structured based on the number of people needed based on the BOE recommended class sizes, which is where the number of teachers came from. The teachers would stay with those students throughout the course of the year. Mr. Connellan did not think that they would have 430 remote learning students re-engaged into the in-person classrooms. He did not foresee a change in the number of custodians or nurses over time. If classes were cancelled as in March, they would have the ability to look at the interim employees that were hired; it is all unpredictable. He did not foresee that there would be a significant reduction on the personnel side.

Mr. Oshana noted that even if they did not get the \$421,436 in transportation, they would still be at \$2.4 million, which was much better than where they were at the last Board meeting. Mrs. Carmody thought that the community should be extremely proud of the work that everyone associated with the school system had done. She thought that once school started, they should concentrate on the emotional, as well as the academic, well-being of everyone involved.

Mr. Brown noted that it sounded like the Board had extra money, but they do not know what would happen once school started and should have a buffer because of the unknowns. Mr. Derynoski requested an agenda item to report on the opening of schools at the regular Board of Education meeting on September 10, 2020.

Mr. Connellan pointed out the way the state handled the distribution of the funds based on the survey, which was for administration to estimate costs in July 2020, two weeks after receiving the guidelines from the state. The Connecticut Superintendents did not know that the survey was going to be a funding stream mechanism and were very unhappy on how it was handled with a lot of inequities in the whole process. The Superintendents Association requested that Governor Lamont and the Commissioner of Education put a moratorium on distributing the funds until it could be looked at further.

Mrs. Carmody stated that she heard wonderful things about the professional development for teachers learning the new Canvas Learning Management Platform software and noted that the teachers were nervous too. She asked everyone to remember that they were all in these uncertain times together.

### **3. SCHOOL REOPENING PLAN UPDATE**

Mr. Madancy gave an update on the School Reopening Plan and professional development. He gave credit to the coordinators, teachers, administrators, and sub-committee chairs who volunteered to serve on the Professional Development Evaluation Committee.

Last week, his office sent to the Board members four (4) Addendums to be added to the 2.0 School Reopening Plan regarding special education, food services, healthcare and monitoring, cleaning, and disinfecting. Once central office receives the guidance needed from the State Department of Education and State Department of Public Health (DPH), which is on a continuous basis, the addendums are sent. To the families, they may feel that they are receiving information sporadically, but that is how administration is receiving it from the state, which the district relies on to make informed decisions for staff and students.

Mr. Madancy and Mr. Connellan frequently attend the Department of Public Health (DPH) meetings that are very detailed such as how to use playscapes, UV rays, transition methods, social distancing, etc. Mr. Madancy stated that in one week, the district must open a virtual school, staff it, get a curriculum learning platform, distribute devices, create schedules, communicate with families, and make everyone feel welcome and safe. Administration was interviewing late into the night to onboard staff and honoring all the statutes and laws, which is not a quick turnaround with references, fingerprinting, background check, and drug testing and training existing and new staff for remote learning classes. In addition, the orientation plan for remote learners focuses around getting devices deployed, the emotional piece for students, teachers meet and greet for the remote learners, materials and supplies picked up, the consumables, and virtual open house. Mr. Madancy announced that Ms. Kelly Nichols had been designated as the administrator overseeing the remote learning school of 430 students. She would be overseeing the instruction, coordination, and communication with the remote learner's faculty and as the point person for remote learning families.

Mr. Madancy reported that the teacher professional development had been on software applications. The teachers did a tremendous job on their virtual and physical classrooms. In the spring, Mrs. Rebecca Savelkoul, Instructional Technology Coordinator, and a team of teachers called the “Techsperts” worked with teachers to provide technical support and training, which makes Southington ahead of other districts in terms of preparedness with technology. They are working on training materials for families in order to navigate the learning management systems of Canvas and Remote Classroom that would be sent shortly. Mr. Madancy met with the Early Childhood Collaborative and noted that their webpage had set up all the childcare openings. He had conversations with existing staff regarding making remote learning a meaningful and quality experience and noted that it would be a work in progress.

Mr. Madancy spoke about lessons learned in the spring about live instruction and screen time. Schedules would be developed that are developmentally appropriate and would have a balance of screen time and screen breaks. It would not be just digital and would be hands on learning also. A lesson learned from the spring was that the district was not one-to-one (1:1) with devices and many families had to share. There was a learning curve at that time because much of the responsibility was thrust on parents, especially when a student had a question. More live instruction by teachers was needed so they could answer student questions in real time. Administration will be clearer with families on the expectations for remote learning. There will be a virtual orientation for the remote learning families and teachers. Administration was trying to keep students and their home schools together with remote learning teachers from the home school. Central office was doing all that they could to have everything ready for the opening of school.

Mr. Derynoski questioned grading for the remote learners. Mr. Madancy replied that all the recommendations and guidance around grading was to have a traditional grading system that had always been used. How they grade and assess remotely would be a different conversation that he was currently working on with administrators about demonstration and application of knowledge and not rote recall.

Mr. Brown questioned if there were still parents and students who had not responded to the survey whether they are doing in-person or remote learning. Mr. Madancy explained that the schools reached out to all their families that did not reply. A problem was that families change their mind for remote learning and opting back into in-person learning, which causes a ripple effect to rearrange rooms, cohorts, and hiring a teacher, if needed. At some point soon, there will need to be a transition period implemented because of the health and safety protocols established for the in-person classrooms that would need to be maintained.

Mr. Falvo questioned if there was a device for every child in the district because at the last Board meeting devices were still on back order. Mr. Madancy explained that currently, as a community, they have devices. He noted that 65% of families on the survey indicated that they had a device for a student. He acknowledged that 35% of families that stated a child did not have a device were the first to receive one. They are following up with families now who indicated the device was a desktop that would not be a mobile device. Eventually, all the devices will be on the network with all the software installed for a seamless integration.

Mrs. DiNello reminded parents to complete a 2020-2021 Free and Reduced Meal Application to see if they are eligible for free or reduced meals. The school district will be going

cashless and an email was sent to encourage families to put money on their child(ren)'s MyPaymentPlus Account or they could bring in a check that the food service cashier could put onto their account. Locations would be set-up at both Kennedy and DePaolo Middle Schools from 9:00-10:00 a.m. every morning for families who have remote learning students or hybrid model high school students, who might not be in school, to have the ability to pick-up meals for breakfast and lunch. This is not the same as in the spring of 2020 when the meals were free. The meals would be free only for those students eligible for free meals. Times and locations could change based on participation.

Mr. Baczewski questioned if they were operating from Center for Disease Control (CDC) guidelines or Connecticut Department of Public Health recommendations. Mr. Connellan replied that they were using a combination of CDC and American Academy of Pediatrics guidelines. Mr. Baczewski asked if there were any changes to physical distancing and mitigation. Mr. Connellan replied that they tried to keep to the six feet (6 ft.) apart distancing and that the minimum guideline was three feet (3 ft.) apart. He noted that DPH just sent out guidelines regarding face covering/mask wearing. They are continuing to impress upon people to use the suite of mitigation strategies (hygiene, distancing, ventilation, cleaning, and disinfecting) with the importance of mask wearing.

Mr. Derynoski questioned if a motion was needed to authorize the expenditures for the \$1.6 million that was listed on the Return Recovery Plan. Mrs. DiNello explained that at the last Board meeting the Board members gave the administration the flexibility to spend up to \$1.9 for a safe reopening of schools and this was under that amount.

Mr. Connellan addressed working collaboratively with the SEA (Southington Education Association) on a Memorandum of Understanding (MOU) and they were in favor of making a one-year adjustment for long-term substitute teachers in order to do the remote learning school.

#### **4. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 8:05 p.m.

Respectfully submitted,  
*Linda Blanchard*  
Recording Secretary

**Attachment #1****From:** Jillian Echard <[jillian.echard@gmail.com](mailto:jillian.echard@gmail.com)>**Date:** August 27, 2020 at 4:18:27 PM EDT**To:** TIMOTHY CONNELLAN <[tconnellan@southingtonschools.org](mailto:tconnellan@southingtonschools.org)>, STEVEN MADANCY <[smadancy@southingtonschools.org](mailto:smadancy@southingtonschools.org)>, SBOE <[SBOE@southingtonschools.org](mailto:SBOE@southingtonschools.org)>**Subject:** Letter to be read at next Board of Education Meeting

**CAUTION:** This message has originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Good Afternoon,

I am writing for this letter to be read into record at the beginning of the next Board of Education meeting, which I was told would be September 3rd, 2020. I would like to be there in person but understanding that the 25-person restriction on gatherings might impede in person public comment. Please contact me with any concerns or questions, thank you very much.

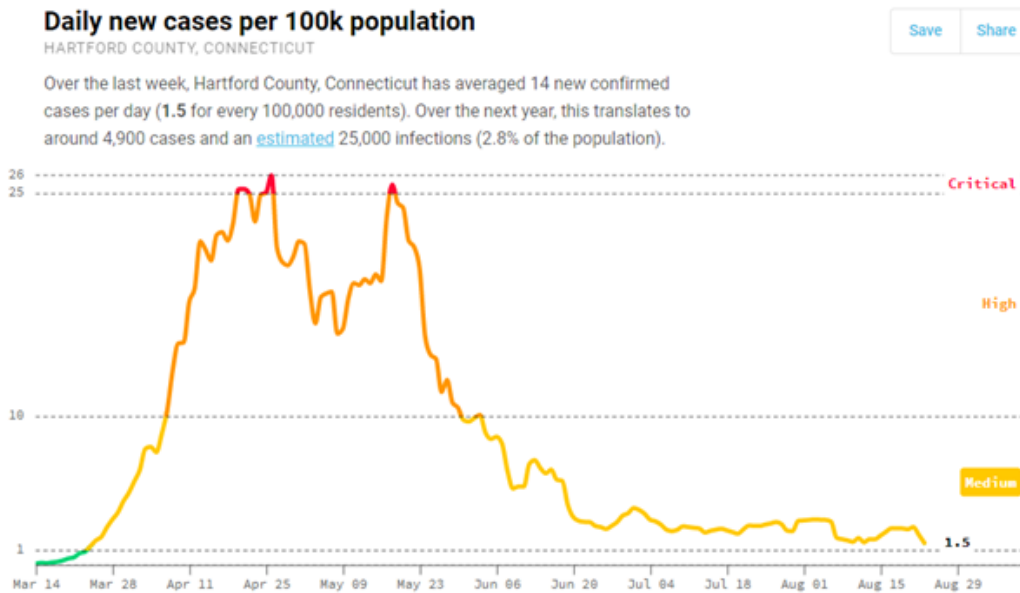
Jillian Echard

Good Evening Mr. Connellan, Mr. Madancy, and Board of Education Members,

My name is Jillian Echard. I have been a resident of Southington since 2004. I have two children in the Urbin T. Kelley school district. My daughter, Audra, will be entering the second grade, and my son, Andrew, will be starting his educational journey in Kindergarten. I am writing to you today to stress the importance of in school learning for our youngest learners. I very much appreciate all of the effort that was put forth by the reopening committee, and not wavering from starting the school year with full in person learning for those who chose to send their children. I thank you for listening to our government, our epidemiologists, and our pediatricians, who all believe that in person learning is essential for our children's wellbeing, both academically and mentally, especially at the younger levels.

I hope that as the school year starts, we continue to look at the science and metrics as leading indicators when and if we decide to potentially switch from in person to hybrid, or full distance models. I hope that we do not make decisions out of fear on what is happening in other countries, states, or even other counties. If the switch is not scientifically warranted, I would implore you to think of the mental impact switching educational plans would have on our children before making that decision.

Our county currently has a 7-day rolling average of new COVID-19 cases per 100,000 per day of 1.5 cases. We have been plateaued at or around this level for almost two months now. All of our secondary indicators are also extremely low, and again have plateaued at a low indicator risk category for well over a month. Medical experts have advised our government that the switch to hybrid learning should not happen unless the new COVID-19 cases per 100,000 per day exceeds 10. I implore you to follow those guidelines. I would also hope that we take the theory behind the cohorting to heart, and that an isolated case in one school, or even one classroom, will not impact the in-school learning of others.



We actively participated in distance learning this past spring. To say it was hard on my daughter would be an understatement. She was not given any direct instruction. Instead, I was given curriculum that I was not equipped to adequately disseminate. This caused her to doubt herself academically, which had a severe impact on her mental health. Despite efforts by her school psychologist and teacher, it was not uncommon several days a week for her to have meltdowns lasting hours. In speaking with many other parents, I know I am not alone in this.

I have been told that distance learning will be more synchronous this year, but I wonder how effective that will be for young children. I'd like you to think how long a child that age not only can but should be sitting in front of a computer screen. And how effective would that learning be? Or would it instead be detrimental to their lifelong love of learning, causing irreversible damage to developing psyches.

My husband and I both work full time and are unable to work from home. I am considered an essential employee, as a Forensic Scientist at the state's Division of Scientific Services. I am also considered, per my commissioner, a first responder, and therefore am exempt from the Families First Corona Virus Response Act. Myself, like many others who are unable to work from home, or are unable take leave at reduced pay, would be forced, in a hybrid plan (or full distance for that matter) to scrounge for whatever limited daycare is available, doubling my children's exposure (and subsequently the rest of their cohorts) to other children and adults.

Southington is a large town, but it has a small-town feel, and with that rumors spread. Everyone seems to know "someone" who has heard "something" from "someone" on the Board of Education, the reopening committee, and higher ups in administration, up to and including the Superintendent. The ones that have reached me recently through friends and family include that "we probably won't even be in school in three weeks" and "we'll be lucky if we last a month before everything gets shut down". It's so disheartening to hear these words coming from people given such great responsibility, which seem to be based in fear instead of based on actual numbers. At our Kelley School PTO meeting this week, the PTO approved for \$6,000 dollars to be spent on 3 outdoor tents, so that the children can be in class outside, \$500 dollars to be spent

on lanyards for the children's masks, and almost one thousand dollars for individual cohort recess supplies. With all this time, effort, and money going into bringing the students back to school, deciding to close schools, again, should not be a decision made likely, or based on fear.

As each sector of our economy has opened in several phases in Connecticut, there was a sense of fear and uncertainty as we moved forward. Yet, with each step, our numbers have continued to decline, to some of the best in the nation. I understand the nervousness of the teachers and administration. As everyone was sheltering in their houses in the spring, I was going to work every day, not knowing what I was being exposed to, or what I would bring home to my family. Then slowly, as almost all types of business have opened, appropriate safety protocols have been put in place that have allowed for our society and economy to return to a place where it is functioning. Now with the school year upon us, it is the turn of the educators to put those safety precautions into place, and resume their own essential, and immensely important role in our society.

Thank you very much for your time,

Jillian Echard

**ATTACHMENT #2**  
**DRAFT – COVID-19 RETURN RECOVERY PLAN**

**2020-2021  
 COVID 19 Return Recovery Plan  
 Revenue Summary**

**Funding Source**

ESSER-Cares funds	\$ 412,653	Purchased devices June 2020
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**2020-2021**

Nonlapsing Account-2020	\$ 1,963,779	Available
Coronavirus Relief Funds	\$ 546,076	Reimbursement -see breakdown below
<b>Total</b>	<b>\$ 2,509,855</b>	

Draft

**Breakdown of the Coronavirus Relief Funds:**

PPE	\$ 16,617.00
Personnel related to Transportation	\$ 108,023.00
Nonpersonnel Transportation	\$ 421,436.00
	<u>\$ 546,076.00</u>

Available through 12/31/20

\$310,000 of requested PPE money was not awarded. We are waiting to hear back from OPM because it should have been.

**2020/2021  
COVID 19 Return Recover Plan  
Expenditure Summary**

Estimate 8.5.20    Estimate 9.3.20

**Staffing:**

<b>Teachers</b>	25 teachers (MOU daily rate \$175)	\$ 2,650,000	\$ 774,375
<b>Custodians</b>	FTE needed 8 FT & 6 PT, have not filled all positions so may contract with SMG for hours needed at JAD & JFK	\$ 350,000	\$ 238,000
<b>Nurses</b>	FTE to be determined possibly 1 FT and 5 PT, To date hired 1 and extended hours of 1 PT nurse	\$ 143,000	\$ 114,214
<b>Food Service Staff</b>	To be determined based on hybrid model at SHS	\$ 113,000	\$ 113,000
<b>Bus Monitors (2 weeks)</b>	Positions to be determined once ridership is determined	\$ 31,000	\$ 31,000
<b>Paras-additional time</b>	Additional hours to assist with arrival & dismissal for social distancing	\$ 130,000	\$ 130,000
<b>Total</b>		<b>\$ 3,417,000</b>	<b>\$ 1,400,589</b>

**Benefits:**

<b>Medicare</b>			\$ 20,309
<b>Total</b>			<b>\$ 20,309</b>

**Purchased Services:**

<b>Technology</b>	Items need to successfully provide remote instruction such as City Gaurdian, Parent Square, Single source-class link, Google Enterprise	\$ 293,700	\$ 122,993
<b>Transportation</b>	Hybrid model at SHS to be determined and if a mid day run is needed for am/pm additional costs would be incurred	\$ 550,806	\$ -
<b>Training-PD</b>	Staff training video on safe reopening	\$ 5,000	\$ 5,000
<b>Total</b>		<b>\$ 849,506</b>	<b>\$ 127,993</b>

**Supplies/Furniture**

<b>Masks/sheilds/gloves/gowns</b>			\$ 32,266
<b>Sanitizer/dispensers/wipes/cleaning suplies</b>			\$ 54,872
<b>Signs</b>			\$ 7,635
<b>Furniture/Signs</b>	items needed for spacing in cafeteria. Carts needed for teachers to move between classrooms.	\$ 177,000	\$ 20,511
<b>Total</b>		<b>\$ 177,000</b>	<b>\$ 115,284</b>
<b>Grand Totals</b>		<b>\$ 4,443,506</b>	<b>\$ 1,664,175</b>

**Board of Education**

**Administrative Report**

**September 10, 2020**



**1. Pupil Personnel Services Director**

**2. School Opening Observations**

**3. Seamless Summer Meal Options**

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date September 10, 2020

Decision Requested X Agenda Code 6 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 2020-2021 school year. This report includes activity for the month of August 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

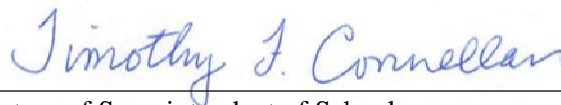
**Beginning Date of Program or Project:** N/A

**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  
August 2020**

**APPOINTMENTS**

	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>	<b>DEGREE</b>	<b>SALARY</b>
CERT	Bernaiche, Deven	Teacher, Grade 4	TES	1.0	8-31-2020	BA	\$48,462
CLASS	Bond, Ruby	Paraeducator-P/T	JAD	.88	8-31-2020	N/A	\$17.03
CLASS	Condon, Margaret	Paraeducator-P/T	HES	.80	8-24-2020	N/A	\$17.03
CERT	Cook, Kristy	Teacher, Grade 5	SES	1.0	8-28-2020	BA	\$48,462
CLASS	Czerniewski, Brittany	ABA Therapist	HES	1.0	8-24-2020	N/A	\$17.03
CLASS	Derek, Lisa	Paraeducator-P/T	HES	.88	8-24-2020	N/A	\$17.03
CLASS	DiNeno, Ellesse	Paraeducator-P/T	JFK	.88	8-24-2020	N/A	\$17.03
CLASS	Dube, Rachel	Paraeducator-P/T	HES	.88	8-24-2020	N/A	\$17.03
CLASS	LaBarre, Khandis	Paraeducator-P/T	JFK	.88	8-24-2020	N/A	\$17.03
CLASS	Mamaclay, Blake	ABA Therapist- SPACE	HES	1.0	8-24-2020	N/A	\$17.03
CLASS	Nyerick, Jessica	ABA Therapist	KES	1.0	8-24-2020	N/A	\$17.03
CLASS	Oliviera, Jonathan	ABA Therapist-SPACE	HES	1.0	8-24-2020	N/A	\$17.03
CERT	Ovalles, Sylvia	School Counselor	SHS-AGSCI	1.0	8-24-2020	MA	\$55,067
CERT	Phillips, Kimberly	Teacher, Health	JAD	1.0	8-24-2020	MA	\$51,065
CLASS	Rivers, John	Paraeducator-P/T	SEES	.88	9-3-2020	N/A	\$17.03
CERT	Romano, Raquel	Teacher, Math	JAD	1.0	8-24-2020	MA	\$51,065
CERT	Sargis, Kristen	Teacher, Interim Pre-K	SES	1.0	8-26-2020	MA	\$56,033
CLASS	Stone, Pamela	Paraeducator-P/T	JFK	.88	8-24-2020	N/A	\$17.03
CERT	Summa, Calla	School Psychologist	OES/SEES	1.0	8-24-2020	6th	\$62,316
CERT	Wojtkowski, Brett	Teacher, Science	JFK	1.0	8-24-2020	MA	\$52,262

**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	Alleva, Brianna	Paraeducator-P/T	JFK	8-18-2020	1	RESIGN
CERT	Arru, Tony	Teacher, Grade 4	TES	8-8-2020	6	RESIGN
CLASS	Beach, Gerri	Paraeducator-F/T	HES	8-5-2020	7	RESIGN
CLASS	Bresnahan, John	Custodian-P/T	OES	8-4-2020	8	RETIRE
CLASS	Ceruti, Bridget	ABA-P/T	HES	8-31-2020	4	RESIGN
CLASS	D'Amato, Al	Custodian-F/T	HES	8-21-2020	18	RETIRE
CLASS	Dekutowski-Cook, Kathleen	Paraeducator-F/T	JFK	8-21-2020	16	RETIRE
CLASS	Ferla, Samantha	ABA-F/T	HES	8-25-2020	5 mo.	RESIGN
CLASS	Griglun, Jean	RN	SHS	8-19-2020	25	RETIRE
CERT	Irazabal, Jennifer	Teacher, Grade 5	SES	8-27-2020	7	RESIGN
CLASS	Larkin, Janet	Secretary, Pupil Services	CO	8-31-2020	23	RETIRE
CLASS	Lastra, Angela	Paraeducator-F/T	SHS	8-21-2020	19	RETIRE
CLASS	Miller, Staci	Paraeducator-P/T	SEES	8-15-2020	2	RESIGN
CLASS	Scranton, Michael	Custodian-F/T	OES	8-29-2020	9	RETIRE
CLASS	Triompo, Christine	Paraeducator-P/T	SHS	8-19-2020	17	RESIGN
CLASS	Wayton, Matthew	ABA-F/T	JAD	6-17-2020	5	RESIGN

**Personnel Report  
August 2020**

**ASSIGNMENT CHANGE**

NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE
Barner, Lisa	Secretary-Asst. Principal-JAD	1.0	Secretary-Sch Couns-SHS	1.0	8-24-2020
DeMello, Jessica	Paraeducator-Cafeteria-P/T	.48	Paraeducator-F/T-JAD	1.0	8-24-2020
Dow, Amanda	WL Spanish Teacher-SHS	.80	WL Spanish Teacher-SHS	1.0	8-24-2020
Emery, James	Custodian-F/T-Evening-SHS	1.0	Custodian-F/T-Evening-HES	1.0	8-24-2020
Ianni, Traci	Paraeducator-F/T-JAD	1.0	Paraeducator-F/T-JFK	1.0	8-31-2020
Najarian, Rebekah	Paraeducator-P/T-KES	.88	ABA Therapist	1.0	8-24-2020
O'Keefe, Taylor	Paraeducator-F/T-JAD	1.0	ABA Therapist-SPACE -HES	1.0	8-24-2020
Pare, Kelly	Paraeducator-F/T-JAD	1.0	Paraeducator-F/T-SHS	1.0	8-31-2020
Pedroncelli, Dawn	Paraeducator-P/T-FES	.88	Paraeducator-F/T-FES	1.0	8-31-2020
Rusiecki, Dora	Paraeducator-P/T-JFK	.88	Paraeducator-F/T-JFK	1.0	8-24-2020
Theriault, Teddy	Custodian-P/T-KES	.60	Custodian-F/T-SHS	1.0	9-1-2020
Triompo, Matthew	Cafeteria Monitor-P/T-SHS	.49	Custodian-P/T-SHS	.60	8-24-2020
Yanosy, Alexis	WL Spanish Teacher-SHS	1.0	WL Spanish Teacher-SHS	.80	8-24-2020

**TRANSFERS**

CERT NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE

*None to report*

**COACHING / STIPENDS**

*Coaching Stipends*

Daigle, Desiree	Curriculum Specialist-Special Education	Stipend	JFK
Magaro, Austin	Head Coach-Boys Soccer	Stipend	SHS
Murphy, Colleen	Freshman Field Hockey Coach	RESIGN	SHS

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date September 10, 2020

Decision Requested \_\_\_\_\_ Agenda Code 7 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 September 10, 2020

Decision Requested \_\_\_\_\_ Agenda Code 7 b.

**AGENDA REPORTING FORM**

**Agenda Topic:** Update – School Reopening

**Summary of Issue:** Continued discussion from previous meetings

**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 September 10, 2020  
Decision Requested X Agenda Code 7 c.

**AGENDA REPORTING FORM**

**Agenda Topic:** Award of RFP 2020-109 Replacement of High School Auditorium Lighting System

**Summary of Issue:** The Replacement of the HS Auditorium Lighting System is part of the approved project list for the use of the 2019 Unexpended (Non Lapsing) Account. The RFP is recommended to be awarded to Supertech Inc. in the amount of \$241,777.

**Background:** The BOE Finance Committee recommended awarding the RFP at their meeting on August 10<sup>th</sup>. The BOE tabled the agenda item at their meeting on August 13<sup>th</sup>. This decision was made to allow time for more financial information to be provided on the school reopening plan.

**Alternative Strategies:** N/A

**Cost (if applicable):** \$241,777 **Funding Source:** 2019 Unexpended Non-Lapsing Account

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

**Ending Date of Program or Project:** June 30, 2021

**Recommendation or Comment:** Move to approve RFP 2020-109 Replacement of HS Auditorium Lighting System to Supertech Inc. in the amount of \$241,777.



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



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

Titles of Attachments:

1. RFP Award Request
2. Memo J. Mellitt dated 8/6/2020

**Southington Public Schools  
Purchasing Department  
RFP AWARD REQUEST  
RFP 2020-109 Replacement of High School Auditorium Lighting System**

The above RFP is recommended for Award to Supertech, Inc. of Wallingford, Connecticut, by the Superintendent of Schools, Board of Education Finance Committee, and the Board of Education.

PROPOSED SUMMARY: This RFP sought pricing for the replacement of the high school auditorium lighting system. The RFP was advertised and a mandatory walk through was held at the high school on July 1, 2020. Supertech was the only vendor who attended the mandatory walk-through. RFPs were due on July 23, 2020. Please refer to the August 8, 2020 memo to the Finance Committee for further details on the project and on the recommended award to Supertech.

This project is being funded with the Unexpended Funds Account FY19.

Beginning Date of Project:	September 2020	Ending Date of Project:	January 31, 2021
Funding Sources:	BOE Unexpended Funds Account FY 19	Proposed Amount	\$241,777
		Budgeted Amount	\$190,000


08/06/2020  
 \_\_\_\_\_  
 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 8/10/20  
 \_\_\_\_\_  
 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: August 6, 2020

RE: **Recommendation for Award of RFP 2020-109  
Replacement of High School Auditorium Lighting System**

This Request for Proposals sought pricing for the replacement of the high school auditorium lighting system. The bid was advertised and a mandatory walk through was held at the high school on July 1, 2020 at 8:00 am. One vendor, Supertech, Inc. from Wallingford, CT, attended the walk through.

The original project specifications used to develop the budget for this project did not include adequate fixtures and did not include prevailing wage or a performance bond. The lighting project specifications were revised and expanded during a meeting at the high school auditorium on February 19<sup>th</sup>. The meeting included the users of the auditorium including Sara Ossias, from our HS music department, the drama club staff from both the high school and the middle school programs, electricians from our maintenance department, the high school head custodian and Rit Campbell from Technology. The scope of the project was expanded to include additional color source spotlights based on staff experience in the auditorium as well as adjustments for prevailing wages and a performance bond. Due to the size of the project, both prevailing wages and a performance bond are required as part of the RFP and increased the cost of the project by approximately \$22,000. The additional lighting fixtures also contributed to an increased cost.

Supertech is a vendor known to the Southington Schools and has made several repairs to the lighting equipment over the years to keep the system functioning. The drama clubs and music booster clubs have relied on their services over the years. Therefore, the recommendation of the SPS Administration is to award the RFP to Supertech, Inc., in the amount of \$241,776.75.

The project is being funded with the Unexpended Funds Account for YR19.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date September 10, 2020  
Decision Requested X Agenda Code 8 a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Ratification of the NIPSEU - Southington Clerical & Food Service Workers Union Contract

**Summary of Issue:** The NIPSEU - Southington Clerical & Food Service Workers Union and the Southington Board of Education have been negotiating a contract for a one (1) year agreement beginning July 1, 2020 through June 30, 2021.

**Background:** N/A

**Alternative Strategies:** N/A

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

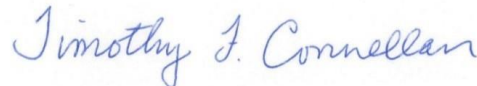
**Beginning Date of Program or Project:** July 1, 2020

**Ending Date of Program or Project:** June 30, 2021

**Recommendation or Comment:** Recommend approving the tentative agreement between the NIPSEU - Southington Clerical & Food Service Workers Union and the Southington Board of Education.



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



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

Titles of Attachments:

1. NIPSEU Contract
2. \_\_\_\_\_