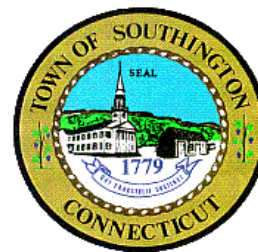


## Southington Board of Education Meeting



Thursday, October 8, 2020 7:00 PM

This meeting will convene virtually. Instructions to access the BOE meeting in real time via teleconference are noted below: 1. Call 1-646-558-8656 2.

Follow the prompts. 3. The Meeting ID: 869 0411 4644 4. Passcode:

800683 5. Please mute your phone. 6. Refrain from using the "speaker

phone". 7. Public comments on the agenda items may be submitted via email and will be read

into the record. Email comments to: [tconnellan@southingtonschools.org](mailto:tconnellan@southingtonschools.org) COMMITTEE OF THE WHOLE ~ OPERATIONS

200 North Main Street

Southington, CT 06489

### SOUTHINGTON BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
  - a. Approval of Minutes ~ September 24, 2020
2. Pledge of Allegiance
3. Public Communications
  - a. Communications from Public
  - b. Communications from Board of Education
  - c. Communications from Student Board Representatives
  - d. Curriculum & Instruction Committee Meeting ~ October 2, 2020
4. New Business
  - a. Review and Approval of 2020-2021 Teacher Evaluation and Support Plan
  - b. Budget Assumptions & Priorities 2021-2022
  - c. SHS Citizenship in Action Units ~ First Reading
  - d. SHS Science Units ~ First Reading
5. Superintendent's Report
  - a. Personnel Report
    1. Old Business
      - a. Town Government Communications
      - b. Nonlapsing Funds FYE 2020
      - c. Communications from Administration
        - i. Committee Reports
6. 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**

**SEPTEMBER 24, 2020**

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The regular meeting of the Southington Board of Education (Committee of the Whole – Operations) was held on Thursday, September 24, 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 7:02 p.m.

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

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

Student Representatives present were Miss Amrit Kaur, Miss Jhalissa Vincent, and Mr. Brett Sheldrick.

#### **2. PLEDGE OF ALLEGIANCE**

The Student Representatives led in reciting of the Pledge of Allegiance.

#### **3. APPROVAL OF MINUTES – September 10, 2020 – Regular Meeting**

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

**“Move to approve the regular Board of Education minutes of September 10, 2020, as submitted.”**

**Motion carried by voice vote with Mr. Chrzanowski abstaining.**

#### **4. 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. Falvo announced that, as a Latino representative in Southington, it was Hispanic Heritage Month and a time to reflect on the influence and achievements of Hispanic Americans. He noted that many Southington Public School students identify as Hispanic/Latino. Mr. Falvo planned to work with administration and educators to bring in speakers and activities to educate and offer Hispanic cultural experiences for all students next year. He addressed this as part of social justice, equity, and unity in the Southington schools.
- Mr. Brown congratulated Kara Sievel, 2020 Southington District Teacher of the Year and Southington Middle School Teacher of the Year; Stacy Ferrett, 2020 Southington High School Teacher of the Year; Kathleen Wagner, 2020 Southington Elementary School Teacher of the Year; and Jill Chapman, Timothy Johnson, Judith Sokoloff for 30 years of service to the Southington Public Schools, and all retirees. He was disappointed that the Board could not celebrate these people in person. Some of the honorees expressed reluctance to attend the Board meeting because of doubts about safety precautions that Board members would take to protect them, such as wearing masks. Mr. Brown hoped that someday the Board could celebrate these people in person.
- Mr. Brown visited South End and Oshana Elementary Schools and was impressed by staff and students. Except for social distancing and wearing of masks, everyone was happy to be in the elementary schools. He thought that Southington's approach to return to school full-time for middle and elementary school students was the best decision compared to some other towns. He noted that it was more challenging at the high school with the hybrid model.
- Mrs. Carmody stated that she was working with administration for eventually holding a Celebration of Excellence for the honorees mentioned by Mr. Brown.
- Mrs. Cipriano visited the schools and made it a point to thank every school employee for all that they did for a successful reopening of schools.
- Mrs. Cipriano stated that she was the Board representative for STEPS [Southington Town-wide Effort to Promote Success] and explained that they were moving forward with their initiatives. She announced that Mr. Mark Pooler [YMCA Executive Director] was the new STEPS President for this year. STEPS went fully online for training with their Asset Building program. She explained that four years ago, STEPS applied for and received a patent for their "Liquor Stickers" held by Yak Industries LLC. These stickers are sold to help families keep their liquor cabinets safe with the Liquor Sticker Seal affixed over the top of the bottle.
- As Assistant Director of Bread for Life, Mrs. Cipriano recognized two Southington students who donated their fundraising proceeds to the Bread for Life: Emily Blum, who made masks, raised over \$800, and Avery Morgan, who sold fresh, gluten-free, homemade cookies raised over \$900.

#### **c. Communication from Administration**

Administration reported on the following:

1. Parking Lot - SHS: Mr. Connellan gave a follow-up to Mr. Derynoski's question at the last Board meeting about the parking lot at Southington High School. The peninsulas/islands in the parking lot were in the zoning regulations and needed to be there per the Town Engineering Department.

2. Food Service – Meal Pick-up: Mrs. DiNello gave an update on the Summer Seamless Option with all the food service meals free. They found that 9:00 a.m. was not a convenient time for the high school and remote learners to pick up meals. As of Monday, September 21, the time was changed to pick up meals at DePaolo Middle School from 5:00 p.m.-6:00 p.m., which was very successful. Friday, September 18 was just for one day and they served 196 meals. The evening distribution now is on Monday, Wednesday and Friday and they are handing out two days' worth of meals. When they began on Monday, they handed out 664 meals and on Wednesday 760 meals. On Friday evening, they will be handing out three meals for Saturday, Sunday, and Monday.

3. General Feedback on School Opening: Mr. Connellan reported that there was a lot of positive feedback received from staff and parents. It had been a positive experience for many people.

4. SPS Coalition for Social Justice COVID Community Support Network: Mr. Madancy reported on the project that was started in the spring of 2020 regarding equity and access for families during the pandemic. The primary goal of the coalition was to promote diversity, equity (access) and inclusion. He pointed out that some families with needs were too proud to ask for help and were unknown to administration. Some families thought that their needs might be misconstrued as abuse or neglect or there might be documentation issues, so they do not come forward with their needs. The coalition was trying to create a Community Support Network with clergy, social services, various town agencies, etc. where families would feel comfortable to go for help. These networks would work with the school district to provide for the needs of these families. To support this, the district was pursuing grants through the Community Foundation of Greater New Britain and other groups to help these families. Many times, people do not know where to turn to for help. The objective of the Community Support Network is for the school district to support these families behind the scenes.

### **c. Communications from Student Board Representatives**

Miss Jhalissa Vincent introduced herself as the new student representative serving on the Board and that she was a junior at the high school. The Board members welcomed her.

Mr. Brett Sheldrick reported the following:

- The students did not attend the high school for three days because of the first confirmed case of COVID-19 at the school. He found the closing fluid going right from in-person to remote learning. Now that all resources and assignments are online, it was a smooth transition and with the one-to-one (1:1) device ratio, it made it easier to go online.
- Financial Aid Night is scheduled for October 1, 2020. It is very informative on financial resources that are available to students for attending college.
- Many students were taking advantage of the Free Breakfast and Lunch program.

Miss Amrit Kaur reported on the following:

- She liked switching to remote learning because the teachers were able to focus on one group at a time and not doing two things at once.

Miss Jhalissa Vincent reported on the following:

- She was a full-time remote learner and does not go into the high school for classes. She thought it was going well.

Mr. Brown noted that he logs into many Zoom meetings and that last week he was thrown off a couple of the meetings because of the Internet going down. He questioned if it was an issue for the students. Brett Sheldrick acknowledged that there were two incidents where students could not get on Google Meets because the servers were down.

Mr. Oshana questioned the reaction of the students when they learned that they were going to remote learning because of the COVID issue. Amrit Kaur did not think that the students were phased by it because they knew that it would be a possibility and were waiting for it to happen. She received some questions such as why the whole school closed because of just one student testing positive for COVID, or why the schools opened again after a couple of short days. Students were ready to attend school whether in school or online.

Mrs. Cipriano encouraged the student representatives to be the leaders for the underclassmen and tell them to stay focused, go with the flow, and be ready.

## 5. COMMITTEE REPORTS

### a. Finance Committee Meeting – September 17, 2020

Mr. Oshana reported that the committee reviewed the one-year lease for space used by the STELLAR program at Abby Park that expires in October 2020 and reviewed a three (3) year lease extension. The committee requested that Mrs. DiNello follow-up with Florian Properties with a counteroffer to lock in the monthly rent at \$3,500 for three years for rent and utilities. The property owner was not interested in the counteroffer. Mrs. DiNello explained that last year, the lease language included the utilities and the school district was supposed to be billed for them; however, Florian Properties waived those charges all last year and did not pass them on to the school district. In the lease extension, Florian Properties wants to charge a flat fee of \$600 per month for all utilities including heat, air conditioning, water, sewer, trash, etc. In addition, the current monthly lease amount increased \$90. There would be an add-on of the Consumer Price Index (CPI-U) for each year.

#### 1. Abby Park, Inc. – Three (3) Year Lease Extension

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

**“Move to approve the three-year lease extension for Florian Properties at Abby Park, Inc.”**

Mr. Derynoski questioned the square footage that the STELLAR program utilizes at the site, the cost per square foot because they only use the space for 10-months, why 14 students would need so much space, and for the total cost of the program. Mrs. DiNello will provide that

information to him. She explained that it was a transition program for special education students and that students were learning different skills such as cooking, how to do laundry, one room was a make-shift bedroom for students to learn how to make a bed and learn essential living functions to be able to be on their own. There was also a classroom setting.

Mr. Madancy explained that because of the configuration of the program, all 14 students were not learning the same program at the same time and rotated amongst the various spaces for the different life skills that they were being taught. They occupy the entire second floor of the building consisting of six rooms. Mr. Connellan added that the district would be paying Florian Properties approximately \$49,400 annually and for outplaced transition services the district would pay that amount just for one (1) student. The STELLAR program was a savings for the district. The program was for students up to age 21 with disabilities and is in the heart of downtown where students could walk to some of their jobs such as the YMCA, library, restaurants, etc. These students would otherwise be outplaced, and the district would be purchasing services because very few districts have their own program like Southington, which is a model for other districts.

**Motion carried by voice vote with seven in favor and Mr. Derynoski abstaining.**

Mr. Oshana reported that Mrs. Jennifer Mellitt, Accounting Manager, gave an update on the Food Service Program and that in May of 2020 the Food Service Program was running at a significant loss and may need financial assistance from the Board to keep operating. It was a self-sustaining program up until the pandemic. For fiscal year ending June 30, 2020, the income statement showed a loss of (-\$337,000). The program received a Seamless Summer Option to cover the free meals during the shutdown and some federal funds were received for the food, but the staff still needed to be paid. Mr. Oshana stated that after Mrs. Mellitt reviewed the balance sheet, the final cash balance nets to less than \$250,000. The committee agreed that the program needed a cash influx to meet payroll and food expenses to stay afloat and would like to make a loan payment to the program out of the Non-Lapsing Account of an estimated \$200,000. This request would be brought forward at the October 8th Board of Education meeting. Mrs. DiNello added that the Food Service Program would not receive the federal reimbursements until November, which would leave the Food Service Program September and October overhead and expenses in need of funding.

Mrs. DiNello thought that there was misinformation in the community about the School Lunch program free meals. Some people felt that if their children participated, they are taking advantage of a program that they do not need because they could afford to pay. However, the school district's ability to sell the meal has now been taken away. The district needs to take advantage of the funding for this program and increase the participation to cover the overhead, or instead of using federal funds to sustain the program, it would be the local tax dollars needed to inject into this program to subsidize it. Families would help keep the Food Service Program sustainable because the district is required to serve meals every day to in-person, hybrid, and remote learner students.

Mr. Oshana reported that the next Town Board of Finance meeting was scheduled for October 14, 2020 and the funding of the \$1.9 million Non-lapsing Account was on the agenda. No action was needed by the Board at this time.

**6. OLD BUSINESS****a. Town Government Communications**

There was no Town Government Communication.

**b. Update – School Reopening**

The Board spoke at length regarding the closing of the high school for three (3) days due to one individual testing positive to the COVID-19 virus. They discussed the different Cohorts (A & B), 14-day quarantining, contact tracing, following the Center of Disease Control (CDC), Department of Public Health (DPH) and the local Regional Health Department guidelines/protocols, masks, physical/social distancing, testing out of quarantine, students from bad home situations needing to attend school for refuge, and the health and safety of all students and staff.

Mr. Baczewski stated that he received some feedback from parents and staff regarding the different Cohorts A & B and that if one cohort had a positive COVID individual, then the other cohort should still be able to attend school. He was concerned about the number of people who were quarantined from this event that included 400 students and 10 staff members who had to quarantine. Mr. Baczewski questioned the threshold for requiring a quarantine because the information from the website and cross-referencing with CDC stated it was within six feet (6'), mask or no mask, and 15 minutes of exposure.

Mr. Connellan stated that quarantines were not required, they were recommended from the CDC, DPH, and the local health department. They cannot force someone to quarantine. The local Health Director had quarantine powers that he needed to go to court to receive. The recommendation was for people to self-quarantine for safety purposes. Every school district and every incident are completely different. Mr. Connellan explained that he and another administrator met with the Health Director, Nursing Supervisor, and Human Resource Manager, to determine the facts of the situation. It was driven by contact tracing, first and foremost. Contact tracing is the responsibility of the local health department in conjunction with school districts because they have the information about where staff members and students are and how and where they interacted. This group asks questions, puts all the information together, and the decision comes out of that group. There is not a single threshold or magic number. Every situation is different.

Mr. Connellan acknowledged that administration had received complaints about quarantining also; but he and the Health Director would always err on the side of health and safety for students and not take a chance. It is very complex, especially at the high school. There was not any way to tell when a student sitting in a cafeteria, where everyone is sitting unmasked, if they stayed only in one place and six feet away from someone. It is not easy. All they can do is follow all the recommendations and all the strategies for contact tracing to keep everybody safe. The next time, the situation might be different.

Mr. Baczewski thought that the purpose of contact tracing was if someone was within a certain distance, wearing a mask or not wearing a mask, for 15 minutes or more than it was considered a primary contact. He understood that at the high school they carefully set-up a plan.

He assumed that a certain protocol was followed in the cafeteria to get the students through the lunch line to minimize the mixing of students. He questioned if they encourage students to sit back in their seat or if they get up and mingle.

Mr. Connellan stated that the purpose of contact tracing did not have anything to do with the definition of a close contact. The definition of a close contact was “within six feet for 15 minutes or more”. The purpose of contact tracing was to contain the potential spread of the virus for health and safety reasons, which always comes first.

Mr. Baczewski’s concern was that 400 students were possibly exposed and if quarantining was “optional” then they should be able to return to school if they wanted. Mr. Connellan responded that they could not return to school. Mr. Baczewski remarked that it was not “optional” then. Mr. Connellan explained that Mr. Baczewski was mixing things. He explained that a recommendation for self-quarantine was a recommendation for self-quarantine. Quarantine involves someone being isolated, staying in their house, and staying away from other people. Because someone has been recommended for self-quarantine, the recommendations, and guidelines from CDC, DPH, and local public health department state that an individual cannot test out of that; therefore, the individual is not allowed back into school. Administration cannot control whether someone stays in their house; but they can prevent someone from going back into school and endangering someone else. It is not the Southington Public Schools guidelines, it is the guidelines from the CDC, DPH and local health department, which the school district was following.

Mr. Connellan explained that all that information has been out in the public for months, but it does not become personal to anyone until it happens to them. Quarantining, self-quarantine, each situation is going to be different and administration will respond appropriately. It is about keeping students and staff members safe. Mr. Baczewski agreed that maintaining health and safety of people was important; however, he noted that the restaurants were open downtown and there was inconsistency all over. Mr. Connellan explained that restaurants had nothing to do with what they were doing with the schools. Mr. Baczewski stated that it was all the same environment that they were living in Southington and there were inconsistencies.

Mrs. Carmody reiterated that the school district was following the guidelines set by the CDC and local Health Director for students, not restaurants, and stated that Mr. Baczewski was not comparing oranges to oranges. She had a grandchild who received a notice to quarantine. The Board was following the guidelines from the CDC and Health Director on what makes the children safe. Mr. Baczewski remarked that some students have bad situations at home and go to school to get out of the house and that he was upset with the inconsistencies because one individual is making recommendations for what was being done.

Mr. Oshana acknowledged that there were a lot of different opinions on this subject and noted that there was consistency from the documents that he had read. The school district is different from restaurants and trying to keep the children safe. The safety protocols are coming from the CDC and local Health Director, not one person, someone had to be the point person on making these decisions, which was the Health Director. Mr. Baczewski was not advocating for anything other than to be able to look at situations with consistency. He pointed out that the Board’s concern was the health and safety of students who happen to be the least affected by the COVID-19 virus. He was trying to provide some insight after talking with some parents, staff

and students. He noted that the pandemic had created turmoil in some families and going to school was a refuge. He questioned if they could do better with the contact tracing so 400 students were not quarantined.

Mr. Oshana pointed out that the recent data was showing that children are the fastest rising people getting the virus and could be spreaders. Mr. Derynoski stated that the Board was not in the position to make decisions because it must be made by the experts in the field. They can talk about it and discuss it but there was nothing that the Board should take the authority to change. Mrs. Carmody agreed that it was something that the Board of Education had nothing whatsoever to say about and that it was up to the administration, CDC guidelines and local Health Director. The Board was following the policy and guidelines for the health and well-being of the students.

Mr. Baczewski questioned oversight. Mrs. Carmody asked the student representatives for their input. They replied that while at the high school, students follow the rules; however, once they are off school grounds it was different, masks come off.

Mrs. Cipriano questioned if there was something in writing about not being able to test out of a quarantine when a student tests negative but still could not return to school. Mr. Connellan stated that it was included in the guidelines, which has been published for quite some time and clearly indicates the quarantine is for 14-days. It is straight from the CDC and DPH guidelines.

Mr. Chrzanowski questioned the technical issues with Google and outages that had impacted remote learning. Mr. Connellan explained that outages were happening all over the state because Google was having a variety of issues due to every school district trying to utilize the same services. The district works through CEN (Connecticut Education Network), which is where service is from and the district is also receiving services from another company to help keep the network stable. Mr. Chrzanowski questioned if there was a service level agreement with Google that the district was paying for their services. Mr. Madancy replied that there was a contract through Google Enterprise. Google does not provide the network for Internet service; they were a platform. Sometimes there were software compatibility issues with the firewall that was part of the statewide issues that districts were having. He would not attribute outages completely to Google because it could be the local Internet provider, the district network or software compatibility issues. Mr. Connellan pointed out that there had been denial of service attacks throughout the state that were short-lived, but disruptive.

Mr. Falvo questioned how secure the Google Meets links were because he knows of an incident where he teaches where students were sharing the links on Twitter and then disrupt the Google Meet class. Mr. Connellan clarified that all Southington students have a Southington domain email address and cannot login from a personal email.

Mr. Oshana questioned if there would be a snow day this year because of the ability of remote learning. Mr. Connellan explained that he spoke to the Commissioner Education and the state was working on that topic. The issue would be attendance and accountability. The school district must be able to have all student's login, have attendance taken, and move forward with the lesson. However, the district was not in that position yet because all the Chromebooks had not arrived, so Southington was not fully a one-to-one (1:1) district at this time. The topic at the

state was also about equity and access. Mr. Connellan stated that when Southington receives the complete shipment of Chromebooks and was a one-to-one district then they would be in the position to pivot to remote learning on inclement days.

**7. NEW BUSINESS**

- a. Ratification of the AFSCME – Nurses Union, Local 1303-140 of Council #4 Contract, 2020-2024**

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

**“Move to approve the tentative agreement between the AFSCME – Nurses Union, Local 1303-140 of Council #4 and the Southington Board of Education.”**

Mr. Derynoski thought the motion should read the approving of the agreement, not the tentative agreement.

Mr. Oshana agreed to amend the motion, seconded by Mrs. Cipriano.

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

**“Move to approve the agreement between the AFSCME – Nurses Union, Local 1303-140 of Council #4 and the Southington Board of Education.”**

**Motion carried unanimously by voice vote.**

**8. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 8:22 p.m.

Respectfully submitted,  
*Linda Blanchard*  
Recording Secretary



# SOUTHINGTON PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## Board of Education Curriculum Committee Meeting Minutes

Friday, October 2, 2020 – 12:30 p.m. Via Google Meet

**STEVEN G. MADANCY**  
ASSISTANT  
SUPERINTENDENT FOR  
CURRICULUM AND  
INSTRUCTION

**JOHN E. DUFFY**  
SCIENCE COORDINATOR,  
PREK-12  
SOUTH END ELEMENTARY  
SCHOOL  
(860) 628-3320, EXT 325

**STEPHANIE R. LAWLOR**  
ENGLISH LANGUAGE ARTS  
COORDINATOR, PREK-12  
OSHANA ELEMENTARY  
SCHOOL  
(860) 628-3450, EXT 454

**AMY ZAPPONE**  
MATH COORDINATOR,  
PREK-12  
OSHANA ELEMENTARY  
SCHOOL  
(860) 628-3450 EXT 454

200 NORTH MAIN STREET  
SOUTHINGTON, CT  
06489

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

OFFICE TELEPHONE  
(860) 628-3204

FAX  
(860) 628-3205

Members Present: Bob Brown, Committee Chair, Terri Carmody, Missy Cipriano  
Administration Present: Steven Madancy, Assistant Superintendent for Curriculum and Instruction

SHS Gr. 11 Citizenship in Action Units – Nick Vargas, Kevin Curtis, Heather Allenback

- Unit 1 – Across the Political Divide
- Unit 2 – Media Madness

Mr. Vargas, Mr. Curtis and Mrs. Allenback discussed with the Committee members the content of the proposed units. The teachers were recognized and commended for their work on these units. Committee members felt it was very well written and important that students are allowed to have respectful debate on topics. They discussed the importance of all areas of government to be discussed and students are eager to have all perspectives addressed. The idea of having guest speakers in the classroom was also discussed.

Science Units – John Duffy, Nicole Raccio

- HS CP Chemistry Curriculum,
- HS Earth Science Climate Unit
- HS Earth Science Plant Tectonics Unit

Nicole Raccio gave an overview of each of the proposed units for CP Chemistry, Earth Science Climate and Earth Science Plant Tectonics. Committee members were impressed with the amount of work and effort going into each of these units. Mrs. Raccio explained that students are being asked what areas they are interested in learning more about. The committee thanked Mrs. Raccio and Mr. Duffy for the work and care put into designing these units.

**Unanimous recommendation to move SHS Gr. 11 Citizenship in Action Units 1 and 2 and Science Units for CP Chemistry, Earth Science Climate and Earth Science Plant Tectonics for a first read at the October 8, 2020 meeting, and then a second read at the October 22, 2020 meeting.**



# SOUTHINGTON PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

**STEVEN G. MADANCY**  
ASSISTANT  
SUPERINTENDENT FOR  
CURRICULUM AND  
INSTRUCTION

**JOHN E. DUFFY**  
SCIENCE COORDINATOR,  
PREK-12  
SOUTH END ELEMENTARY  
SCHOOL  
(860) 628-3320, EXT 325

**STEPHANIE R. LAWLOR**  
ENGLISH LANGUAGE ARTS  
COORDINATOR, PREK-12  
OSHANA ELEMENTARY  
SCHOOL  
(860) 628-3450, EXT 454

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MATH COORDINATOR,  
PREK-12  
OSHANA ELEMENTARY  
SCHOOL  
(860) 628-3450 EXT 454

200 NORTH MAIN STREET  
SOUTHINGTON, CT  
06489

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

OFFICE TELEPHONE  
(860) 628-3204

FAX  
(860) 628-3205

PK report Cards – Cathy Goralski and Mary Peterman

Mrs. Peterman gave a description of the proposed PK Report Card. She spoke specifically about the transition to the ELDS and CT-DOTS for Program Development, IEP Development and Assessment.

**Though this committee does not take any formal action on this item, Mrs. Goralski and Mr. Madancy felt it important that this be discussed with the Committee. Committee members thanked Mrs. Peterman and Mrs. Goralski and were impressed with the enthusiasm when discussing the PK program.**

Meeting adjourned at 1:40 p.m.

Sincerely,

Steven Madancy  
Assistant Superintendent for Curriculum and Instruction

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date October 8, 2020

Decision Requested x Agenda Code 8 a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Review and Approval of 2020-2021 Teacher Evaluation and Support Plan

**Summary of Issue:** Administration is asking the Board of Education to approve the 2020-2021 Teacher Evaluation and Support Plan. Included is the full document that includes changes from the committee that noted for your review. It is required by the State Department of Education that the Board of Education reviews and approves the document. The administration will provide the Board of Education with an update surrounding the evaluation plan.

**Background:** As of July 2013, all Connecticut School Districts are required to have an evaluation plan in place that meets the State of Connecticut guidelines.

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

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

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

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

**Recommendation or Comment:** Motion to accept the revised copy of the Teacher Evaluation and Support Plan as presented by the administration for implementation during the 2020-2021 school year.

Title of Attachment

1. Southington 2020-2021 Teacher Evaluation and Support Plan

*Timothy J. Connellan*

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



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Mr. Timothy F. Connellan, Superintendent  
Southington Public Schools

**FROM:** Dr. Shuana K. Tucker, Chief Talent Officer  
Talent Office

**DATE:** September 30, 2020

**SUBJECT:** Flexibilities within the *Connecticut Guidelines for Educator Evaluation 2017*

Thank you for submitting a request for Southington Public Schools to adopt the Flexibilities within the *Connecticut Guidelines for Educator Evaluation 2017 (Flexibilities)* for the 2020-21 school year.

This letter serves as the Connecticut State Department of Education's (CSDE) approval of Southington Public Schools to amend your current CSDE-approved Educator Evaluation and Support Plan (EESP) by incorporating the components of the *Flexibilities* within your EESP for the 2020-21 school year. Please note that upon receiving CSDE approval, state statute requires the amended plan be adopted by your local or regional board of education.

Thank you for your diligent efforts in working toward the shared goal of continuous support and development of educators in order to improve outcomes for all students.

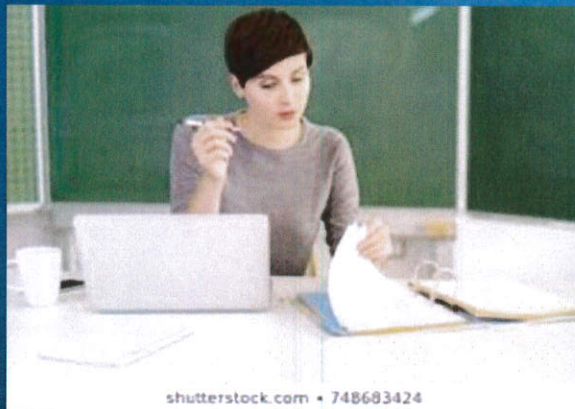
SKT:kam

# Teacher Evaluation and Support Plan 2020-2021

Observation



Evaluation Feedback



Support



*The following presentation will highlight the changes made to the district plan through the adoption of the CSDE Flexibility for Implementing the CT Guidelines for Education Evaluation 2017 for the 2020-2021 School Year.*

*The 4-Level Matrix Rating System  
is waived in 2020-2021.*

*~~Exemplary Proficient~~  
~~Developing Below Standard~~*

*This waiver does not mean that  
improvement and remediation plans  
are suspended or pre-empted.*

## Time Line

**Goal Setting (Form F-1 Completion) and Conference**

August-November 15

**Mid-year Conferences (Form F-1 Update)**

(goal revision mutually agreed upon)

January-March 14

**Year-end Evaluation Conference**

May-June

A teacher shall submit bulleted progress notes on Form F-1 and in turn, shall receive a completed report of Form F-1 at least three school days before the end of the student school year.

There is one form, Form F-1, to be completed initially and then updated throughout the year.

*To begin*

1. You will write one SLO.
2. You will write one Performance and Practice Goal.
3. You will add your personal action steps  
to the school's Parent Feedback Goal.

*Each of the above is mutually-agreed upon by you and your evaluator.*

# The Student Learning Objective

\*To be based on social and emotional learning for students, student engagement, and/or family engagement.

## Elementary Example

Students will develop increased sensitivity to their social, emotional and self awareness.

## Strategies/Action to Achieve the SLO

*(Select 3-5 below and/or create your own action steps.)*

1. During the opening days of the school year, teachers will facilitate creation of a classroom Charter.
2. During the opening days of school, teachers will share and review the purpose of the Mood Meter along with the classroom protocols for using it.
3. Lessons shall begin with Emotional Intelligence activities two times per full week at a minimum (28 full weeks x 2).
4. A morning meeting will be incorporated into daily schedule to develop classroom community.
5. Develop Strategy Wall for students to use in order to regulate their emotions.
6. Participate in Yale's course "Social and Emotional Learning in Times of Uncertainty and Stress: Research-Based Strategies".

# IAGDs

\*Two are required.

## Elementary Example

### IAGD 1

By June 2021, students will be able to recognize and understand their emotions as evidenced by the implementation of action steps.

### IAGD 2

By June 2021, students will begin to regulate their emotions using strategies as evidenced by implementation of action steps.

## Performance and Practice Goal

You will be writing a minimum of one Performance and Practice Goal.

### Example

To support the social and emotional learning of my students, effective student and family engagement shall be established and sustained throughout 2020-2021.

# Performance and Practice Goal

**Action Steps:** *(Select 2-4 below in addition to the required step.)*

**Required: Engage remote learners as frequent, active participants in streamed lessons as evidenced in Google Classroom, informal observations, and other mediums.**

1. During the opening days of the school year, teachers will facilitate creation of a classroom Charter.
2. During the opening days of school, teachers will share and review the purpose of the Mood Meter along with the classroom protocols for using it.
3. Lessons shall begin with Emotional Intelligence activities two times per full week at a minimum (28 full weeks x 2).
4. A morning meeting will be incorporated into daily schedule to develop classroom community.
5. Develop Strategy Wall for students to use in order to regulate their emotions.
6. Participate in Yale's course "Social and Emotional Learning in Times of Uncertainty and Stress: Research-Based Strategies".

## Parent Feedback Goal

You will be writing your action steps for the school-wide goal written by administration.

### Example

To enhance the school's sensitivity to issues regarding race, gender, sexual orientation and disabilities, I will implement at least 3 of the numbered action steps that follow:

# Parent Feedback Goal

## **Action Steps:** *(Select 3-5 below.)*

1. During the opening days of the school year, teachers will facilitate creation of a classroom Charter.
2. During the opening days of school, teachers will share and review the purpose of the Mood Meter along with the classroom protocols for using it.
3. Lessons shall begin with Emotional Intelligence activities two times per full week at a minimum (28 full weeks x 2).
4. A morning meeting will be incorporated into daily schedule to develop classroom community.
5. Develop Strategy Wall for students to use in order to regulate their emotions.
6. Participate in Yale's course "Social and Emotional Learning in Times of Uncertainty and Stress: Research-Based Strategies".
7. Parents will receive updates on emotional learning that is taking place in the classroom.

The school goal is based on the aggregate rating of multiple student learning indicators derived from the administrator's evaluation rating. There was no rating in 2019-2020.

Therefore,

## Whole School-Student Goal

**NA in  
2020-  
2021 !**

Teachers are placed  
into

## 3 Observation Categories.

1. First and Second Year - Non-tenured.
2. Rated Proficient, Exemplary in 2018-2019 or in Year 3 and Year 4 and rated so,  
or new to district and tenured in previous district (provided service occurred within the last five years).
3. Developing and or **projected** Below Standard.  
**\*Involves Improvement and Remediation Plan.**

# Observations

- No formal observations.
- Informal observation min. length = 10 min.
- Receive written feedback  
**within 5 school days.**

Category 1.  
First and Second Year  
Non-tenured

Minimum  
3 Informal Observations  
& 1 Review of Practice

## Category 2.

Exemplary, Proficient in 2018-2019

or in Year 3 or Year 4

or new to district and previous tenure-  
no 5 year lapse

Minimum

2 Informal Observations

& 1 Review of Practice

Category 3.  
Developing or **projected**  
Below Standard

Minimum

3 Formal Observations

One has no pre-observation conference.

All have post-observation conferences.

&

Minimum

2 Informal Observations

# Domain Focus in Observations

**Domain 1a. Creating a positive learning environment that is responsive to and respectful of the learning needs of all students.**

**Domain 4c. Working with colleagues, students, and families to develop and sustain a positive school climate that supports student learning.**

*(Focus consistent with SLO, Performance and Practice Goal, and Parent Feedback Goal's Action Steps.)*

One  
Observation Form  
2c/3a

## Form F- 2c & 3a

### Observation of Teacher Performance and Practice

**Domain 1 ~ Classroom Environment,  
Student Engagement and Commitment  
to Learning**

**1a. Creating a positive learning  
environment that is responsive to and  
respectful of the learning needs of all  
students.**

**Rapport and Positive Social Interactions**

**Interactions between teacher and  
students are consistently positive and  
respectful and the teacher regularly  
promotes positive social interaction  
among students.**

**Evidence/Comments**

**Engaged Remote Learners**

**YES**

**NO**

**NA**

## Form F- 2c & 3a

### Observation of Teacher Performance and Practice

Evaluator may highlight wording and add brief statements to the right.

#### Rapport and Positive Social Interactions

Interactions between teacher and students are consistently positive and respectful and the **teacher regularly promotes** positive social interaction among students.

#### Evidence/Comments

#### Engaged Remote Learners

YES NO NA

*After each group presentation, teacher modeled applause for student presenters. Really made one student beam with pride.*

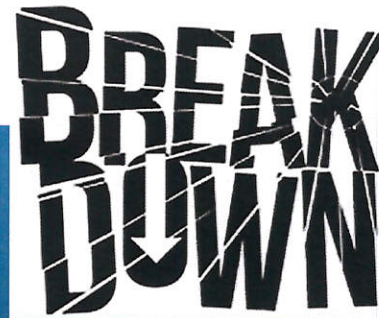
# What are *Reviews of Practice*?

## Review of Practice Samples

- Lesson Plan Review
- Grade Level Meeting
- Case Study Meeting
- Technology Assistance Provided to Colleagues
- Staff Presentation on ABCs
- Staff Presentation on Emotional Intelligence.
- Parent/Guardian Newsletter
- Open House Presentation
- Etc.

# The Evaluation and Support Process

Something goes  
awry---

A red rectangular stamp with a double-line border, containing the word "MALFUNCTION" in a bold, serif font.The words "BREAK" and "DOWN" stacked vertically in a bold, black, sans-serif font. The letters are fragmented and overlapping, with diagonal lines cutting through them, giving a sense of shattering or breaking apart.

# The Appeal Process

A dispute arises  
over objectives/goals,  
the evaluation period,  
feedback on performance and practice,  
or final summative rating...

### Steps:

1. Teacher receives Teacher Performance and Practice evaluation form **within five (5) school days** of observation or End-of-Year Summative evaluation form, at the least, **three (3) school days** prior to end of school year.
2. Teacher submits a written appeal to his/her administrator, superintendent, and the president of the collective bargaining unit within **seven (7) school days during a school year** of receiving the disapproval of goals or the feedback on performance and practice or **(7) calendar days** after the final summative rating. Teacher submits a written rebuttal to be attached to the document under appeal.
3. The subcommittee of the Southington Professional Development and Evaluation Committee (PDEC) conducts a hearing within **fifteen (15) school days during a school year of receiving an appeal of the disapproval of goals or the feedback on performance and practice or (7) calendar days of receiving an appeal of the final summative rating**. A decision shall be rendered within **(5) school days on an appeal of the disapproval of goals or the feedback on performance and practice or (5) calendar days of receiving an appeal of the final summative rating**.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date October 8, 2020

Decision Requested x Agenda Code 8 b.

**AGENDA REPORTING FORM**

**Agenda Topic:** Budget Assumptions & Priorities 2021-2022

**Summary of Issue:** Annually, the Board sets up budget assumptions and priorities to be included in the upcoming budget documents.

**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:** The Board of Education adopt the Budget Assumptions and Priorities for 2021-2022.

Title of Attachments:

1. 2021-2022 Assumptions – Draft
2. 2021-2022 Priorities - Draft

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

*Timothy J. Connellan*

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

**ASSUMPTIONS**  
**2021 - 2022 BOARD OF EDUCATION BUDGET**

- Open communication and cooperation will be maintained with other municipal boards and community throughout the budget process.
- State and Federal financial support of education will not keep pace with increased programming mandates and may be further reduced by legislation and reductions of grants and other supports to local communities.
- Safety, security and health standards will be maintained and supported through continued training of staff; e.g., School Safety and Security Plan, Anti-bullying, Blood Borne Pathogens, Sexual Harassment / Title IX, Mandated Reporting, OSHA (Office of Safety and Health Administration).
- Salaries and benefits will be based on commitments incurred through collective bargaining and other employment agreements.
- Existing programs and services will be reviewed, evaluated, maintained or adjusted as the educational needs of students change.
- Overall certified and classified staffing levels will be adjusted based on enrollment, programming, safety factors and facility considerations.
- Purchased services and supply accounts will be reviewed and adjusted based on documented prices and trends; i.e., fuel, where appropriate, enrollment changes, and facility needs.
- Budgeted items that are bid will be based on budget history and inflation projections.
- Use of space and facilities district-wide will be efficient and effective and reflect innovative uses, wherever possible.
- Consideration will be given to the current economic conditions.

**PRIORITIES**  
**2021 - 2022 BOARD OF EDUCATION BUDGET**

- Support funding for appropriate class sizes at all levels of instruction.
- Update all instructional materials for teachers and students as required through the curriculum renewal cycle for the current school year.
- Continue to work towards providing foundational levels of support across the district to support the implementation of SRBI (Scientific Research Based Intervention).
- Continue funding for expansion and sustainability of technology with access and equity for all students.
- Continued commitment to the district's Vision of a Graduate and the 21<sup>st</sup> Century skills identified through our Community Engagement process including funding for a strong professional development initiative.
- Continue to ensure the emotional and physical safety of all students and staff by providing a learning environment that affirms the identity of each member through a district commitment to social justice.
- Support funding for the prioritized joint Capital Plan (Board of Education / Town of Southington).
- Continue to pursue opportunities to share services, where appropriate, between the Board of Education and all town departments.
- Continue to monitor and update the security and well-being of the infrastructure of our facilities, students, and staff.
- ~~Expand World Language offerings, as appropriate, across the district.~~





**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date October 8, 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 September 2020.

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


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

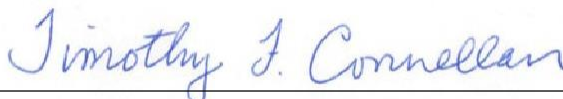
**Cost (if applicable):** N/A **Funding Source:** Board of Education

**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  
September 2020**

**APPOINTMENTS**

	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>	<b>DEGREE</b>	<b>SALARY</b>
CLASS	Adorno, Miletzy	Nurse (RN)	FES	.41	9-11-2020	N/A	\$23.68
CLASS	DeLaRosa, Richard	Custodian	SHS	.49	9-30-2020	N/A	\$15.63
Non-Union	Eisele, Bethany	Math teacher	Adult Ed	N/A	9-24-2020	N/A	\$38.10
Non-Union	Gazaferi, Maria	Secretary	Adult Ed	N/A	9-24-2020	N/A	\$26.13
CLASS	Hobson, Ashley	Paraeducator	JAD	.88	9-21-2020	N/A	\$17.03
CLASS	Karcz, Joanna	Secretary, Spec Ed	CO	1.0	9-28-2020	N/A	\$24.41
CLASS	Marsh, Susan	Paraeducator	JAD	.88	9-21-2020	N/A	\$17.03
CERT	Payne, Tammy	Nurse (RN)	DES	1.0	9-8-2020	N/A	\$46,597
Non-Union	Rowan, Stephanie	Tutor (Lit/Math)	DES	N/A	9-29-2020	N/A	\$20.93
CLASS	Searles, David	Paraeducator	JAD	1.0	9-14-2020	N/A	\$17.03
CLASS	Styring, Tara	Secretary, Spec Ed	CO	1.0	9-28-2020	N/A	\$24.41
Non-Union	Therault, Leah	Tutor (Lit/Math)	KES	N/A	9-28-2020	N/A	\$20.93
CLASS	Thomas, Michaelin	Paraeducator	FES	.88	9-8-2020	N/A	\$17.03
CLASS	Tombari, Ryan	Custodian	OES	.50	9-8-2020	N/A	\$15.63
CERT	Zheng, Xun	WL, Mandarin	SHS	1.0	9-10-2020	6 <sup>th</sup> +30	\$56,848

**RESIGNATIONS/RETIREMENTS**

<b>CERT</b>	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>EFFECTIVE</b>	<b>YRS</b>	<b>RET/RES</b>
CERT	Bonaiuto, Kerry	Teacher, Grade 1	FES	9-8-2020	19	RESIGN
CLASS	Crowley, Linda	ABA Therapist	HES	9-11-2020	7	RETIRE
Non-Union	Kern, Sandra	Secretary	Adult Ed	9-24-2020	31	RESIGN
CLASS	Longo, Kathleen	Nurse-P/T	JAD	9-4-2020	1	RESIGN
CLASS	Munn, Margaret	Paraeducator-P/T	FES	9-26-2020	1	RESIGN
CLASS	Nichols, Debbie	Secretary, Asst Principal	SHS	9-8-2020	9	RETIRE
CLASS	Verderame, Gail	Paraeducator	SEES	9-4-2020	32	RETIRE
CERT	Weisman, Jamie	Science Teacher	SHS	9-21-2020	5	RESIGN

**ASSIGNMENT CHANGE**

<b>NAME</b>	<b>FROM (PREVIOUS ASSIGN)</b>		<b>TO (NEW ASSIGN)</b>		<b>EFFECTIVE</b>
	<b>POSITION/SCHOOL</b>	<b>FTE</b>	<b>POSITION/SCHOOL</b>	<b>FTE</b>	
Aguirre, Jose	Custodian, SHS	.49	Custodian, SHS F/T	1.0	9-28-2020
Barbour, Michelle	Nurse (RN), DES	1.0	RN-F/T-SHS	1.0	9-8-2020
Bond, Ruby	Paraeducator, JAD	.88	Paraeducator, JAD	1.0	9-14-2020
Carrier, Kayla	Custodian, SHS (evenings)	1.0	Custodian, SHS (days)	1.0	9-1-2020
Cassarino, Christina	Paraeducator, SEES	.88	Paraeducator, SEES	1.0	9-8-2020
Hernandez, Jesse	Custodian, SHS	.49	Custodian, OES	1.0	9-8-2020
Pulley, George	Interim Mail Carrier	.49	District Mail Carrier	.49	9-22-2020
Pylko, Margaret	Paraeducator, HES	.88	Paraeducator, SHS	1.0	8-31-2020
Swanson, Stacie	Paraeducator, JAD	.88	Paraeducator, JAD	1.0	9-14-2020

**Personnel Report  
September 2020**

**TRANSFERS**

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

*None to report*

**COACHING / STIPENDS**

*Coaching Stipends*

Altieri, Patricia	MS Drama Club Music Director	JAD/JFK-RESIGN
D'Amato, Catherine	MS Team Leader	JFK
Drury, Charles	Freshman Asst. Football Coach	SHS
Florez, Luisa	Co-advisor, Key Club	SHS
Marquardt, Alexa	Interim Freshman Field Hockey Coach	SHS

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date October 8, 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 October 8, 2020

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

**AGENDA REPORTING FORM**

**Agenda Topic:** Education Non-lapsing Account FYE 2020

**Summary of Issue:** Information will be provided to the Board of Education prior to the meeting regarding an update on school reopening costs along with anticipated grant funds available from the Coronavirus Relief Fund (CRF). In addition, a draft listing of projects that the Administration would like the Board of Education to consider funding from this line item once we have closure regarding school reopening costs.

**Background:** The Board of Finance established a line item per our request to carry forward 2% of the ending balance from our BOE Operating Budget from 2019-2020. This amount totals \$1,963,779. Prior to funding the account, the Board of Finance has requested an update on the school reopening costs due to COVID19 and additional information on how the funds will be allocated.

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

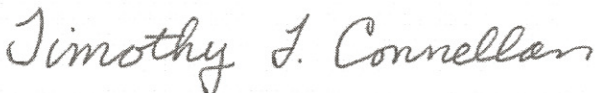
**Cost (if applicable):** \$1,963,779 **Funding Source:** Non-lapsing Acct FY2020

**Beginning Date of Program or Project:** 7/1/2020

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

**Recommendation or Comment:** Consensus to share the information with the Board of Finance

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

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



# SOUTHTON PUBLIC SCHOOLS

*Sherri DiNello*

*Director of Business & Finance*

## MEMO

**TO:** Board of Education Members  
**DATE:** October 6, 2020  
**RE:** Education Non-Lapsing Account FYE 2020

BOE Members -

The Education Non-Lapsing Account FY2020 was established for the 2% balance in the BOE Operating Budget which is \$1,963,779. The Board of Finance has requested information on our school reopening costs along with how the BOE anticipates utilizing the funds prior to funding the line item.

There is a lot of information and detail to support the planned use of funds and therefore, I have outlined the attachments below:

- 1) **Coronavirus Relief Fund Grant:** This grant is for expenses incurred between March and December 2020. The allocation was determined from preliminary summer survey results of CT School District's reopening plans. The grant allocation was revised on 8/26/20 due to a calculation error by OPM and additional funding was pursued when we realized our PPE request was not funded. This increased our grant to a final allocation of \$856,076 on 9/18/20.

The grant application was submitted by the due date of 10/7/20; however, revisions are not permitted until early November. Our grant allocation includes \$421,436 for mid-day transportation costs when we anticipated a ½ day SHS schedule. We will be requesting to transfer the funds to cover other reopening costs.

- 2) **Recommendations for Education Non-lapsing Account:** This is the administration's preliminary recommendation for how the Non-lapsing account should be utilized. Once the CRF grant is finalized, it will assist in determining the actual funds needed for the reopening costs.
- 3) **2020/21 COVID Reopening Expenditure Summary (Attachment A):** This attachment provides the changes of the estimated reopening costs since early August through early October. In addition, the last two columns provide the funding source to cover the expenditures. If our requested grant revisions are accepted, it will reduce the funds needed from the Non-lapsing Fund so that those dollars can be utilized for capital projects.

- 4) Subsidy Food Service Program Memo: See Attachment B
- 5) Capital Projects/Major Projects & Equipment Listing (Attachment C): The administration reviewed the BOE Five Year Capital Plan along with projects that were not funded as part of the Major Projects and Equipment section of the BOE Operating Budget. In addition, new projects were considered that are deemed important to the district's infrastructure and operations. The projects listed are not prioritized; however, they are the projects that we wanted to bring to your attention. Once we have a better idea of available funding, we will revisit the list to prioritize the projects and seek BOE approval.
- 6) Non-Lapsing Fund 2019: This document was provided as informational only to update the BOE members on the status of previously approved projects funded.

I look forward to the discussion during our meeting on October 8th and will be happy to answer any questions you may have.

Southington Public Schools

**CRF Coronavirus Relief Fund**

	<b>Original Grant Calculation</b>	<b>Adjusted for Transportation</b>	<b>Increased for PPE Funding</b>
<b>DATE</b>	8/21/2020	8/26/2020	9/18/2020
<b><u>Personnel</u></b>			
<b>PPE</b>	16,617	16,617	16,617
<b>Transportation</b>	105,974	108,023	108,023
<b>Sub-Total</b>	122,591	124,640	124,640
<b><u>Non-Personnel</u></b>			
<b>PPE</b>	0	0	310,000
<b>Transportation</b>	278,674	421,436	421,436
<b>Sub-Total</b>	278,674	421,436	731,436
<b>TOTAL</b>	<b>401,265</b>	<b>546,076</b>	<b>856,076</b>

**Draft Recommendation for  
Education Non-Lapsing Account 2020**

Estimated School Reopening Costs- See Attached A	\$	1,110,024 *
Subsidy Food Service Program- Loan- See Attachment B	\$	300,000
Capital Projects / Major Projects & Equipment -See Attachment C	\$	553,755 **
<b>Education Non-lapsing Account FY 2020</b>	<b>\$</b>	<b>1,963,779</b>

\* Revisions will be requested for the Coronavirus Relief Fund Grant (CRF) therefore anticipating this estimate to be reduced.

\*\* The amount for projects will be adjusted based on funds remaining after reopening expenditures.

2020/2021  
COVID 19 Reopening Plan  
Expenditure Summary

	Estimate 8.5.20	Estimate 9.3.20	Estimate 10.8.20	FUNDING SOURCE	
				CRF Grant	Non-lapsing
<b>Staffing:</b>					
Teachers-regular education	\$ 2,650,000	\$ 774,375	\$ 549,112		\$ 549,112
Teachers-special education			\$ 61,950		\$ 61,950
Summer -additional work			\$ 36,436		\$ 36,436
Custodians	\$ 350,000	\$ 238,000	\$ 104,586		\$ 104,586
Nurses	\$ 143,000	\$ 114,214	\$ 116,867		\$ 116,867
Food Service Staff	\$ 113,000	\$ 113,000			\$ -
Bus Monitors (2 weeks)	\$ 31,000	\$ 31,000			\$ -
Paras-additional time	\$ 130,000	\$ 130,000	\$ 130,000	\$ 55,000	\$ 75,000
<b>Total</b>	\$ 3,417,000	\$ 1,400,589	\$ 998,950	\$ 55,000	\$ 943,950
<b>Benefits:</b>					
Medicare		\$ 20,309	\$ 14,485		\$ 14,485
<b>Total</b>		\$ 20,309	\$ 14,485		\$ 14,485
<b>Purchased Services:</b>					
Technology	\$ 293,700	\$ 122,993	\$ 129,614	\$ -	\$ 129,614
Contracted Custodial			\$ 18,592	\$ 16,617	\$ 1,975
Transportation	\$ 550,806	\$ -	\$ -	\$ -	\$ -
Training-PD	\$ 5,000	\$ 5,000	\$ 5,000		\$ 5,000
<b>Total</b>	\$ 849,506	\$ 127,993	\$ 153,206	\$ 16,617	\$ 136,589
<b>PPE Supplies/Furniture/Misc</b>					
Masks/sheilds/gloves/gowns		\$ 32,266			
Sanitizer/dispensers/wipes/cleaning suplies		\$ 54,872			
Signs		\$ 7,635			
Furniture/Signs	\$ 177,000	\$ 20,511			
<b>Total</b>	\$ 177,000	\$ 115,284	\$ 230,170	\$ 215,170	\$ 15,000
<b>Grand Totals</b>	\$ 4,443,506	\$ 1,664,175	\$ 1,396,811	\$ 286,787	\$ 1,110,024

Requesting Reallocation of grant	\$ 474,459
Additional orders or previous year	\$ 94,830
	<u>\$ 856,076</u>

Attachment A



# SOUTHINGTON PUBLIC SCHOOLS

*Sherri DiNello*  
*Director of Business & Finance*

## MEMO

**TO:** Board of Education  
**DATE:** October 6, 2020  
**RE:** Food Service Subsidy/Loan

The Food Service Program for the Southington Public Schools has been self-sustaining and has not been subsidized by the Board of Education. There is a need to provide funding to the program due to the large loss created from the school shutdown in the Spring because of the pandemic. We are recommending that \$300,000 be utilized from the Education Non-lapsing Fund FYE2020 and given in the form of a loan to the Food Service Program. The Finance Committee and the Board of Education were made aware of the need in a previous meeting when the financial statements were reviewed. Our recommendation is to require the loan be repaid if the program has a profit of more than \$30,000 at the end of any fiscal year.

The following is background information regarding the loss and cash flow issues:

Due to the COVID-19 pandemic, schools closed on March 16th through the end of the school year, which prevented the district from selling meals. The program did receive a Seamless Summer Option (SSO) to provide free meals during the shutdown and received federal reimbursement per meal distributed. However, the Executive Order from Governor Lamont to continue paying staff resulted in a large overhead with limited income creating a large deficit. The income statement for the fiscal year ending June 30, 2020 resulted in a loss of \$337,000.

The balance sheet as of June 30, 2020 shows a cash balance of \$360,232. However, \$111,256 of the cash represents the Student Prepaid balances shown in the liability section of the statement. Therefore, the true Food Service Cash nets to less than \$250,000. There is now a cash flow issue to meet payroll and food expense payments for the start of the school year. The USDA's extension of the SSO means that breakfast and lunches are free to begin the 2020-21 school year, resulting in a loss of sales. The program will not receive their first federal reimbursement check until mid-November for September meals.

The 2020-21 customer base has been reduced significantly due to K-12 remote learners and the High School operating in the hybrid model, resulting in 50% fewer students in school daily to participate in the meal program. When schools transition to remote learning because of COVID cases, this reduces participation too. We have expanded the Grab & Go option to increase participation of students learning at home.

**Capital Projects/Major Projects Equipment Listing  
Draft**

**(Note: Projects not listed in order of priority)**

Budget location & year	Project	School	Original Budgeted Amount	Updated Cost of Projects	Projected Availability
	Opening Unexpended Funds FY20 Balance				\$ 1,963,779
Athletic Facility Master Plan Project 1-B	Varsity Softball Field Renovations (Relocated to current JV Location)	SHS	\$ 65,000	\$ 850,000	\$ 1,113,779
Athletic Facility Master Plan Project 2	Varsity Baseball Renovations	SHS	\$ -	\$ 50,000	\$ 1,063,779
Capital Plan 2021-22	Silicon/Sealing Masonry, pricing updated 2019/20	SHS	\$ 135,000	\$ 140,400 (A)	\$ 973,379
Capital Plan 2021-22	Retrofit Turf Stadium Lights to LED	SHS	\$ 105,000	\$ 109,200 (A)	\$ 864,179
Major Projects & Equipment 2020-21	Install Dividing Walls in W277	SHS	\$ 20,956 (E)	\$ -	\$ 864,179
Major Projects & Equipment 2020-21	Ceiling Tile Replacement Auditorium Lobby	SHS	\$ 15,981	\$ 22,719 (A)	\$ 841,460
Major Projects & Equipment 2021-22	Classroom Furniture Replacement	Districtwide	\$ 76,208	\$ 76,208	\$ 765,252
Major Projects & Equipment 2021-22	Update Interior Flooring, Ceiling, Paint, etc.	Alta	\$ 63,695	\$ 66,243 (A)	\$ 699,009
Major Projects & Equipment 2021-22	Visitor Verification System	Districtwide	\$ 56,000	\$ 58,240 (A)	\$ 640,769
Major Projects & Equipment 2021-22	Replace Exterior Doors	Alta	\$ 26,790 *	\$ 27,862 (A)	\$ 612,907
Major Projects & Equipment 2021-22	Parking Lot Site Lights	SHS	\$ 24,246	\$ 25,216 (A)	\$ 587,692
Major Projects & Equipment 2021-22	Smithco Field Groomer	Districtwide	\$ 21,288	\$ 22,140 (A)	\$ 565,552
Major Projects & Equipment 2021-22	Automatic External Defibriliator Replacements	Districtwide	\$ 18,900	\$ 19,656 (A)	\$ 545,896
Major Projects & Equipment 2021-22	Timeclock Terminal Replacements	Districtwide	\$ 17,350	\$ 18,044 (A)	\$ 527,852
New	Upgrade of SPS Network	Districtwide	\$ -	TBD	(B)
New	Generator for Technology Server at High School	SHS	\$ -	\$ 35,000 (C)	\$ 492,852
New	Estimate to remove additional Fuel Tank at DES & Soil	DES	\$ -	TBD	
New	Install fiber to SHS Press Box to allow live broadcasts	SHS	\$ -	\$ 25,610	\$ 467,242
New	Replace Manilla Ropes with Synthetic on SHS Stage and update rigging	SHS	\$ -	\$ 35,000 (D)	\$ 432,242
			<u>\$ 646,414</u>	<u>\$ 1,581,537</u>	

The BOE request is higher than the funds currently in the Unexpended Funds Account. In addition, the term "draft" is included in the heading to provide for adjustments if an emergency need developed.

- (A) - Budget cost of the Proposed Projects has been adjusted for inflation.
- (B) Placeholder for recommendations to be presented by AdNet. They have been assisting our technology area with the rollout of the 1-to-1 program
- (C) This is an estimate while a budget for this project is being developed.
- (D) - The project was noted during the SHS Stage Rigging Inspection performed during the curtain installation
- (E) This project is being removed from the listing by the HS Administration. The HS has been able to re-work the spaces to accomodate the needs of the SPED program
- \* - This estimate has not been revised in a number of years.

Project previously listed on the Approved Draft of the Unexpended Funds Account FY19

**Non-Lapsing Fund Account FY 2019**  
**Board Approved**  
**10-24-19**  
**Project Listing Update through 09/30/2020**

Budget location & year	Project	School	Amount	Projected Availability	Actual Cost	Projected Availability
				\$ 586,464		\$ 586,464
Major Projects & Equipment 2020-21	Auditorium Curtain Replacement	SHS	\$ 24,778.00 *	\$ 561,686	28,087.00	\$ 558,377
Major Projects & Equipment 2019-20	Replace Flooring in Library/Classrm & Faculty	SHS	\$ 131,052.00	\$ 430,634	123,003.00	\$ 435,374
Major Projects & Equipment 2019-20	Replace Drapes with Blackout Roller Shades	SHS	\$ 10,263.00	\$ 420,371	9,561.00	\$ 425,813
Major Projects & Equipment 2019-20	Door & Hardware Replacement	DES	\$ 17,030.00	\$ 403,341	17,030.00	\$ 408,783
Major Projects & Equipment 2019-20	Replace Drapes with Blinds	FES	\$ 8,100.00	\$ 395,241	8,100.00	\$ 400,683
Major Projects & Equipment 2019-20	Asphalt Crack Sealing-All Elementary Schools	Districtwide	\$ 25,000.00	\$ 370,241	13,817.00	\$ 386,866
Major Projects & Equipment 2019-20	Catch Basin Replacements	Districtwide	\$ 17,200.00	\$ 353,041	17,729.65	\$ 369,136
Major Projects & Equipment 2020-21	Replace Press Box Roof	SHS	\$ 12,360.00	\$ 340,681	12,360.00	\$ 356,776
Capital Plan 2021-22	Stage Lighting Upgrade	SHS	\$ 190,000.00 **	\$ 150,681	241,776.75	\$ 115,000
Capital Plan 2019-20	Parking Lot Expansion (BOE contributed \$115,000)	SHS	\$ 207,030.00		115,000.00	\$ (0)
Major Projects & Equipment 2020-21	Ceiling Tile Replacement Auditorium Lobby	SHS	\$ 15,981.00	Move Project to Unexpended Funds Account FY20		
Major Projects & Equipment 2020-21	Install Dividing Walls in W277	SHS	\$ 20,956.00 ***	Move Project to Unexpended Funds Account FY20		
Capital Plan 2021-22	Retrofit Turf Stadium Lights to LED	SHS	\$ 105,000.00	Move Project to Unexpended Funds Account FY20		
			<u>\$ 784,750.00</u>			

\*Cost may be closer to \$30,000

\*\*The estimate has not been revised in a number of years

\*\*\*Additional conversation needed about use of space

Projects not completed as of September 2020

**Board of Education**

**Administrative Report**

**October 8, 2020**



- 1. Donation of Face Shields for Teachers – B&V Jewelers**
- 2. Donations of Masks – Rotary Club**
- 3. World Teacher Day – October 5, 2020**