

Southington Board of Education Meeting



Thursday, April 22, 2021 6:30 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 COMMITTEE OF THE WHOLE ~ OPERATIONS

200 North Main Street

Southington, CT 06489

SOUTHINGTON BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session
 - a. Contract Negotiations - NIPSEU
 - b. Contract Negotiations - AFSCME
3. Reconvene Meeting - Regular Session - 7:00 p.m.
4. Pledge of Allegiance
5. Appointment of Assistant Superintendent of Schools
6. Celebration of Excellence - Food Service
7. Approval of Minutes - March 25, 2021
8. Public Communications
 - a. Communications from Public
 - b. Communications from Board of Education
 - c. Communications from Administration
 - d. Communications from Student Representatives
9. Committee Reports
 - a. Policy & Personnel Committee Meeting - April 6, 2021
 - b. Curriculum & Instruction Committee Meeting - April 6, 2021
 - c. Elementary Facilities Committee Report
10. Superintendent's Report
 - a. Personnel Report
11. Old Business
 - a. Town Government Communications
 1. Appointment of Representative on the Town Cable Advisory Council
12. New Business
 - a. Adoption of 2022 Board of Education Meeting Dates
 - b. Approval of Job Descriptions ~ Director of Business and Finance, Accounting Manager, Library Media Specialist, Production Secretary, Associate Athletic

Director, Elementary Science Specialist, Interventionist - Elementary, World Language Specialist.

- c. Policy 3281 - Code of Conduct, Child Nutrition Programs - First Reading
 - d. Policy 3320 - Purchasing Procedures - First Reading
 - e. SHS Mandarin 2, 3, 4 Course Proposal and Curriculum Review - First Reading
 - f. 2021-2022 Healthy Food Certification
 - g. 2021-2022 Food and Beverage Exemption
13. Adjournment

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date April 22, 2021

Decision Requested X Agenda Code 5.

AGENDA REPORTING FORM

Agenda Topic: Appointment of Assistant Superintendent of Schools

Summary of Issue: The Assistant Superintendent of Schools position will become vacant due to Steven Madancy's appointment as Superintendent of Schools effective July 1, 2021. The Board must appoint a new Assistant Superintendent of Schools effective July 1, 2021

Background: The Board of Education interviewed candidates for the position of Assistant Superintendent of Schools on Tuesday, April 20, 2021.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2021

Ending Date of Program or Project: TBD

Recommendation or Comment: Move to appoint a new Assistant Superintendent of Schools

Timothy J. Connellan

Signature of Superintendent of Schools

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

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

MARCH 25, 2021

The regular meeting of the Southington Board of Education was held on Thursday, March 25, 2021, at 7:00 p.m. as a Zoom and teleconference meeting and an Executive Session held prior as a Zoom video meeting at 6:30 p.m.

1. CALL TO ORDER

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

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

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

2. EXECUTIVE SESSION ~ CONTRACT NEGOTIATIONS - NIPSEU

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

"Move to go into Executive Session, excluding the public and the press, for the purpose of discussing NIPSEU (Nutmeg Independent Public Safety Employees Union) Contract Negotiations, and upon conclusion reconvene to public session."

Motion carried unanimously by voice vote.

Mrs. Carmody declared Executive Session ended at 6:51 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

Mrs. Carmody reconvened the Board of Education Regular Session at 7:01 p.m.

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

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

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

4. PLEDGE OF ALLEGIANCE

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

Mrs. Carmody called for a moment of silence in memory of the following:

1. Dr. Jerome “Jerry” Auclair was the principal of Southington High School for 15 years 1987-2002 during which time the school was honored as a Blue Ribbon School of Excellence by the United State Department of Education. Dr. Auclair passed away on March 11, 2021.
2. Mr. John DeMello, Sr. was very active in the Southington community and was instrumental as a member of the American Legion Southington Veteran’s Committee and partnering with the school district on programs. Mr. DeMello passed away on March 20, 2021.
3. The people effected by the recent tragic shootings in Atlanta, Georgia and Boulder, Colorado.

5. APPOINTMENT OF ASSISTANT PRINCIPAL – SOUTHINGTON HIGH SCHOOL

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

“Move to appoint Mrs. Erica Northcutt to the position of Assistant Principal of Southington High School at a salary of \$139,219, prorated to a starting date which will be determined by the administration.”

ROLL CALL VOTE: YES - Mr. Baczewski, Mr. Brown, Mrs. Carmody, Mr. Chrzanowski, Mrs. Cipriano, Mrs. Clark, Mr. Derynoski, and Mr. Oshana.

Motion carried unanimously 8-0.

Mrs. Northcutt thanked the Board for the opportunity and introduced her family who joined the meeting via Zoom.

6. APPROVAL OF MINUTES

a. February 25, 2021 Regular Meeting

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

“Move to approve the regular Board of Education meeting minutes of February 25, 2021, as submitted.”

Motion carried unanimously by voice vote.

b. March 11, 2021 Special Meeting

MOTION: by Mr. Baczewski, seconded by Mr. Chrzanowski:

“Move to approve the special Board of Education meeting minutes of March 11, 2021, as submitted.”

Motion carried unanimously by voice vote.

c. March 18, 2021 Special Meeting

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

“Move to approve the special Board of Education meeting minutes of March 18, 2021, as submitted.”

Motion carried unanimously by voice vote.

7. PUBLIC COMMUNICATION

a. Communications from Public

There was no communication from the public.

b. Communications from Board Members

Board members discussed the following:

- Mrs. Carmody announced that Student Representative Brett Sheldrick was voted the Record-Journal Student-Athlete of the Week as a member of the Blue Knights Swim & Dive Team. She noted that the National Guard soldiers housed on Woodruff Street were deployed a couple of weeks ago and received a police escort with students outside waving to them.
- Mr. Brown updated the Board on the Social Justice Committee that had recently formed sub-committees. They received a \$10,000 grant to market and inform people in town, who need assistance, of the available agencies in town that could help them. One week ago, he testified in front of the Connecticut state legislature about Child Poverty and how to reduce poverty for children. The COVID situation has made the poverty situation even worse than before.
- Mrs. Cipriano was a judge this year for the fourth time for the DECA competition and noted that DECA did a stellar job since it was virtual and not face-to-face and in person as in the past.

c. Communication from Administration

Administration reported on the following:

1. Southington Education Foundation (SEF) Awards: Mr. Connellan reported that the SEF continues to support education in the community by fundraising and providing grants to teachers for innovative projects with Mrs. Paul Knight, former Southington teacher as Chairperson of the organization. Ms. Elizabeth Curtin at DePaolo Middle

School was awarded funding for the grant “Diversifying Our Libraries” and Ms. Jessica Fletcher and Ms. Gina Krar, first grade teachers at Oshana Elementary School received two grants for “Multicultural Mentor Texts” and “Multicultural Libraries.” He thanked the community for supporting the fundraising for these grants and the teachers for their hard work in putting information together and submitting for these grants.

2. Southington DECA Student Competition Awards: Mr. Connellan reported that DECA was recognized for outstanding School-Based Enterprise (SBE) and achieved the Gold-Level Certification for 2020-21 and will be recognized during DECA’s Virtual International Career Development Conference in April. The Southington DECA members who are moving on to the International competition are AJ Colwick, Cooper Burdette Matt Hotchkiss, and Rory Missal.

3. STEPS Partnership: Mr. Connellan reported that STEPS was approached by the Department of Mental Health and Addiction Services (DEMAS) regarding a Prevention Grant working in partnership with the school district serving as the fiscal agent. This would bring a substantial amount of money into the community working on prevention that would benefit the students.

4. South End Elementary School Roof Repair Schedule: Mr. Connellan reported that through the efforts of Mr. Peter Romano, Director of Operations, this issue that has been ongoing for years will finally be taken care of by the vendor and completed over the April break. The shingles for the roof repair should be a close match.

5. District-based Vaccine Distribution: Mr. Connellan reported that the vaccination distribution was a partnership with Hartford HealthCare who provided a clinic for over 500 staff members that received the Johnson & Johnson vaccine at the Toyota Oakdale Theatre a couple of weeks ago and, per staff feedback, was run very smoothly. The next clinic at the Oakdale will be on Sunday, March 28, not Saturday as originally planned. The vaccine for approximately 125 staff members on March 28 will be the Pfizer. On Monday, March 15 the schools were closed after 500 staff received the J&J vaccine on Sunday, March 14th in case of reactions. It was not a free day off for the staff because they will be making up the day at the end of the school year as an added workday on June 18. Mr. Connellan noted that through information from the state and local Department of Public Health this is not the time for people to let their guard down once they are vaccinated. The school district will still need to ensure that all mitigation strategies are still in place to keep students and staff safe.

d. Communication from Students Representatives

Mr. Brett Sheldrick reported on the following:

- He thanked Mrs. Carmody for the recognition she gave him as the Record-Journal Student-Athlete of the Week and on behalf of the student body congratulated Mrs. Erica Northcutt as the new Assistant Principal at SHS.
- The SHS Swim & Dive Team participated in the CCC postseason meet and competed against Farmington High School at the Cornerstone Pool in West Hartford. Landon Colby was a double winner in the 200 IM and 100 Fly breaking the Southington High School record that stood since 1992 for the new record of 52 second’s flat. Alex Rosiani took first in diving setting a new 11 dive school record with a score of 463.90. The Blue Knights Swim & Dive Team finished with a 6-1 dual meet record in the CCC region this winter and were awaiting the final event individual standings from all the CCC and state meets.

- The tentative Senior Class plans are to have a Senior Pep Rally at Fontana Field, Senior Class Night on the athletic fields, Senior Prom at Lake Compounce and a Senior Motorcade. Currently, there are no set dates depending on the COVID situation.

Miss Jhalissa Vincent reported on the following:

- The defending CIAC Class L and State Open Girls Gymnastic Team won the CCC Champion meet on Sunday afternoon and were the overall leaders in all four categories of vault, bars, beam, and floor exercise. The team posted an undefeated 5-0 dual meet record during the CCC regular season remaining unbeaten for the last two seasons.
- The Girls and Boys Indoor Track Teams were able to compete in three special outdoor meet exhibitions against Middletown, Xavier, Mercy, and Avon in the month of March.
- The Juniors took the SAT (Scholastic Aptitude Test) on Wednesday at SHS with grades 9, 10 and 12 having a day of remote learning.
- Navigating the College Experience/NCAA Virtual Program was held March 25 at 6:30 p.m. and the third quarter ends Thursday, April 1, 2021.

Miss Amrit Kaur reported on the following:

- The Southington/Hall Co-op Ice Hockey Team finished first in the CCC South with a record of 8-1-1 and losing in the CCC South Semifinals.
- The Girls Ice Hockey Co-op Team was the second seed in the CCC tournament before losing.
- The Girls Basketball Team won the Region B regular season championship with a 10-2 record and advanced to the CCC championship bracket semifinals before losing to undefeated Newington.
- The CIAC winter season concluded March 25 with the Boys Basketball Team playing Rocky Hill that could be viewed on the YouTube channel. The Blue Knight Cheerleaders supported the basketball teams all season.
- The National Honor Society and World Language plan to hold a combined event on Fontana Field and the Awards and Scholarship Nights will take place on Fontana Field. The Senior Graduation Party will be held at Lake Compounce.

Mr. Baczewski questioned if volunteers were needed for the senior class festivities. Mr. Frank Pepe, Principal of SHS, replied that there was an All-Night Graduation Party Committee established and a letter would soon be sent to the seniors. The Graduation Party runs on donations, generosity of the community, and they were in need volunteers.

8. COMMITTEE REPORTS

a. Finance Committee Meeting ~ March 16, 2021

Mr. Oshana reported that the committee met virtually and discussed the Self Insurance Report with the claims for the year continuing to run under budget. The Self Insurance Committee will be meeting to discuss renewal information.

1. Transfer of Funds

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

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

Motion carried unanimously by voice vote.

2. Preschool Regular Education Tuition Rates 2021-2022

Mr. Oshana reported that the committee reviews the preschool regular education tuition rates annually and based on the BOE history of fee increases and competitive rates in town the committee decided to keep the 2021-22 rates the same as the current year.

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

“Move to approve keeping the 2021-2022 Preschool Tuition rates the same as the 2020-2021 school year, as presented.”

Motion carried by voice vote with Mrs. Clark abstaining.

3. YMCA Before & After Care Program Rates 2021-2022

Mr. Oshana explained that the proposed increase in rates was due to contractual wage increases and MERS contributions.

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

“Move to approve the 2021-2022 YMCA Lease Rates, as presented.”

Motion carried unanimously by voice vote.

4. Bid Award #2021-05: Lawn Mowing & Trimming Services and Ground Debris Clean-up & Removal Services

Mr. Oshana explained that the bid was for four school sites and that the remaining school sites were in the second year of their existing contract. There were eight bids submitted.

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

“Move to award the three-year Lawn Mowing and Debris Clean-up bid at Flanders School to BMS Property Maintenance, and Hatton, Strong and Thalberg Elementary Schools to Little K’s Landscaping, as presented.”

Motion carried unanimously by voice vote.

5. Loan Food Service Program

Mr. Oshana explained that Mrs. Jennifer Mellitt, Accounting Manager, and Mrs. DiNello discussed the Food Service Balance Sheet and Income Statement for July-February 2021 with the committee and the new COVID related grant funding available to the district. The proposal this evening is for an additional loan to the Food Service Program to keep the program viable. The

Board of Education approved a \$300,000 loan last year. Mrs. Mellitt explained to the Board in detail that the net loss for the past eight months was (-\$243,000) because of a reduction of revenue with a lower number of students in the schools participating due to random school closings, remote learning, and the hybrid model at the high school compared to a net loss in the previous eight-month period of February 2020 of \$66,000. She discussed at length comparative data from last year to this year and the reduction of revenue from cash sales for breakfasts and lunches, the government seamless summer option, government reimbursement receivables, student prepaid lunch funds, the \$300,000 loan last year from the Non-Lapsing FY'20 funds, and reimbursement for COVID expenses from the CRF (Coronavirus Relief Fund) Grant of \$65,597. She noted that a receivable from the government that was not yet received would be in the amount of \$450,000 to offset losses. Mrs. Mellitt reported that the Finance Committee recommended a \$500,000 loan to the Food Service Program from the Non-lapsing Account FY'2020 due to the low cash balance, anticipated loss at the year-end, increasing cost of paper products and packaging, and cash flow concerns in the fall to cover operating costs until the government reimbursements are received. She addressed developing the repayment plan schedule of the \$500,000 for the spring of 2022.

Mr. Baczewski questioned the \$450,000 not yet received from the government that was reported on the balance sheet. Mrs. Mellitt clarified that it was basically a timing difference and that the revenue was being reported on the income statement by showing it as a receivable, which means the district earned it, but the government has not physically paid for it yet. The district has never had a problem collecting it from the government and it will help fund the operations through the end of this year. They were looking for the \$500,000 to help supplement this year and to help get through the September-December period in the fall with the startup process.

Mr. Derynoski questioned the sizeable amount of money owed to the students from prepaid lunches and if graduating seniors who prepaid would be reimbursed money from their account that was not spent. Mrs. Mellitt explained that parents could request a refund from the MyPaymentsPlus account at any time. At the end of the school year, graduating students receive a refund on balances; however, last year it was not addressed because of the COVID situation but all those funds are still in their accounts and available at any time. Mrs. DiNello added that the plan at the end of each school year is to send a form letter to the graduating seniors of their balance and that they would have the option to request a refund, roll the funds over to another student in the district, or donate the funds in their accounts to offset the costs for a student that could not afford meals. The form letters will be sent to the graduates of 2020 this spring and in the fall of 2021 the letters would be sent to the graduates of 2021. Mrs. DiNello addressed the upcoming ESSR II grant funding of \$1.8 million and that the State Department of Education stipulates some of that funding is to be used for the Food Service Program. However, they have not provided guidelines of the types of reimbursements the funds could be applied to regarding revenues lost due to COVID. She explained that next spring a portion of the \$500,000 the Board would be voting on tonight would be repaid with a plan for future principal repayments.

Mr. Oshana recognized and thanked Ms. Nya Welinsky, Food Service Director, and her staff for all the work that they were doing for the Food Service Program with so many constant moving parts because of the COVID situation.

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

“Move to approve a \$500,000 payment from the FY20 Non-Lapsing Account to the Food Service Program in the form of a loan. The Finance Committee of the Board of

Education will meet in the Spring of 2022 to review the financial statements of the program and any COVID related grant receipts. The Finance Committee will then make a recommendation for a principal repayment to the Non-Lapsing Education Fund to the full Board of Education.”

Motion carried unanimously by voice vote.

Mrs. DiNello addressed the Financial Expenditure Report through February 2021 and noted that the Board had decided to not make any reimbursements to the Operating Budget from any COVID related grant funding. However, there were many expenses that were not going to be covered by grant funding. She explained the projected yearend surplus of \$1.2 million in the Operating Budget without using ESSER II funds for reimbursement of COVID expenses. Mrs. DiNello discussed in detail the Non-lapsing Account Fund and suggested not using it to reimburse the Operating Account for the COVID related school opening costs due to the anticipated surplus in the Operating Budget. This would allow funds to be available for Capital Projects and Major Projects and Equipment. The Finance Committee agreed that the administration should work to maximize available funds for the Non-lapsing Account and ESSER grants for 2021-2022 and give another update in May.

Mr. Oshana reported that there was a proposal from Automated Business Solutions (ABS), the current copier vendor, for a new five-year lease that would include 63 new copiers and the ability to reuse 14 of the current copiers and to add a document management system to the copiers across the district and still come in below the current monthly lease rate that the district has been paying. The administration will bring a final proposal to the Finance Committee in May. The Finance Committee also discussed Purchasing Policies and the need to create one comprehensive policy that is in compliance with the uniform guidelines for audit. The new policy will be brought to the upcoming Personnel & Policy Committee meeting for discussion.

9. SUPERINTENDENT’S REPORT

a. Personnel Report

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

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

Motion carried unanimously by voice vote.

Mr. Brown noted that Mr. Connellan and Mrs. DiNello were on the Personnel Report for retirement. Mrs. Carmody thanked Mrs. Michelle Passamano, Human Resource Manager, for all the work done by her office during a very difficult year.

10. OLD BUSINESS

a. Town Government Communications

Mr. Baczewski stated that he attended the recent Open Space Committee and there was discussion on whether any PTO Zoom meetings were planned in the district to discuss the purchase of the development rights for Southington Country Club property. Mr. Connellan explained that if it was a normal school year, without COVID, that he would have personally

spoken to the PTOs; however, he sent the PowerPoint presentation to all the school district families instead. The referendum is planned for May 4th and he planned to send a public service announcement prior to the referendum.

11. NEW BUSINESS

a. Leonard & Gladys Joll Scholarship Recipient

MOTION: by Mr. Derynoski, seconded by Mrs. Cipriano:

“Move that the Board of Education approve the recipient recommended by the Leonard & Gladys Joll Scholarship subcommittee.”

Motion carried unanimously by voice vote.

b. Southington High School Graduation Date

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

“Move to approve Friday, June 18, 2021 as the date for the Southington High School graduation ceremony.”

Motion carried unanimously by voice vote.

12. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:04 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

Board of Education
Administrative Report
April 22, 2021



1. Recruiting Fairs Participation
 - a. NEAG School of Education (UConn)
 - b. CREC Minority Recruitment Event
2. Best Communities for Music Education Designation
 - a. Southington School District has once again been honored with the Best Communities for Music Education designation from The NAMM Foundation for its outstanding commitment to music education. The Best Communities for Music Education designation is awarded to districts that demonstrate outstanding achievement in efforts to provide music access and education to all students.
3. Ocean State Job lot has donated PPE items to the Southington Schools.
 - a. The estimated value was \$24,000
4. FBLA State Leadership Conference Results
 - a. On April 10th, the FBLA State Leadership Conference was held virtually. Our SHS chapter had twenty-eight students compete in a wide variety of events and attend breakout sessions related to leadership and skills employers are looking for in today's job market. Some students took objective tests prior to the conference and others worked on projects that required them to create a variety of business publications and submit videos presentations of their work. Twenty-one students place in the top five in the state and we earned first place in five events. Twenty students have qualified to compete at the national level in late June. Mrs. Cooney and our students will be invited to a Celebration of Excellence at our May 13th Board Meeting.



SOUTHINGTON PUBLIC SCHOOLS

Board of Education Policy & Personnel

Committee Meeting Minutes

Tuesday, April 6, 2021 – 5:30 p.m. via Google Meet

Meeting called to order at 5:30 p.m.

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT

BOARD OF EDUCATION

TERRI C. CARMODY
BOARD CHAIRPERSON

JOSEPH BACZEWSKI
VICE CHAIRPERSON

COLLEEN W. CLARK
SECRETARY

ROBERT S. BROWN

JAMES J. CHRZANOWSKI

MISSY CIPRIANO

DAVID J. DERYNOSKI

DAVID M. FALVO

ZAYA G. OSHANA

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Members Present: Colleen, Clark, Policy and Personnel Committee Chair, Zaya Oshana, David Derynoski and David Falvo

Administration Present: Steven Madancy, Assistant Superintendent

The committee reviewed and discussed the following Job descriptions: Consensus was to move them forward to the full Board for approval at the April 22nd Board meeting.

- 1. Director of Business and Finance-** Given the pending retirement of the current Director of Business and Finance, along with a request by the Board, a revised job description is being brought to you for further discussion. The only change to this description aligns with a shift of the Director of Business and Finance no longer assigned as the primary representative for negotiations. Instead, serving in a partnership role providing financial information to the Human Resource Manager and Board Attorney. The committee reviewed and recommended movement to the full Board for action.
- 2. Accounting Manager-** At the request of the Board, the Accounting Manager job description is being brought to you for further review and discussion. There are no substantive changes to this policy. Only minor language updates. The committee reviewed and recommended movement to the full Board for action.
- 3. Library Media Specialist-** The revised Library Media Specialist job description is being brought to you to reflect the supervision shift that now resides with the Digital Learning Coordinator. Additionally, this job description has not been revised or reviewed since 1996. The committee reviewed and recommended movement to the full Board for action.
- 4. Production Secretary-** Given the recent retirement of the Production Secretary, this job description was reviewed and revised. No substantive changes were made. The committee reviewed and recommended movement to the full Board for action.



SOUTHINGTON PUBLIC SCHOOLS

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT

BOARD OF EDUCATION

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5. **Associate Athletic Director-** The Associate Athletic Director job description is being brought before you with one proposed change. The change reflects the requirement of the 092 certification as identified by the Teachers Retirement Board because of the supervisory responsibilities accompanying this stipend position. The committee reviewed and recommended movement to the full Board for action.
6. **Elementary Science Specialist-** The pandemic caused the district to lose a lot of momentum relative to the shifts in pedagogy required to achieve outcomes associated with the Next Generation Science Standards. An inquiry-based hands-on approach, was replaced by a much more traditional mode of teaching, given the circumstances and mitigation strategies associated with the pandemic. The goal of the science specialist is to be able to work closely with teachers to return to the pedagogical shifts made prior to the pandemic. The committee reviewed and recommended movement to the full Board for action. *There will be no impact on the operating budget if approved.*
7. **Interventionist-Elementary-** The interventionist job description will allow a certified staff member to work to support the increased levels of academic need amongst students emerging from the pandemic. This position allows the certified teacher to remediate in both literacy and numeracy. This position is geared towards the academic support requirement associated to the ESSER 2 grant requirement. The committee reviewed and recommended movement to the full Board for action. *There will be no impact on the operating budget if approved.*
8. **World Language Specialist-** This job description was brought before the committee out of an identified need to offer further supervision, support, and leadership across the world language department in district. This position is designed to mirror the current position associated with the music department. This position can be funded using Title II funds and is a stipend position. *There will be no impact on the operating budget if approved.*

The committee reviewed and discussed the following 2 polices. Consensus was to move both forward to the full Board for a first read on April 22nd.

SOUTHINGTON PUBLIC SCHOOLS

Policy 3281 Code of Conduct, Child Nutrition Programs Revision

S&G recommend that the Board revise this policy to address *all* procurements under a Federal award, including but not limited to Child Nutrition Programs, as reflected in our most recently updated model. The Board could then reference this policy in its C.F.R. chart, in the provisions regarding conflicts of interest.

Policy 3320 Purchasing Procedures Revision

Shipman & Godwin suggest that this new policy replace 3320 Purchasing and note the following:

- The newly proposed policy incorporates, or gives the Board the option of including:
 - 3313 Local Purchasing- deleted and incorporated into revised policy.
 - 3320 Purchasing Procedures: Delete- this is procedural: This policy addresses centralizing purchasing duties in a purchasing agent.
 - 3323 Soliciting Prices (Bids and Quotations): Most of these provisions are reflected in the model. If certain sections have not been incorporated, we have so noted in the attached document, along with our recommendation (e.g., to decide whether the Board would like to include such provisions and, if so, include them in an optional section regarding the Purchasing Agent or in an internal procedural manual).
 - 3324 Preferential Bidding: Most of these provisions are reflected in the model.

The newly proposed policy does NOT include:

- 3321 Requesting Goods and Services (Requisitions): Shipman recommends that we delete this policy. This policy deals with the procedure for personnel *requesting* budgeted items and directs the Superintendent to arrange administrative review channels. As this is not directly part of the purchasing and procurement process, the Board can choose to retain this as a separate policy with administrative regulations or include it in an internal manual.

Policy Discussion-Teaching of Controversial Issues, recent CABE update

The administration brought forward a recent CABE policy highlights publication focused on the teaching of controversial issues. The committee discussed this update along with our current corresponding policies around the teaching of controversial issues. The discussion touched upon the importance of using teaching materials and resources culled from reputable sources, free from political bias or affiliation. Emphasis was placed on teaching students “how” to think and not “what” to think. Additionally, recent political polarization around many issues and divergent opinions on what should be discussed in classrooms was discussed amongst committee members. The committee agreed that it is important that students are exposed to multiple perspectives as long as staff remain neutral on issues and topics monitoring their own biases and



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positions on such topics. Additionally, the committee felt this could be a valuable agenda item for full Board discussion in a future workshop meeting.

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT

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Meeting Adjourned at 7:40 p.m.

Sincerely,

A handwritten signature in cursive script that reads "Steven Madancy".

Steven Madancy
Assistant Superintendent

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Board of Education Curriculum & Instruction Committee Meeting Minutes Tuesday, April 6, 2021 – 1:15 p.m. via Google Meet

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT

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Members Present: Mr. Brown, Committee Chair, Ms. Cipriano.

Administration Present: Mr. Madancy, Assistant Superintendent

Mandarin 2, 3, 4, course proposal and curriculum review (Tina Riccio)

Mrs. Riccio presented the Mandarin curriculum overview. The curriculum is designed to follow the same format as the other world language format. There are no additional costs associated with staffing or course offerings in these courses.

The committee recommended that this curriculum be brought forward for a first read on 4.22.21

ECE Courses (Tina Riccio)

African and Caribbean Studies (in French)

No change to curriculum, already approved the African Studies class but updating the committee that students will now be getting 3 UConn credits for this. *No action needed, informational item only.*

Italian 4 CCP Conversation and Composition 1 for ECE credits (no change to curriculum here, informational only) (Tina Riccio)

Another ECE opportunity. If the district just offers just conversation versus conversation and composition, they can also earn 3 ECE credits.

No action needed, informational item only.

SHS Credit Recovery Modules (Frank Pepe)

Mr. Pepe updated the committee on the HS credit recovery model/efforts. The idea is to look at current failure rates which have tripled from about a year ago. The goal with this model is to offer credit recovery during the second half of the year and the worry of waiting to try and catch all students up over the summer. Also, this model will offer hope to students currently sitting in classrooms who may have struggled the first 2 marking periods. This model was brought forward to the School Improvement Team and teaching staff and vetted and discussed.



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The model uses teacher designed modules, the Canvas Learning Management System, and teacher assistance. It is understood that this model will now catch all students needing support, but at the goal is to catch as many as possible.

Mr. Pepe provided an overview of the staffing associated with this model. ESSER 2 funds targeting the required Learning Loss priority will be used for the staffing associated with this effort. Therefore, there will be no impact to the operating budget. Another added benefit to this model, is the district will now own the modules once written and can utilize for future use. Lastly, Mr. Pepe offered immense praise to the staff at SHS for the willingness to be part of this effort and assist students in need.

No action needed, informational item only.

Capstone update/overview (Frank Pepe and Dianne Holst-Grubbe)

Mrs. Holst-Grubbe and Mr. Pepe updated the committee on the design and implementation of the SHS Capstone requirement.

[Link to presentation](#)

A challenge with this requirement is that it has yet to be introduced to the students in the class of 2023 because of the interruptions caused by the pandemic. Therefore, this requirement may need to be iterative over time for these students with the long-term goal of student generated portfolios that contain collections of student work that represent their proficiency with the 6 C's associated with our district's Vision of a Graduate. This will also generate assured experiences for students to authentically demonstrate these skills.

No action needed, informational item only.

Essay Writing, Junior English (Rebecca Migliaro)

Ms. Migliaro provided the committee with an update on the end of junior year work centering on essay writing through the lens of College Kickoff Week. The goal is to provide skills in picking topics, structure, engage readers etc. The department has been working with college admissions offices, gathering exemplars, creating tip sheets, etc. Another idea is to have seniors come in who have gotten acceptances come in and share peer to peer about their experiences with the timeline/processes associated with the college essay. Lastly, the department will bring in a college admission officer to present to kids to kick off College Kickoff Week. For students not attending college, the focus can be on the spoken and written skills needed for career readiness.

No action needed, informational item only.

TIMOTHY F. CONNELLAN
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STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT

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Food Service Certification Discussion (Diane Holst-Grubbe and Mary Lynne Osborne)

Mrs. Holst Grubbe presented on a pathway approach to family consumer science and food service certification that can be offered to students. Ms. Osborn and Mr. Chisholm are going to connect with area restaurants to ensure our students are receiving the proper certification needed to be of benefit to both students and area restaurants. The goal will be to provide students with both food handler and manager certification. There are tests associated with each certification. There will be no additional cost to the Board for certification tests as funds from Perkins grant could be utilized to cover this expense.

No action needed, informational item only.

Grade 5 Civics Unit and attendance at recent TC workshops (Stephanie Lawlor and Josie Rogala)

[Grade 5.7R Reading in the Content Area Curricular Calendar 2020-2021.pdf - Google Drive](#)

Stephanie Lawlor, district ELA/SS coordinator, presented a new unit of study in reading for grade five. Three teachers will pilot the new unit called *Reading in the Content Areas: How Key Events Shape Nations, with a Focus on the Civil Rights Movement and the Continuing Fight for Equality*. This unit aims to strengthen students reading research skills and support students in accessing complex texts. This unit will also support the grade five social studies standards of exploring the struggle for freedom, equality and social justice by exploring the Civil Rights Movement. Students will also study other groups who have or who continue to fight for equality.

Mrs. Lawlor connected this work to the Black History IS American History Institute that she attended with 27 Southington teachers, including the three teachers piloting the unit.

Josie Rogala, OES principal, presented learning and takeaways associated with this unit and some of her teacher's recent attendance at the Black History IS American History Institute.

Major takeaways from the institute were the idea that we need to move away from the 'canned' narrative that is taught about Black Americans by providing students access to diverse books (windows and mirrors) and dive deeper into the contributions of Black Americans throughout American History. Some examples teachers have implemented include teaching history using a vertical timeline of events making sure students are aware that moments in history do not occur independent from one another, using specific questions to identify and analyze the contributions of black people throughout history, and to provide student access to books that are diverse, including books authored and illustrated by people of color.



SOUTHINGTON PUBLIC SCHOOLS

Middle School Scheduling Pilot JFK (Sue Vitcavage)

Sue Vitcavage, JFK assistant principal presented the model for a middle school schedule to be piloted next year that would include a daily intervention block.

A dedicated daily intervention block (“K block”??) could afford students the following benefits: -additional time to review missed work/reteach/address gaps in learning (due to decreased pace and breadth of instruction) -additional time to address/provide mental health needs/support and re-engagement to the learning environment -opportunities for STEM based projects/extensions in all areas -addition of time during the day for students who could benefit from extra help, but not qualify for SRBI services, to meet with staff. -peer tutoring -mentoring - small groups discussion – mental health, EI extensions, anxiety, social - Book club discussions, Math Counts - Music rehearsals – Stage Band Math Lab - Reading Lab - Writing Lab - Coding workshop - Art project not included in regular curriculum classes - Groups (student issues: anti-bullying, Peer Advocates, etc. Can also provide groups with a different focus each month (Black History month, etc.

The committee endorsed this pilot with the understanding that the JFK administration would report back on outcomes next spring.

Meeting Adjourned at 2:54 p.m.

Sincerely,

Steven Madancy
Assistant Superintendent

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT

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**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date April 22, 2021

Decision Requested X Agenda Code 10 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 March 2021.

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

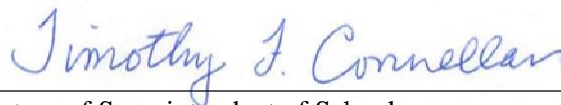
Beginning Date of Program or Project: N/A

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:

8. Personnel Report

**Personnel Report
March 2021**

APPOINTMENTS

	NAME	POSITION	SCHOOL	FTE	EFFECTIVE	DEGREE	SALARY
CLASS	Bard, Tyler	Paraeducator	SHS	.60	3-1-2021	N/A	\$17.03
CLASS	Doty, Jonathan	Paraeducator	SES	.88	3-1-2021	N/A	\$17.03
CLASS	Guilmette, Hannah	Literacy & Numeracy Tutor	JAD	1.0	3-1-2021	N/A	\$20.93
CLASS	Miller, David	Paraeducator	JAD	.88	3-23-2021	N/A	\$17.03
CLASS	Monahan, Christine	Physical Therapist	District	1.0	3-8-2021	PT	\$68,163
CLASS	Rossi, Benjamin	Custodian	CO	.38	3-15-2021	N/A	\$15.63
CLASS	Sitilides, Tara	Paraeducator	FES	.50	3-17-2021	N/A	\$17.03
CLASS	Vaichus, Hannah	Paraeducator	FES	.88	3-22-2021	N/A	\$17.03
CLASS	Whitehouse, Andrew	Carpenter	District	1.0	3-29-2021	N/A	\$33.03
CLASS	Wyskiewicz, Patricia	Literacy & Numeracy Tutor	KES	1.0	3-29-2021	N/A	\$20.93

RESIGNATIONS/RETIREMENTS

	NAME	POSITION	SCHOOL	EFFECTIVE	YRS	RET/RES
CERT	Duffy, Gail	Math Specialist	OES	3-9-2021	26	RESIGN
CERT	Jones, Nicholas	Special Ed Teacher	FES	6-30-2021	3	RESIGN
CERT	Kunkel, Sonya	Special Ed Coordinator	District	6-30-2021	4	RETIRE
CLASS	Lalla, Kyle	ABA Therapist-f/t	HES	3-12-2021	1	RESIGN
CLASS	Lubrico, Cindy	Paraeducator-f/t	JAD	6-30-2021	8	RETIRE
CERT	Melillo, Leslie	Math Teacher	JFK	6-30-2021	1	RESIGN
CLASS	Ness, Ellen	Paraeducator-f/t	DES	6-30-2021	23	RETIRE

ASSIGNMENT CHANGE

NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		EFFECTIVE
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	
Czerniewski, Brittany	ABA, LAUNCH, HES	1.0	ABA, SPACE, HES	1.0	3-29-2021
D'Agostino, Karen	Paraeducator, JFK	.88	Paraeducator, JFK	1.0	3-16-2021
Derek, Lisa	Paraeducator, LAUNCH, HES	.88	Paraeducator, JAD	1.0	3-29-2021
Dubinsky, John	Paraeducator, STELLAR	.88	Paraeducator, STELLAR	1.0	3-2-2021
Hobson, Ashley	Paraeducator, JAD	.88	Paraeducator, JAD	1.0	3-23-2021
Krekoska, Donna	Paraeducator, JAD	1.0	Production Secretary	1.0	3-29-2021
Rossignol, Jessica	Paraeducator, FES	.50	Paraeducator, FES	.88	3-16-2021
Theriahult, Leah	Literacy/Math Tutor, KES	1.0	ABA, LAUNCH, HES	1.0	3-22-2021

TRANSFERS

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

None to report

Personnel Report
March 2021

COACHING / STIPENDS

Coaching Stipends

Aros, Andreas	Boys' Asst. Lacrosse Coach	STIPEND	SHS
Burkell, Scott	Asst. Softball Coach	STIPEND	SHS
Dube, Rachel	Freshman Softball Coach	STIPEND	SHS
Frobel, Craig	Freshman Baseball Coach	STIPEND	SHS
Hahn, Rachel	Asst. Softball Coach	RESIGN	SHS
LeFort, Marc	Asst. Baseball Coach	STIPEND	SHS
Miller, David	Middle School Baseball Coach	STIPEND	JAD
O'Neill, John	Head Golf Coach	STIPEND	SHS
Raniolo, Antonio	Boys' Tennis Asst. Coach	STIPEND	SHS
Wallace, Megan	Girls' Lacrosse Asst. Coach	STIPEND	SHS

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date April 22, 2021

Decision Requested X Agenda Code 11 a. 1.

AGENDA REPORTING FORM

Agenda Topic: Appointment of Representative on the Town Cable Advisory Council

Summary of Issue: The Board of Education appoints a representative on the Town Cable Advisory Council

Background: The Board of Education is requested to appoint a representative.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: TBD

Ending Date of Program or Project: TBD

Recommendation or Comment: Move to appoint Jakub Gorski as a representative on the Town Cable Advisory Council.

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date April 22, 2021

Decision Requested X Agenda Code 12 a.

AGENDA REPORTING FORM

Agenda Topic: Adoption of 2022 Board of Education Meeting Dates

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

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

Alternative Strategies: Modify the Schedule

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

Beginning Date of Program or Project: January 2022

Ending Date of Program or Project: December 2022

Recommendation or Comment: Recommend that the proposed schedule of regular Board of Education meeting dates for 2022 be approved.

Title of Attachments:

1. 2022 Regular Board Meeting Dates
2. Board of Education Policy #9321



Signature of Superintendent of Schools

**Southington Public Schools
BOARD OF EDUCATION**

2022 REGULAR MEETING DATES

7:00 p.m.

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

DRAFT



January 13, 2022~ Operations

January 18, 2022 (Budget Workshop)

January 20, 2022 (Budget Workshop)

January 27, 2022 ~ Instruction

February 24, 2022~ Operations

March 24, 2022 ~ Operations

April 28, 2022~ Operations

May 12, 2022~ Operations

May 26, 2022~ Instruction

June 9, 2022~ Operations

June 23, 2022~ Instruction

August 11, 2022~ Operations

September 8, 2022~ Operations

September 22, 2022~ Instruction

October 13, 2022~ Operations

October 27, 2022~ Instruction

November 10, 2022~ Operations

December 8, 2022~ Operations

Board Approved ~

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

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

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

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

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

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

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

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

Committee of the Whole - Operations

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

Committee of the Whole - Instruction

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

Series 9000: Bylaws of the Board

Methods of Operation

Time, Place, Notification of Meetings (continued)

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

(cf. 9327 – Electronic Mail Communications)

Legal Reference:

Connecticut General Statutes

- 1-200 (2) Definitions. “Meeting”
- 1-206 Denial of access to public records or meetings.
- 1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3
- 1-227 Mailing of notice of meetings to persons filing written request.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 10-218 Officers. Meetings

Bylaw adopted by the Board: January 1990

Bylaw revised by the Board: April 1993

Bylaw reviewed by the Board: April 2003

Bylaw revised by the Board: March 2005

Bylaw revised by the Board: February 2009

Bylaw updated and recoded: June 22, 2017

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date April 22, 2021

Decision Requested X

Agenda Code 12 b

AGENDA REPORTING FORM

Agenda Topic: Approval of Job Descriptions – Director of Business and Finance, Accounting Manager, Library Media Specialist, Production Secretary, Associate Athletic Director, Elementary Science Specialist, Interventionist-Elementary and World Language Specialist

Summary of Issue: The Policy & Personnel Committee has reviewed and discussed the job descriptions above.

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

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: The Board of Education Policy & Personnel Committee is bringing the draft job descriptions to the full Board for approval.

Titles of Attachments:

1. DRAFT Job Descriptions



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

JOB DESCRIPTIONS

Draft

Director of Business and Finance

Accounting Manager

Library Media Specialist

Production Secretary

Associate Athletic Director

Elementary Science Specialist

Interventionist-Elementary

World Language Specialist



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Director of Business and Finance

QUALIFICATIONS:

1. State of Connecticut certification as school business administrator (085).
2. Minimum of three (3) years educational experience or documented equivalent. (CPA preferred.)
3. Demonstrated knowledge of educational budgeting procedures and State of Connecticut accounting procedures for education.
4. Demonstrated knowledge of financial software as it applies to business and finance matters.
5. Such alternatives to the above as the Board may find appropriate and acceptable.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Accounting Manager and Business Office Staff
Payroll Supervisor and Payroll Office Staff
Food Service Director

JOB GOAL:

To ensure the efficient operation of all school system business affairs and fiscal matters.

PERFORMANCE RESPONSIBILITIES:

1. To assume responsibility for preparing the annual Board of Education budget.
2. To supervise the operation of the business office which includes payroll and purchasing departments.
3. To be responsible for budget control, the accurate accounting of all expenditures and the preparation of all financial statements.
4. To organize the information and data needed to file all financial reports for the state and federal governments, including all regular and specially funded programs.
5. To develop and administer the Board's comprehensive insurance programs.
6. Provide financial information for contract negotiations to support the Human Resource Manager and Board Attorney with negotiations.
7. To lead and work with the Food Service Director in providing for effective implementation of the school system's food service program.

8. To assume direct responsibility of the completion, monitoring and fund requests of all state and federal grants.
9. To work cooperatively with the town finance director to attain full reconciliation of accounts.
10. To provide necessary information to auditors as required.
11. Supervise all student activity accounts.
12. To perform such other related duties and responsibilities as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve-month work year with salary, benefits, and working conditions established by the Board of Education.

EVALUATION:

Performance to be evaluated annually by the Superintendent of Schools.

BOE approved 4.22.21
Revised 4.6.21

DRAFT



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

JOB TITLE: ACCOUNTING MANAGER

QUALIFICATIONS:

1. Bachelor's Degree in Accounting/Finance - Business or Public Administration.
2. Minimum of four (4) years related to accounting experience.
3. Experience in public buying/purchasing preferred.
4. Knowledge of governmental accounting principles and practices.
5. Experience preparing timely and accurate accounting reports.
6. Demonstrated knowledge in Microsoft products and other financial accounting software packages.
7. Ability to establish and maintain effective working relationships with all levels of administration.
8. Ability to work within difficult time constraints.
9. Good written and verbal communication skills.
10. Such alternatives to the above qualifications as the Board of Education finds appropriate and suitable.

REPORTS TO: Director of Business and Finance

SUPERVISES: All Purchasing Department and Production Room staff

JOB GOAL: Perform a variety of professional accounting functions while ensuring that each student in the district derives maximum benefit from the expenditure of the allocations as set by the Board of Education for the acquisition of supplies, material, equipment, and services.

PERFORMANCE RESPONSIBILITIES:

1. Assist in preparation and presentation of the annual budget.
2. Supervise accounts payable function relative to invoices and payments to vendors.
3. Prepare Capital Improvement Plan budget.
4. Assist in performing a variety of accounting and analytical tasks including analyses, projections, and forecasts, as requested.
5. Assist in preparation of various state and federal financial reports.
6. Assist in year-end closeout.
7. Purchase by competitive bidding, informal quotations, and negotiation, and in compliance with Board policy, items of supply, equipment, and services necessary for the operation of the school system.
8. Obtain and study comparative prices and quotations.
9. Initiate contracts with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.
10. Monitor all purchase requisitions and orders to determine correctness of information, price extensions, coding information and train staff on financial software program.
11. Review bank account reconciliations performed by the Town Treasurer and resolve outstanding checks.
12. Perform 1099 file preparation.
13. Provide support for the Food Services bookkeeper, reconcile bank accounts, prepare financial statements and various reports. Provide oversight of school activity accounts.
14. Perform other duties/functions as assigned.

TERMS OF EMPLOYMENT:

Twelve-month work year (225 days) with salary and working conditions determined by the Board of Education.

EVALUATION: Performance of the job will be evaluated annually by the Director of Business and Finance.

Revised ~~1-26-15~~ 4.6.21

Approved ~~2-19-15~~ 4.22.21



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: LIBRARY MEDIA SPECIALIST

QUALIFICATIONS:

1. Librarian Certification (media certification if accompanied by library experience)
2. Experience or training in library science, library programming, media equipment and production of instructional materials.
3. Previous teaching experience is desirable.
4. Experience or training with data bases is desirable.

REPORTS TO: Digital Learning Coordinator

SUPERVISES: All aspects of the school library media centers and programs.

JOB GOAL:

To organize and operate an effective library/media center that supports, enhances, and enriches the educational opportunities of the school. To collaborate with other school personnel to deliver high quality instruction.

PERFORMANCE RESONSIBILITIES:

1. Supervise operation and maintenance of library in assigned school(s) including supervision and mentoring of library staff, administering budgets and policies, collection development, and resource sharing among other libraries.
2. Promote information literacy, reading development, and literature appreciation for students.
3. Evaluate, select, and requisition new media materials with coordinated input from teacher and curriculum coordinators.
4. Provide a comprehensive and efficient system for cataloging and inventorying of media center materials and equipment.
5. Embed AASL and ISTE standards and employ effective classroom management skills instruct all students on essential information literacy, technology skills, and the use of media materials, both print and non-print.
6. Collaborate with educators to design and co-teach lessons aligned to the adopted curriculum.
7. Help students develop independent research skills and give assistance and guidance to students' book selection and other uses of library media center.
8. Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of children.
9. Communicate, collaborate, and cooperate with supervisors, colleagues, students, and community in an appropriate manner.
10. Serve as a building leader for students and staff on new information technology and associated district policies.
11. Maintain and update the school's website and, if requested, social media.
12. Keep current on library technology services that benefit staff and students.
13. To perform any and all other related duties assigned by the building principal.

TERMS OF EMPLOYMENT: Determined by the working agreement between the Southington Board of Education and the Southington Education Association.

EVALUATION: Performance to be evaluated annually by the Digital Learning Coordinator



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: PRODUCTION SECRETARY (Class II)

JOB GOAL:

Provide quality, timely production of classroom materials, forms, and documents for the School District and Central Office. Efficiently process interoffice mail, incoming and outgoing mail, and packages for the Municipal Center. Assist in the Business and Operations offices.

PERFORMANCE RESPONSIBILITIES:

1. Prioritize and process production requests by ensuring use of proper paper type/color, number of copies, print in black and white or color, etc. Return completed copies to requestor in a timely manner.
2. Operate various office machinery with ease, including a large multifunction production copier, binding machine, laminator, fax, and postage meter.
3. Distribute all interoffice and incoming mail.
4. Deliver all incoming packages to School District and Town Offices within the Municipal Office, as needed.
5. Maintain safeguards over funds in the Central Office postage meter. Collect and process all outgoing mail using the postage meter while maintaining an accurate, daily accounting of postage costs by department. Deliver outgoing mail to post office daily.
6. Distribute the monthly postage meter report to the Town of Southington and the Business Office on the first day of each month.
7. Maintain a minimum inventory of required supplies for the production office, copier, and postage meter. Enter requisitions to replenish supplies and postage funds as needed.
8. Complete outside mail deliveries as needed, including deliveries to the Board of Education members and to Town Hall. Run limited errands on behalf of the Central Office departments as requested.
9. Assist the maintenance and purchasing departments as assigned, including but not limited to, entering requisitions, making/receiving phone calls, opening incoming mail and matching invoices for payment, etc.
10. Set-up for board or other meetings at the Municipal Center.
11. Perform business office tasks.
12. Relieve and/or substitute for Central Office secretaries when directed.
13. Perform any other job-related responsibilities as assigned by the immediate supervisor.

Revised 3-14-96

Revised 4-10-06 Approved 5-11-06

Revised 5-14-14

Policy and Personnel: May 15, 2014

Approved by Union: May 19, 2014

Approved by Board of Education: June 12, 2014

Revised 02-03-2021

REPORTS TO:

Accounting Manager

QUALIFICATIONS:

1. High School diploma or equivalent, and knowledge of basic business concepts.
2. Strong computer skills, including knowledge of Microsoft Office™, including Outlook, Word and Excel, and other applicable software applications.
3. Demonstrate evidence of being in good physical health to meet the physical demands of the position. Must be able to lift 50 lbs.
4. Ability to work independently and to prioritize daily workload.
5. Demonstrate aptitude or competence for assigned responsibilities.
6. Excellent skills on office machinery including, but not limited to, large production equipment, color copier, laminator, fax, binding equipment, and U.S. Postage meter. Ability to troubleshoot problems as they occur.
7. Possess a valid Connecticut driver's license with a good driving record (past three years).
8. Able to establish and maintain an effective and flexible working relationship with supervisors, principals, and staff.

TERMS OF EMPLOYMENT:

Determined by the working agreement between the Southington Board of Education and Local 1303-162 of Council 4 AFSCME.

A twelve-month work year.

EVALUATION:

Performance of the job will be evaluated annually by the Accounting Manager.



SOUTHTON PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: ASSOCIATE ATHLETIC DIRECTOR
(Seasonal Stipend Position-12-15 hours/week)

QUALIFICATIONS:

Intermediate Administrator Certification (092) required and certified interscholastic coach preferred with an interest in pursuing a position in athletic administration in the future.

REPORTS TO:

Director of Athletics

JOB GOAL:

To assist in the supervision of after school and weekend athletic events at Southington High School, DePaolo Middle School and Kennedy Middle School.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Director of Athletics in the management and supervision of coaches in all aspects of athletic administration.
2. Supervise game management at after-school and weekend high school and middle school athletic events as assigned.
3. Work in conjunction with the Director of Athletics and/or the athletic training staff to ensure that safety protocols are in place and followed in the care and supervision of student-athletes.
4. Assist in handling after-school transportation issues.
5. Collaborate with coaching staffs in the maintenance of equipment and inventory of uniforms.
6. Act as Athletic Director liaison with team booster clubs.
7. Report any issues or extraordinary circumstances at athletic events to the Director of Athletics and/or Principal.

TERMS OF EMPLOYMENT: Annual employment by the Board of Education.

EVALUATION: Performance of the job will be evaluated annually by the Director of Athletics.



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Elementary Science Specialist

JOB GOAL: Under the direction of the District Math and Science Coordinator and the Science Curriculum Specialist is responsible for the coordination and implementation of K-5 Science programs and curriculum as well as related STEM programming/activities. The Science Curriculum Specialist will work closely with the Science Curriculum Coordinator and staff to assist in the development and implementation of outstanding science educational programs for the elementary students of Southington.

QUALIFICATIONS:

1. Certification in Elementary Education.
2. Minimum of five (5) years teaching experience at the Elementary level.
3. Experience with writing and implementing NGSS units of instruction and/or significant training in those areas.
4. Broad knowledge of the principles and practices of current educational trends in NGSS and STEM curriculum and instruction.
5. Demonstrated ability to identify effective instructional and technological resources to support curriculum requirements.
6. Experience creating and/or delivering high quality professional development.
7. Demonstrated ability to work effectively with teachers, administrators, parents, students, and community groups.
8. Excellent oral and written communication skills.

REPORTS TO: Math and Science Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Facilitates teachers' use of successful, research-based NGSS and STEM instructional strategies, including differentiated instruction for diverse learners.
2. Serves as a mentor and coach to teachers by modeling, observing, providing feedback, engaging in instructional coaching cycles.
3. Assists in planning, developing and implementing k-5 Science curriculum aligned to NGSS.
4. Develops and facilitates NGSS and STEM professional learning for teachers, administration and the community.
5. Monitors the development, implementation and evaluation of NGSS and STEM instructional programs.
6. Recommends to the Science Curriculum Coordinator and administration short-term and long-term plans for the improvement of programs in assigned areas.
7. Provides leadership in the development and analysis of data to inform curricular, instructional and assessment decisions.
8. Assists administrators, teachers, parents and students in the interpretation of assessment data.
9. Communicates with parents and community groups on behalf of the district.
10. Attends Board of Education and committee meetings as requested.
11. Assumes other job-related responsibilities as designated by the Assistant Superintendent of Curriculum and Instruction.

TERMS OF EMPLOYMENT: Determined by the working agreement between the Southington Board of Education and the Southington Education Association.

EVALUATION: To be evaluated annually by the District Math & Science Coordinator.



SOUTHINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Interventionist-Elementary Literacy & Numeracy

QUALIFICATIONS:

1. Certification in Elementary Education
2. Experience providing small groups and/or one to one instruction preferred.
3. Excellent oral and written communication skills.
4. Experience in working effectively with teachers, administrators, parents, students, and community groups.

REPORTS TO:

Building Principal

JOB GOAL:

To support students and staff with the implementation of Scientific Researched Based Interventions (*SRBI*) at the Elementary level.

PERFORMANCE RESPONSIBILITIES:

1. Instructor-Scientifically Researched Based Interventions (*SRBI*)
 - a. Work closely with the building principal and literacy/numeracy specialists to set and monitor schoolwide and individual student learning goals for literacy and numeracy.
 - b. Plan engaging, scientifically researched based intervention lessons for grades k-5 in the areas of literacy and numeracy.
 - c. Provide Tier 2 and Tier 3 literacy and numeracy interventions/instruction in compliance with district SRBI processes and procedures.
 - d. Utilize district approved technology and software to support Tier 2 and Tier 3 Instruction.
 - e. Attend and actively participate in school and district SRBI meetings.
 - f. Conduct assessments for individuals or groups of students and assist in the interpretation of assessments.
 - g. Communicate student intervention progress/performance to relevant staff, administration and families.
 - h. Input and maintain student data in Lyman Systems (District Data Warehouse).
 - i. Train and support math/literacy tutors to ensure all aspects of the SRBI process are being maintained.
 - j. Perform other such duties and responsibilities assigned by the principal or literacy/numeracy specialist, as consistent with the responsibilities of the position of the Interventionist.

TERMS OF EMPLOYMENT: Determined by the working agreement between the Southington Board of Education and the Southington Education Association.

EVALUATION: Performance of the job will be evaluated annually by building principal

Rev 4.6.21

Approved 4.22.21



SOUTHINGTON PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: 6-12 WORLD LANGUAGE SPECIALIST

QUALIFICATIONS:

1. Demonstrated knowledge and experience in world language.
2. Demonstrated experience in leadership roles.
3. Five (5) years' experience in teaching world language
4. Certification for Department Chairmanship or Ed. Leadership

REPORTS TO:

Director of Teaching and Learning for Secondary Education

JOB GOAL:

To facilitate the collaboration with world language teachers to improve instruction, maintain program consistency, and provide opportunities for students.

PERFORMANCE RESPONSIBILITIES:

1. Model and facilitate teaching methodologies in world language education.
2. Coordinate and facilitate curriculum development and implementation.
3. Coordinate and facilitate appropriate Professional Development for K-12 World Language Program.
4. Assist with development and oversight of K-12 world language budget.
5. Coordinate and facilitate department and K-12 Curriculum Meetings.
6. Coordinate 6-12 world language events.
7. Available to staff and administration as content specialist/consultant (re: budget, observations, and community relations).
8. Other duties as designated by Assistant Superintendent.

TERMS OF EMPLOYMENT:

In accordance with the agreement between the Southington Board of Education and the Southington Education Association.

EVALUATION:

Performance of the job will be evaluated annually by Director of Teaching and Learning for Secondary Education

Developed 3.31.21
Reviewed 4.6.21
Adopted 4.22.21

Policy 3281
Code of Conduct, Child
Nutrition Programs
Draft



SOUTHINGTON PUBLIC SCHOOLS

Series 3000

Code of Conduct-Child Nutrition Programs

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract procuring property or services under a Federal award, including the expenditure of Connecticut School Nutrition Program (“School Nutrition Program”) funds by any Southington Board of Education (“Board”) employee or agent.

Article I. Purpose

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contracts procuring property or services under a Federal award, including School Nutrition Program funds on goods and/or services. This Code of Conduct also sets forth discipline that may result from violating these standards.

Article II. Code of Conduct Provisions

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by Federal funds, including School Nutrition Program funds:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:
 - a. The employee, officer, or agent of the Board;
 - b. Any immediate family member of the Board employee, officer, or agent (spouse, sibling, parent, child);
 - c. The partner of the Board employee, officer, or agent; or
 - d. An organization that employs or is about to employ one of the above.
2. The Board’s employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the Federal government, in whole or in part. In determining whether an item is an impermissible gratuity or of monetary value, the definition of ‘gratuity’ shall be anything of more than fifty dollars in value.



SOUTHINGTON PUBLIC SCHOOLS

Series 5000

Code of Conduct-Child Nutrition Programs

3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

Legal References:

Federal Regulations and Guidance

2 C.F.R. § 200.112 Conflict of Interest.

2 C.F.R. § 200.318 General Procurement Standards.

2 C.F.R. § 400.2 Conflict of Interest.

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for School Food Authorities, [**FINAL** FSMC Guidance for school food authorities \(azureedge.net\)](#) (May 2016).

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, [**FINAL** FSMC Guidance for school food authorities \(azureedge.net\)](#) (May 2016).

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 03-2015, SFSP 02-2015, [HARDCOPY \(azureedge.net\)](#) (November 2014).

Connecticut Statutes, Regulations, and Guidance

Conn. Gen. Stat. § 1-79 Definitions.

Conn. Gen. Stat. § 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.



SOUTHTON PUBLIC SCHOOLS

Series 5000

Code of Conduct-Child Nutrition Programs

Conn. Gen. Stat. § 10-216 Payment of expenses.

Regs. Conn. State. Agencies § 10-215b-1 Competitive foods.

State of Connecticut, Department of Education, Operational Memorandum No. 10-16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts,

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf>

(August 2016).



SOUTHTON PUBLIC SCHOOLS

Series 5000

Code of Conduct-Child Nutrition Programs

Policy 3320
Purchasing Procedures
Draft



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Definitions

For the purposes of this policy:

1. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.
2. “General services” include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).
3. “Property” means real property or personal property.
4. “Town-based business” means a business with a principal place of business located within the town. A business shall not be considered a town-based business unless satisfactory evidence has been produced to the Board of Education Business Office whereby the business establishes that it owns property which has its principal place of business and pays taxes on real and personal property to the Town of Southington. Such evidence may include proof of ownership of real estate by copy of deed and copies of paid tax bills for real and personal property. The personal property shall be used for the business in the performance of the bid.

B. Consultation with Municipality Regarding Contracts for Goods or Services, Including Insurance and Payroll Software

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Southington Board of Education (the “Board”) shall consult with the Town Council and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

Further, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the Town Council, prior to purchasing payroll processing



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the Town Council, regarding the joint purchasing of property insurance, casualty insurance, and workers' compensation insurance.

II. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process \$10,000 or More

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$10,000 or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of at least \$10,000 but less than \$25,000, may be awarded by the Superintendent or his/her designee. Such purchases in the amount of \$25,000 or more must be awarded by the Board.

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible.

The Superintendent of Schools or his/her designee shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper in the local municipality and on the Board's website. At least five (5) calendar days must intervene between the date of the last newspaper or website publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. For contracts of at least \$10,000, but less than \$25,000, the Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. For contracts of \$25,000 or more, the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the "Southington Board of Education" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"), and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the Town of Southington, the award will be made to the local bidder.

Notwithstanding the above, on bid awards which are \$10,000 or more, the Lowest Responsible Qualified Bidder shall be determined in the following manner:

- 1) Any town-based bidder which has submitted a bid of no more than 10 percent higher than the low bid, when such bid is between \$10,000 and \$500,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 10 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.
- 2) Any town-based bidder which has submitted a bid of no more than 3.5 percent higher than the low bid, when such bid is between \$500,001 and \$1,000,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 3.5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

- 3) Any town-based bidder which has submitted a bid of no more than 2 percent higher than the low bid, when such bid is over \$1,000,001, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 2 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which as submitted the lowest bid.
- 4) The low bidder.

These preferential bidder provisions shall not apply to any projects which prohibit preferential bidding procedures which may include but may not be limited to state and federally funded projects.

G. Rejection Of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures.

The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

III. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$3,000 but less than \$10,000. Purchases of goods or services which involve an expenditure of less than \$3,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

B. Process For Obtaining Quotations

Generally, quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

IV. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice, or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section V.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Purchases of Special or Professional Services that are expected to be less than \$10,000 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$10,000 to \$25,000)



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

Purchases of Special or Professional Services for at least \$10,000 but less than \$25,000 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process (\$25,000 or more)

Request for Proposals for Purchases of Special or Professional Services for \$25,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever possible. The award of any such contracts for \$25,000 or more shall be approved by the Board.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper and on the Board's website at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper and website notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, considering cost and the requirements, terms and conditions contained in the RFP.



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

V. WAIVERS

In certain situations, the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.
- (8) Cooperative agreement with the local municipality.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

VI. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, as described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, as amended from time to time, to the extent it is required to do so.

VII. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

Legal References:

State Law:

Conn. Gen. Stat. §10-241c Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance.

Conn. Gen. Stat. §10-241d Local board of education consultation with municipality re goods and services. Cooperative arrangements.

Conn. Gen. Stat. §10-241e Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program.

Federal Law:

2 C.F.R. § 200.317 through 2 § C.F.R. 200.327.

2 C.F.R. § 200.81 (definition of property).

Adopted 10.88

Revised 5.13.21

New Course Proposal

SHS Mandarin
2, 3, 4

PROPOSED COURSE/PROGRAM CHANGE FORM

Southington Public Schools Southington, Connecticut

School: Southington High School

Department: World Language

Please check appropriate item:

New Course:

Revised Course:

Course Title: Novice High/Intermediate Low Mandarin 2 ccp/honors

1. **Proposed Change** – Please give a brief description of proposed new course or revision to existing course.

Novice High/Intermediate Low Mandarin 2 is the next course in the Mandarin sequence for students who have taken 1 year of Mandarin.

2. **Rationale** – What is the purpose of the proposed new course or course change? To what extent will it benefit the students?

We continue to offer students the opportunity to improve their cultural and linguistic proficiency in Mandarin.

3. **Target Population** – Which group of students will be directly affected (grade level, academic level)?

Students who have completed year 1 Mandarin.

PROPOSED COURSE/PROGRAM CHANGE FORM

4. **Evaluation** – How do you plan to assess the implementation of the proposed new course or the course change?

This course will have a course evaluation and will monitor students' linguistic proficiency growth and their intercultural competency growth to demonstrate success.

5. **Cost** – What are the anticipated costs for staff, textbooks, materials, other?

There is no cost to this additional class. As with all our languages, the use of authentic materials has replaced textbooks. Our current staff is sufficient to accommodate this new course offering.

	YEAR		
	I	II	III
Staff	\$	\$	\$
Textbooks	\$	\$	\$
Materials	\$	\$	\$
Other	\$	\$	\$
TOTAL	\$	\$	\$

Comments: _____

Principal: Approved Denied


Signature

PROPOSED COURSE/PROGRAM CHANGE FORM

Southington Public Schools Southington, Connecticut

School: Southington High School

Department: World Language

Please check appropriate item:

New Course:

Revised Course:

Course Title: Intermediate low/mid Mandarin 3 ccp/honors

1. **Proposed Change** – Please give a brief description of proposed new course or revision to existing course.

Intermediate low/mid Mandarin 3 is the next course in the Mandarin sequence for students who have taken 2 years of Mandarin.

2. **Rationale** – What is the purpose of the proposed new course or course change? To what extent will it benefit the students?

We continue to offer students the opportunity to improve their cultural and linguistic proficiency in Mandarin.

3. **Target Population** – Which group of students will be directly affected (grade level, academic level)?

Students who have completed year 2 Mandarin.

PROPOSED COURSE/PROGRAM CHANGE FORM

4. **Evaluation** – How do you plan to assess the implementation of the proposed new course or the course change?

This course will have a course evaluation and will monitor students' linguistic proficiency growth and their intercultural competency growth to demonstrate success.

5. **Cost** – What are the anticipated costs for staff, textbooks, materials, other?

There is no cost to this additional class. As with all our languages, the use of authentic materials has replaced textbooks. Our current staff is sufficient to accommodate this new course offering.

	YEAR		
	I	II	III
Staff	\$	\$	\$
Textbooks	\$	\$	\$
Materials	\$	\$	\$
Other	\$	\$	\$
TOTAL	\$	\$	\$

Comments: _____

Principal: Approved

Denied



Signature

PROPOSED COURSE/PROGRAM CHANGE FORM

Southington Public Schools Southington, Connecticut

School: Southington High School

Department: World Language

Please check appropriate item:

New Course:

Revised Course:

Course Title: Intermediate mid/ high Mandarin 4 ccp/ECE

1. **Proposed Change** – Please give a brief description of proposed new course or revision to existing course.

Intermediate mid/high Mandarin 4 is the next course in the Mandarin sequence for students who have taken 3 years of Mandarin. This course will be tied to its counterpart at the University of CT so students in the Intermediate high Mandarin 4 course will receive 4 college credits for taking the course.

2. **Rationale** – What is the purpose of the proposed new course or course change? To what extent will it benefit the students?

We continue to offer students the opportunity to improve their cultural and linguistic proficiency in Mandarin.

3. **Target Population** – Which group of students will be directly affected (grade level, academic level)?

Students who have completed year 3 Mandarin.

PROPOSED COURSE/PROGRAM CHANGE FORM

4. **Evaluation** – How do you plan to assess the implementation of the proposed new course or the course change?

This course will have a course evaluation and will monitor students' linguistic proficiency growth and their intercultural competency growth to demonstrate success.

5. **Cost** – What are the anticipated costs for staff, textbooks, materials, other?

There is no cost to this additional class. As with all our languages, the use of authentic materials has replaced textbooks. Our current staff is sufficient to accommodate this new course offering.

	YEAR		
	I	II	III
Staff	\$	\$	\$
Textbooks	\$	\$	\$
Materials	\$	\$	\$
Other	\$	\$	\$
TOTAL	\$	\$	\$

Comments: _____

Principal: Approved Denied


Signature

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date April 22, 2021
Decision Requested X Agenda Code 12 f. & 12 g.

AGENDA REPORTING FORM

Agenda Topic: 2021-2022 Healthy Food Certification

Summary of Issue: Section 10-215f of the Connecticut General Statutes requires that all districts must take action to certify whether all food items sold to students separately from reimbursable meals will or will not meet CSDE's Connecticut Nutrition Standards. For the 2021-2022 school year, the state requires the HFC statement to be part of the CSDE's online Application and Claiming System for Child Nutrition Programs. The Board of Education must vote at a Board meeting whether to implement the healthy food option or not by June 30, 2021 and the Board meeting minutes are uploaded on the HFC application module.

Background: The Board of Education has participated in the Healthy Food Certification Program since the 2014-2015 school year.

Alternative Strategies: To participate in the program.

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

Beginning Date of Program or Project: July 1, 2021

Ending Date of Program or Project: June 30, 2022

Recommendation or Comment: (Two motions needed)

1) Pursuant to C.G.S. Section 10-215f, the Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

2) The Board of Education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools