

## Southington Board of Education Meeting

Thursday, August 11, 2022 6:00 PM

John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, CT 06489

200 North Main Street  
Southington, CT 06489



### COMMITTEE OF THE WHOLE - OPERATIONS

1. CALL TO ORDER
2. Executive Session
  - a. Contract Negotiations - SAA
  - b. Superintendent of Schools Evaluation
3. Reconvene Meeting - Regular Session - 7:00 p.m.
4. Pledge of Allegiance - Moment of Silence
5. Administrative Introductions
  - a. Ms. Susan Gariepy, Principal, South End Elementary School
  - b. Mr. Marc DiDominzio, Assistant Principal, John F. Kennedy Middle School
6. Approval of Minutes
  - a. June 9, 2022
  - b. June 21, 2022 - Special Meeting
  - c. July 27, 2022 - Special Meeting
7. Public Communications
  - a. Communications from Board of Education
  - b. Communications from Administration
  - c. Communications from Public
8. Committee Reports
  - a. Elementary Facilities Committee Meeting - June 8, 2022
  - b. Policy & Personnel Committee Meeting - July 19, 2022
  - c. Finance Committee Meeting - August 1, 2022
    1. Bid Award #2023-05: Boiler Replacement at Strong
    2. Special Education (STELLAR) Van Purchase
9. Superintendent's Report
  - a. Personnel Report
10. Old Business
  - a. Town Government Communications
    1. Appointment of Representative on the Town Cable Advisory Council
11. New Business
  - a. Approval of Out of State/Overnight Field Trip
  - b. Class Size Report
  - c. Obsolete Textbooks
12. Adjournment

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

**SOUTHINGTON BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

**REGULAR MEETING  
JUNE 9, 2022**

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The regular meeting of the Southington Board of Education (Committee of the Whole - Operations) was held on Thursday, June 9, 2022, at 7:00 p.m. as a public meeting in the John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut with an Executive Session preceding at 6:30 p.m.

**1. CALL TO ORDER**

Mrs. Colleen Clark, Chairperson, called the meeting to order at 6:38 p.m.

Board members present were Mrs. Dawn Anastasio, Mr. Joseph Baczewski, Mrs. Terri Carmody, Mr. Sean Carson, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Zaya Oshana, and Mr. Jasper Williams. Absent was Mr. James Chrzanowski.

Cabinet administrators present were Mr. Steven Madancy, Superintendent of Schools, and Mr. Frank Pepe, Assistant Superintendent.

**2. EXECUTIVE SESSION – UNAFFILIATED COMPENSATION AND STUDENT MATTERS**

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

**“Move to go into Executive Session, excluding the public and the press, for the purpose of discussing Unaffiliated Compensation and Student Matters, and upon conclusion reconvene to public session.”**

**Motion carried unanimously by voice vote.**

*Mrs. Clark ended Executive Session at 7:02 p.m.  
The regular Board meeting was reconvened at 7:06 p.m.*

**3. RECONVENE MEETING – REGULAR SESSION**

Board members present were Mrs. Dawn Anastasio, Mr. Joseph Baczewski, Mrs. Terri Carmody, Mr. Sean Carson, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Zaya Oshana, and Mr. Jasper Williams. Absent was Mr. James Chrzanowski.

Cabinet administrators present were Mr. Steven Madancy, Superintendent of School; Mr. Frank Pepe, Assistant Superintendent; Mrs. Jennifer Mellitt, Director of Business & Finance; and Ms. Rebecca Cavallaro, Director of Pupil Personnel Services.

Student Representatives present were, Jhalissa Vincent, Ethan Solury, and Angelina Micacci.

**4. PLEDGE OF ALLEGIANCE**

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

**5. CELEBRATION OF EXCELLENCE**

For the Celebration of Excellence, Mr. Michael Crocco, Principal of Southington High School, and the Board of Education recognized the Class of 2022 Valedictorian, Amber Kohl; Salutatorian, Matthew Morgan; and Essayist, Daniel Semmel. All three students planned to attend UConn in the fall. The students were presented with a plaque and standing ovation as the top three students out of a class of 500.

Mrs. Clark presented the graduating Board of Education Student Representatives Ethan Solury and Jhalissa Vincent with a plaque and gift from the Board members and thanked them for serving on the Board with distinction.

Student Representative Angelina Micacci introduced the two (2) new BOE (Board of Education) Student Representatives starting in the 2022-2023 school year: Ryan Ogren from the Class of 2023, and Uptej Singh from the Class of 2024. They were selected out of 20 applicants to serve on the BOE. The students gave a brief background of their academic accomplishments and extracurricular activities.

*Mrs. Clark called for a short recess 7:22 - 7:38 p.m.*

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

**“Move to add Agenda Item #6.a ‘Approval of Out of State/Overnight Field Trip - Cheerleading’ to the agenda.”**

**Motion carried unanimously by voice vote.**

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

**“Move to add Agenda Item #11.e ‘Student Expulsion 2021-22-24’ to the agenda.”**

**Motion carried unanimously by voice vote.**

**6. APPROVAL OF MINUTES – May 26, 2022**

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

**“Move to approve the Regular Board of Education Minutes of May 26, 2022, as submitted.”**

**Motion carried unanimously by voice.**

- a. **Approval of Out of State/Overnight Field Trip - Cheerleading**

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

**“Move to approve the field trip, as presented by the administration.”**

Ms. Ashley Clemens, SHS Cheerleading Coach, gave a brief explanation of the Summer Camp to take place at the Crowne Plaza in Warwick, Rhode Island, August 2022.

**Motion carried unanimously by voice vote.**

## **7. PUBLIC COMMUNICATIONS**

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

Angelina Micacci reported on the following:

- She gave an update on the spring sports teams that qualified for the CIAC State Championships: SHS Softball defends its Class LL title in the CIAC Championship game vs. Bristol Central on Friday, June 10. If they win the State Championship, it would be their third consecutive title since 2019 and their 20<sup>th</sup> overall State Championship in the program’s history, which would be a new national record. The Blue Knights Baseball Team is playing Fairfield Warde in the CIAC Class LL State Championship on June 11 at Palmer Field in Middletown.
- She announced the winners of the Drama Club HALO Awards.
- Kennedy Middle School became the recipient of the statewide Veteran’s Recognition Program Award for 2022. A plaque from the State Board of Education and Veteran’s Commissioners will be presented to teacher Amy Perry on June 10 at Kennedy.

Ethan Solury reported on the following:

- Class Night was Thursday, June 2, from 6:00-9:00 p.m. and had to be moved from the SHS athletic fields into the school due to rain.
- Class Day was Friday, June 3 at Six Flags in Agawam, Massachusetts.
- Ethan thanked the Board for the once in a lifetime opportunity to serve on the Board.

Jhalissa Vincent reported on the following:

- A senior motorcade parade will take place this year starting at SHS and ending at Kennedy Middle School.
- The SHS Graduation Ceremony will take place on Friday, June 17 with a rain date of Saturday, June 18.
- She spoke about the highlights of serving on the BOE and responsibilities as student representatives, thanked the Board members for their support, and wished the new student representatives’ good luck.

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

Board members thanked the graduating student representatives, Ethan and Jhalissa, for their service on the Board and welcomed the new student representatives.

### **c. Communications from Administration**

Administration reported on the following:

1. EOY Wrap Up and Summer Work: Mr. Madancy reported that there was plenty of work at this time of year with limited time to accomplish lots of tasks. His office will send the Board members the details of the graduation ceremony. He noted that there were many projects that would be completed this summer and he will give an update to the Board in August on what was accomplished by the Operations Department.

2. STEPS Update: Mrs. Meghan Albanese, Youth Prevention Coordinator, introduced Christina McKirryher, Oshana Elementary School Math Specialist and STEPS district-wide Asset Building Classroom Coordinator, who highlighted activities, awards, resources, successes, and recognitions of the ABC Classrooms throughout the school year at all the schools and thanked the Board for their support. Mr. Steve Nyerick, member of STEPS and former School Counselor at DePaolo, handed out “Warm Fuzzy’s” and thanked the BOE for their support of the STEPS Coalition.

3. Athletic Facilities: Mr. Madancy reported the goal of administration was to continue to build out information to inform the community of the scope of the SHS Athletic Facilities project before the November 2022 referendum.

4. Elementary Facilities Project: Mr. Madancy explained that the Elementary Facilities Project was shifted to a referendum in November 2023. The work during the summer would be to complete the pre-referendum work to begin to engage the community in conversations around the different scenarios being considered. He will give the Board an update in September.

5. Veterans Recognition Program Award 2022 – JFK: Mr. Madancy announced that Ms. Amy Perry, Team 6A teacher at J. F. Kennedy Middle School, received the Veterans Recognition Program Award for 2022 from the state of Connecticut. The presentation is scheduled for June 10 at noon in the JFK Lobby.

Mr. Madancy commented on the recent passing of Charlie Lembo, SHS Varsity Baseball Coach, and the impact that he had on his players. He announced that there would be a Celebration of Life Memorial Program in memory of Coach Lembo that will be held on Sunday, June 12, 2022 at 5:00 p.m. on the SHS Varsity Baseball field.

#### **d. Communication from Public**

Mr. Richard Cooper, 79 Barbara Lane, was worried about the state of education in Southington and preparing the students for the 21<sup>st</sup> century. He addressed divergent thinking, independent accomplishments, being a good citizen, embracing of diversity, and that every student as something to contribute to their school.

### **8. COMMITTEE REPORTS**

#### **a. Policy & Personnel Committee Report – June 2, 2022**

Mr. Williams reported that the committee met and discussed reorganizing two job descriptions. The first titled “Pre-Kindergarten Facilitator” (.4 FTE) and the second titled “Out of District PPT Facilitator Stipend”. He explained in detail the associated responsibilities of these positions and how these positions would be funded. These job descriptions are on the agenda for action later in the meeting.

### **9. SUPERINTENDENT’S REPORT**

**a. Personnel Report**

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

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

**Motion carried unanimously by voice vote.**

**10. OLD BUSINESS**

**a. Town Government Communications**

There was nothing to report.

**b. Policy 4118.7 – Social Networking – Second Reading**

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

**“Move to approve Policy 4118.7 – Social Networking revision, as recommended by the Policy & Personnel Committee.”**

**Motion carried unanimously by voice vote.**

**c. Policy 6173 – Enrollment in Advanced Course/Program and Challenging Curriculum – Second Reading**

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

**“Move to approve Policy 6173 – Enrollment in Advanced Course/Program and Challenging Curriculum, as recommended by the Policy & Personnel Committee.”**

Mrs. Clark questioned the Student Success Plan. Mr. Pepe stated that, per state legislation, the plan is to meet with students to discuss the potential pathways that students might take through interest surveys. Southington uses Naviance and guidance counselors meet with every student.

**Motion carried unanimously by voice vote.**

**d. Grade 7 Science Curriculum – Unit 1: Chemical Reaction – Second Reading**

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

**“Move to approve Grade 7 Science Curriculum – Unit 1: Chemical Reaction, as recommended by the Curriculum & Instruction Committee.”**

**Motion carried unanimously by voice vote.**

**e. SHS Sociology Curriculum – Units 1-5 – Second Reading**

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

**“Move to approve the SHS Sociology Curriculum – Unit 1-5, as recommended by the Curriculum & Instruction Committee.”**

**Motion carried unanimously by voice vote.**

Mr. Baczewski stated that with the country currently polarized between conservatives and liberals without any gray area anymore he hoped that this was a jumpstart for students in critical thinking and to be better citizens in the community.

**f. K-2 Curriculum – Library Media Units – Second Reading**

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

**“Move to approve the K-2 Curriculum – Library Media Units, as recommended by the Curriculum & Instruction Committee.”**

**Motion carried unanimously by voice vote.**

**11. NEW BUSINESS**

**a. Ratification of UPSEU Local 424, Unit 50, Southington Paraeducators/ABA Therapists/EL Tutors Contract**

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

**“Move to approve the contract agreement between the Southington Board of Education and the Southington Paraeducators/ABA Therapists/EL Tutors Union (UPSEU Local 424, Unit 50.”**

Mr. Derynoski stated that the Negotiating Committee did an excellent job that was fair and equitable for both sides.

**Motion carried unanimously by voice vote.**

**b. Approval of Job Descriptions**

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

**“Move to approve the Job Descriptions for Out of District PPT Facilitator and Pre-Kindergarten Facilitator, as recommended by the administration.”**

**Motion carried unanimously by voice vote.**

**c. Review and Discussion of Southington High School Special Education Programing**

Mr. Madancy stated that this was placed on the agenda because administration was working on consideration of a potential program move or change that currently exists at SHS. After talking to different parties, administration decided to withdraw that consideration at this time and to remove this as an agenda item.

**d. ARP ESSER and Student Support Services**

Mr. Madancy stated that students have been struggling after returning to school from the pandemic. Their mental health struggles were also indicated by the data that was collected on the STEPS Survey. After tracking DCF referrals, 211 calls, suspensions, expulsions, disciplinary referrals, and other types of mental health needs relative to the student population, Mr. Madancy was requesting student support services for mental health purposes. The June 23 BOE meeting had been cancelled; therefore, the issue of timeliness to post the needed requested positions, if approved, was of importance to hire throughout the summer. The positions would not be funded by the operating budget because they would use the ARP ESSER (*American Rescue Plan – Elementary & Secondary School Emergency Relief*) funds. He was confident from the last legislative session that legislators targeted mental health of students and funding would be coming to local communities to address that issue. However, the amount of funding is currently unknown. Administration was requesting a range of professional services that would serve different functions for when a student may need crisis intervention. The professional personnel that administration was requesting were geared for success in an educational setting and trained for it.

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

**“Move to approve the posting and hiring of the following student support staff as recommended by the Superintendent of Schools using ARP ESSER (*American Rescue Plan – Elementary & Secondary School Emergency Relief*) funds for the 2022-2023 school year: three (3) Social Workers, one (1) School Psychologist, two (2) BCBA’s (*Board Certified Behavior Analysts*), one (1) Special Education Teacher, and one (1) Program Behaviorist, as recommended by the Superintendent.”**

The Program Behaviorist would not be hired until a job description is developed and approved given its unique role.

The administration and Board members discussed at length the shortage area of mental health and student support service professionals and the need for timeliness to post for these positions, if approved. Discussed were the various student support services needed and the rationale behind the request. Mr. Madancy noted that there has been a medical advisor doctor on staff for consultation, when needed. A goal this year is to build a Behavioral Consultation Team for students at risk. Board members thought that it was critical to have these resources at the schools for the students’ and family’s needs. Discussed was the role of the Social Workers and their location. It was noted that the requested professionals would work regularly with the Director of Pupil Personnel Services and the Special Education Coordinators in looking at caseloads and staffing needs, best practices, protocols, and continuum of services. The Board addressed what the ARP ESSER funds are supposed to be used for and the state funding levels for the 2022-2023 school year and beyond. Board members did not want to be forced to use the ARP ESSER funds for normal operational budget items. The Board discussed future budgeting. Mrs. Clark was concerned about ARP ESSER funding from the state beyond the 2022-2023 school year for mental health and it was proposed to have a conversation on this with the Town Committee of the Chairs.

ROLL CALL VOTE: YES – Mrs. Anastasio, Mr. Baczewski, Mrs. Carmody, Mr. Carson, Mr. Derynoski, Mr. Oshana, Mr. Williams, Mrs. Clark.

**Motion carried unanimously 8-0.**

e. **Student Expulsion – Student #2021-22-24**

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

**“Move to Expel Student #2021-22-24, as stipulated by the Superintendent.”**

**Motion carried (7-1) with seven in favor and Mr. Oshana opposed.**

## **12. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 8:44 p.m.

Respectfully submitted,

*Linda Blanchard*

Recording Secretary

# Southington Board of Education Meeting Minutes



Tuesday, June 21, 2022 7:00 PM  
JFK Middle School Library Media Center  
1071 South Main Street, Southington, CT 06479

## **SPECIAL MEETING**

1. **CALL TO ORDER** – Mrs. Colleen Clark, Chairperson, called the meeting to order at 7:00 p.m.

**Board Members Present:** Dawn Anastasio, Terri Carmody, Sean Carson, James Chrzanowski, Colleen Clark, David Derynoski, Jasper Williams. **Board Members Absent:** Joe Baczewski, Zaya Oshana

**Administration Present:** Steven Madancy, Superintendent of Schools; Jennifer Mellitt, Director of Business & Finance.

2. **BID Award Request - BID 2022-117 Exterior Building Caulking Services**

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

**“Move that the Board of Education award BID 2022-117 – Exterior Building Caulking Services to Milestone Restoration, Inc. in the amount of \$89,700, as presented by the Administration.”**

**Motion carried unanimously by voice vote.**

3. **Appointment of JFK Middle School Principal**

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

**“Move to appoint Susanne K. Vitcavage as Principal of J.F. Kennedy Middle School at an annual salary of \$156,912.00 for the 2022-2023 academic year effective July 1, 2022.”**

**Motion carried unanimously by voice vote.**

4. **Adjournment**

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

**“Move to Adjourn”**

**Motion carried unanimously by voice vote**

Special Meeting adjourned at 7:13 p.m.

Respectfully Submitted,

*Dawn L. Anastasio*

Board Secretary

# Southington Board of Education Special Meeting Minutes



Wednesday, July 27, 2022 6:30 PM

Virtual – Zoom Meeting ID: 836 3331 3312 Passcode: 211424

One tap mobile +1 646 558 8656 US (New York)

1. **CALL TO ORDER** – Mrs. Colleen Clark, Chairperson, called the meeting to order at 6:30 p.m.

**Board Members Present:** Dawn Anastasio, Terri Carmody, Sean Carson, James Chrzanowski, Colleen Clark, David Derynoski, Zaya Oshana

**Board Members Absent:** Joe Baczewski, Jasper Williams.

**Administration Present:** Steven Madancy, Superintendent of Schools; Frank Pepe, Assistant Superintendent of Schools

2. **Approval of Job Description – Behavior Technician**

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

**“Move that the Board of Education approve the job description presented by the administration”**

**Motion carried unanimously by voice vote.**

3. **Appointment of John F. Kennedy Middle School Assistant Principal**

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

**“Move to appoint Mr. Marc DiDominzio as Assistant Principal of John F. Kennedy Middle School at an annual salary of \$148,391 for the 2022-2023 academic year effective August 12, 2022.”**

**Motion carried unanimously by voice vote.**

4. **Appointment of South End Elementary School Principal**

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

**“Move to appoint Ms. Susan Gariepy as Principal of South End Elementary School at an annual salary of \$151,519 for the 2022-2023 academic year effective August 12, 2022.”**

**Motion carried unanimously by voice vote.**

5. **Adjournment**

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

**“Move to Adjourn”**

**Motion carried unanimously by voice vote**

Special Meeting adjourned at 6:41 p.m.

Respectfully Submitted,

*Dawn L. Anastasio*

Board Secretary

Board of Education

Administrative Report

August 11, 2022



1. Admin Return and upcoming dates
2. Opening dates for staff and students (Aug.26<sup>th</sup> & Sept 1<sup>st</sup>)
3. Athletic Facilities update
4. Staffing update, certified vacancies
5. Smarter Balance Results



# SOUTHINGTON PUBLIC SCHOOLS

## Southington Board of Education

### Elementary Facilities Committee Meeting Minutes

The meeting will be in a virtual format via Zoom

Wednesday, June 8, 2022 – 3:00 p.m.

**STEVEN G. MADANCY**

SUPERINTENDENT OF SCHOOLS

**FRANK M. PEPE**

ASSISTANT SUPERINTENDENT  
OF SCHOOLS

#### BOARD OF EDUCATION

COLLEEN W. CLARK  
BOARD CHAIRPERSON

JOSEPH BACZEWSKI  
VICE CHAIRPERSON

DAWN L. ANASTASIO  
SECRETARY

TERRI C. CARMODY

SEAN M. CARSON

JAMES J. CHRZANOWSKI

DAVID J. DERYNOSKI

ZAYA G. OSHANA

JASPER P. WILLIAMS

Meeting called to order at 3:05 p.m.

Members Present: Colleen W. Clark, Chair, Zaya Oshana, Jasper Williams

Absent: Joseph Baczewski Administration Present: Steven Madancy, Peter Romano Guests: Charles Warrington and John Koplas from Colliers, Pat Gallagher and Mike Zuba (SLAM)

- Enrollment Study Recap:

Results of the updated enrollment study were shared with committee members with the recommendation to provide a full presentation to the board at the final June board meeting. The enrollment trend has shifted when compared to the original enrollment study which had projected an enrollment decline. The new study is projecting a steady enrollment with little to no decline and potential increases in some schools. This may alter the original thought of being able to close a school. Further options should be considered. The study and presentation, once shared publicly at the BOE meeting, will be posted within the major projects portion of the district website for public reference.

- Redistricting and Facility Scenarios:

The committee shared guidance, once looking at the updated enrollment map, around potential redistricting scenarios that could be developed further by the district consultant on this project. (SLAM) Potential scenarios will be shared once fully developed with the committee and then the full board in September.

- Timelines:

Given that the elementary project referendum was pushed from 2022 to 2023, the committee agreed that community engagement around redistricting scenarios and future elementary facility projects in the fall will be important in order to meet deadlines around town council authorization, bonding approval, and appropriate timelines relative to a full 2023 referendum.

Meeting Adjourned at 3:45 p.m.

Respectfully Submitted,

Steven Madancy

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# SOUTHINGTON PUBLIC SCHOOLS

## Board of Education Policy & Personnel Committee Meeting

July 19, 2022 @ 5:30PM

Virtual

**STEVEN G. MADANCY**

SUPERINTENDENT OF SCHOOLS

**FRANK M. PEPE**

ASSISTANT SUPERINTENDENT  
OF SCHOOLS

### BOARD OF EDUCATION

COLLEEN W. CLARK  
BOARD CHAIRPERSON

JOSEPH BACZEWSKI  
VICE CHAIRPERSON

DAWN L. ANASTASIO  
SECRETARY

TERRI C. CARMODY

SEAN M. CARSON

JAMES J. CHRZANOWSKI

DAVID J. DERYNOSKI

ZAYA G. OSHANA

JASPER P. WILLIAMS

**Board Members Present:** Policy and Personnel Committee Chair Jasper Williams, Dawn Anastasio, and David Derynoski

Absent: Zaya Oshana

**Administration Present:** Frank Pepe, Assistant Superintendent

**Meeting Summary:** Meeting called to order by Committee Chair Jasper Williams at 5:35 pm.

Mr. Pepe offered the following context.

During the June 9, 2022, meeting the full Board approved using ARP ESSER funds to hire mental health support staff. The job description offered for review, *Behavior Technician*, a new position, specifically slated for the Collaborative Learning Program at SHS.

Mr. Derynoski requested both minimum and preferred education be added to the Qualifications section. Mr. Pepe will gather this information from the Human Resource Department and add it to the description.

Committee members unanimously approved the description go to the full board once the language is added.

The meeting adjourned at 5:43.

Respectfully submitted,

Frank Pepe

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SOUTHINGTON BOARD OF EDUCATION  
Southington, Connecticut

**FINANCE COMMITTEE MEETING**

Monday, August 1, 2022, 7:30 p.m.  
Conference Room #2 Municipal Center

Board Members Present: Sean Carson; David Derynoski; Zaya Oshana

Present from Administration: Jennifer Mellitt, Director of Business & Finance; Kaiya Hill, Accounting Manager

The Finance Committee meeting was called to order at 7:34 p.m.

**1. FINANCIAL UPDATE 2021-22 – PRELIMINARY:**

Mrs. Mellitt provided a preliminary update on the close out of the FY22 Operating Budget. We anticipate having approximately \$400,000 in unexpended funds. We are still working on collecting invoices from vendors, etc. A detailed close out report will be made at our next finance meeting in three weeks.

**2. BID AWARD: BID 2023-05 BOILER REPLACEMENT AT STRONG:**

Ms. Hill provided the bid results for Bid 2023-05 and noted that seven vendors responded to the bid. She recommended the bid be awarded for the base bid price of \$82,300 to Sav-Mor Cooling & Heating Inc. of Southington, informing the committee that one boiler would be replaced at this time due to budget limitations. Ms. Hill stated that the FY23 budget for this project is \$148,000. Mr. Carson asked why the price for the second boiler was the same price as the first. Mrs. Mellitt and Mr. Derynoski stated that since this is a formal bid, the price given is not open to further negotiations.

The committee recommended replacing both boilers at a total bid price of \$164,600. The Finance Committee recommended using FY21 Non-lapsing funds to cover the \$16,600 remaining balance.

**3. SPECIAL EDUCATION (STELLAR) VAN PURCHASE – GRANT FUNDED:**

Mrs. Mellitt reminded the Finance Committee that the State Department of Education awarded a new ARP IDEA grant in the amount of \$285,457 to Southington. The approved grant application includes the purchase of a student transport vehicle for the STELLAR program.

The purchase of the vehicle will be made using the State of Connecticut contract pricing from Gengras Ford for a new ten-passenger vehicle for \$58,862. Mrs. Mellitt also provided comparison information on a used van for \$67,827 for a 2020 model. The committee agreed to move forward with the purchase of the new vehicle.

**4. UPDATE ON SELECT PHYSICAL THERAPY CONTRACT:**

Mrs. Mellitt informed the committee that the Administration executed a one-year extension based on the discussions held by the committee in May. The pricing for years two and three will be brought back to the committee at a future meeting.

**5. MISCELLANEOUS:**

Mrs. Mellitt shared that a voluntary device protection plan has been offered to parents to cover accidental damage to Chromebooks, lost chargers, etc. The parents were directed to the MyPaymentsPlus website to pay for the voluntary coverage. The plans offered were single student, two student or family (three or more students).

In addition to paying for the devices, the parents who purchased the insurance were reminded that funds for school meals can be added to their students' accounts by using MyPaymentsPlus. Mrs. Mellitt reminded the committee that the U.S. Department of Agriculture waivers providing universal free meals expired on June 30, 2022, and that we are anticipating an update about the National School Lunch Program (NSLP) funding during the first week of August. Any updates will be forwarded to the committee.

**UPDATE:** On Tuesday, August 2, 2022, information was distributed by the Connecticut State Department of Education regarding School Meals Assistance Revenue for Transition (SMART) funds. The intent of these funds is to allow school systems time to plan for a return to paid meals. Family notifications are being drafted by the state and will be distributed to parents shortly.

The SMART funds will allow Southington Schools to provide meals at no cost to all students until the funds are depleted. The state based the SMART fund allotments on the 2018-19 meal counts. Southington will receive \$633,164 in reimbursements based on actual meals served in 2022-23. Our preliminary review shows the funds will provide free meals until January or February 2023, depending on student participation. More details will be provided to the committee at our next meeting.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,



Jennifer Mellitt  
Director of Business & Finance

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date August 11, 2022

Decision Requested X Agenda Code 8 c. 1.

**AGENDA REPORTING FORM**

**Agenda Topic:** Bid Award #2023-05: Boiler Replacement at Strong

**Summary of Issue:** The administration sought pricing for boiler replacement services at Strong Elementary School.

**Background:** Seven (7) vendors submitted bids. The lowest bid received was from Sav-Mor Cooling & Heating, Inc. of Southington, CT.

**Alternative Strategies:** N/A

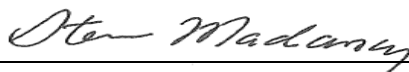
**Cost (if applicable):** \$164,600      **Funding Source:** Capital Plan FY23/ Non-lapsing FY21

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

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

**Recommendation or Comment:** Move that the Board of Education award BID 2023-05: Boiler Replacement at Strong to Sav-Mor Cooling & Heating Inc. in the amount of \$164,600, as presented by the Administration.

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

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

Title of Attachments:

1. BID 2023-05 Award Request Packet



# SOUTHTON PUBLIC SCHOOLS

*Kaiya N. Hill*  
*Accounting Manager*

## MEMO

**TO:** Board of Education Members  
**DATE:** July 11, 2022  
**RE:** BID 2023-05 Boiler Replacement at Strong Elementary School

In July 2022, Southington Public Schools went out to bid for boiler replacement services at Strong Elementary School. The bid was advertised in the newspaper and listed on the Southington Schools' and Town of Southington's websites, and was opened on July 8, 2022, at 2:00 pm.

Seven vendors submitted bids; the bid compilation is attached. The lowest bid was received from Sav-Mor Cooling & Heating, Inc. of Southington, CT with a base bid price of \$82,300 and an add/alternate #2 price for the second boiler of \$82,300. Sav-Mor has previously completed work for the Town of Southington and has provided satisfactory results.

At this time, it is the recommendation of the Administration to award BID 2023-05 to Sav-Mor Cooling & Heating Inc. of Southington for the base bid price of \$82,300. Due to budget limitations, the Administration will work with the Town to address the shortfall on add/alternate #2, the second boiler.

**Update:** On August 1, 2022, the recommendation of the Finance Committee was to award Bid 2023-05 to Sav-Mor Cooling & Heating Inc. in the amount of \$164,600. The original budget for this project was \$148,000, funded by the Town in the FY23 Capital Plan. The remaining \$16,600 will be funded using the FY21 Non-lapsing Account.

**BID 2023-05 Replacement of Boiler at Strong Elementary**  
**Opened on 07/06/2022 at 2:00 pm**

Vendor Name	Base Bid Price	Add/Alt #1 If Performance Bond Required	Add/Alt #2 Replace the 2nd existing boiler	Vendor Street	Vendor Town	Low Bidder Base Bid	Low Bidder W/ Alternate Adds	Southington Bidders within 10% of low bidder
Southport Contracting Inc.	\$98,000.00	\$2,450.00	\$195,000.00	1730 Commerce Drive	Bridgeport	\$ 98,000.00	\$295,450.00	19.08%
Environmental Systems Corporation	\$117,041.00	\$2,950.00	\$115,736.00	18 Jansen Court	West Hartford	\$ 117,041.00	\$235,727.00	42.21%
Warren Brothers, LLC	\$87,126.00	\$2,613.78	\$84,512.00	342 Monson Road	Stafford Springs	\$ 87,126.00	\$174,251.78	5.86%
Perfectemp Inc.	\$84,802.00	\$2,125.00	\$84,802.00	125 Robert Jackson Way	Plainville	\$ 84,802.00	\$171,729.00	3.04%
Sav-Mor Cooling & Heating, Inc.	\$82,300.00	\$1,300.00	\$82,300.00	231 Captain Lewis Drive	Southington	<b>\$ 82,300.00</b>	<b>\$165,900.00</b>	0.00%
Boiservert Plumbing LLC	\$98,899.00	\$3,000.00	\$198,900.00	1249 Blue Hills Avenue	Bloomfield	\$ 98,899.00	\$300,799.00	20.17%
West State Mechanical, Inc.	\$99,460.00	\$11,925.00	\$99,460.00	3000 South Main Street	Torrington	\$ 99,460.00	\$210,845.00	20.85%

Recommendation  
Sav-Mor Cooling & Heating

**Southington Public Schools  
Purchasing Department  
BID AWARD REQUEST  
BID 2023-05 Replacement of Boiler at Strong Elementary School**

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

PROPOSED SUMMARY: This request sought pricing for a boiler replacement Strong Elementary School. Seven vendors responded to our bid invitation. The low bidder was a Southington vendor. The Administration recommends awarding the base bid price of \$82,300 to Sav-Mor Cooling & Heating Inc.

Update: The Finance Committee has recommended the replacement of both boilers. The recommended total award is \$164,600, and \$16,600 will be addressed using FY21 nonlapsing funds.

Beginning Date of Project:	TBD	Ending Date of Project:	TBD
Funding Sources:	Town of Southington Capital Plan	Proposed Amount 2022-23	\$164,600
		Budgeted Amount 2022-23	\$148,000
	FY21 Nonlapsing Account	Budgeted Amount 2022-23	\$16,600

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Direction:

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

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

\_\_\_\_\_  
Signature of Superintendent of Schools or his designee

\_\_\_\_\_  
Date

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

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

**Direction:** Approved using FY21 Nonlapsing Funds to address \$16,600 shortfall.

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

8/1/2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education's Direction:

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

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

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

\_\_\_\_\_  
Date

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date August 11, 2022

Decision Requested X Agenda Code 8 c. 2.

**AGENDA REPORTING FORM**

**Agenda Topic:** Special Education (STELLAR) Van Purchase

**Summary of Issue:** The State Department of Education awarded a new ARP IDEA grant in year 2021-22. The approved grant application includes the purchase of an additional student activity vehicle for our STELLAR Program.

**Background:** The STELLAR program uses the student activity transport vehicles to bring students to weekly job sites and community activities. The additional vehicle will allow for greater access to these opportunities and experiences for our students enrolled in the STELLAR program.

**Alternative Strategies:** N/A

**Cost (if applicable):** \$58,862.40 **Funding Source:** ARP IDEA Grant Funds

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

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

**Recommendation or Comment:** Move that the Board of Education approve the purchase of a new Ford T-350 passenger van in the amount of \$58,862.40, as presented by the Administration.

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

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

Title of Attachments:

1. J. Mellitt Memo 7/29/22
2. Gengras Ford Quote



# SOUTHTON PUBLIC SCHOOLS

*Jennifer S. Mellitt*  
*Director of Business & Finance*

## MEMO

**TO:** BOE Finance Committee  
**DATE:** July 29, 2022  
**RE:** Purchase of additional van for STELLAR program using grant funds

The State Department of Education awarded a new grant in the 2021-22 year for ARP IDEA in the amount of \$285,457. The approved grant application includes the purchase of an additional student activity vehicle for our STELLAR program.

The STELLAR program uses the student activity transport vehicles to bring students to weekly job sites and community activities. The weekly job sites include local businesses such as LEAF Farm, TJ Maxx, Petco, Joanne Fabrics, Outback Steakhouse and the Board of Education offices. The community activities include banking, grocery shopping, local parks, dining out, etc. The additional vehicle will allow for greater access to these opportunities and experiences for our students enrolled in the STELLAR program.

The vehicle will be a 2023 Ford T-350 passenger van priced using the State of CT contract 19PSX0161 in the amount of \$58,862.40. The administration also researched availability of vehicles with another dealer to obtain pricing on a used 2020 Ford T-350 with 21,000 miles which had a price of \$67,827.

The administration requests approval to purchase a new Ford T-350 passenger van for \$58,862.40 using ARP IDEA grant funds.

**Gengras Ford, LLC**

225 New Britain Avenue  
Plainville, CT 06062  
Phone: 860.727.6302  
www.gengras.com



Quote Number: **220620003**

**STATE CONTRACT NO: 19PSX0161**

Make	MY	Model	Contract Price
Ford	2023	T-350 LR PASS XL RWD (X2Y)	\$ 48,740.00

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code	Description	List Price
1	YZ	Oxford White	\$ -
2	VK	Palazzo Gray	\$ -
3	99G	3.5L ECOBOOST V-6	\$ 1,775.00
4	43R	Reverse Sensing	\$ 295.00
5	68H	Running Boards	\$ 310.00
6	86F	Fleet keys	\$ 75.00
7	43B	Back up alarm	\$ 150.00
8	58B	SYNC4	\$ 930.00
9	63E	Dual Batteries	\$ 295.00
10	92E	Privacy Glass	\$ 500.00
11	15C	Wheel Liners	\$ 295.00
12	85D	Dual Note Horn	\$ 20.00
13	91B	Wiper Activated Lamps	\$ 30.00
14	545	Short Power Heated Exterior Mirror	\$ 160.00
15	60C	Cruise Control	\$ 325.00
16	61C	Vehicle Maintenance Monitor	\$ 45.00
17	61D	360 Degree Camera	\$ 1,000.00
18	62B	MyKey	\$ 5.00
19			\$ -
20			\$ -
21			\$ -
22			\$ -
23			\$ -
24			\$ -
25			\$ -
<b>Total Options per Contract Price (list price)</b>			\$ 6,210.00
<b>Total Factory Options Discount (6%)</b>			\$ (372.60)
<b>Total Options per Contract Price (net price)</b>			\$ 5,837.40

**Gengras Ford, LLC**

225 New Britain Avenue  
Plainville, CT 06062  
Phone: 860.727.6302  
www.gengras.com



Quote Number: **220620003**

**Aftermarket Accessories**

	Vendor / Manufacturer	Hours	Description	List Price
1	Other	2.0	Ten passenger seat package includes required Federal certification	\$ 3,800.00
2	Other	0.5	Required Lettering (base STV required lettering only)	\$ 500.00
3	Other	4.0	CT DMV Inspection (labor time only)	\$ -
4		0.0		\$ -
5		0.0		\$ -
6		0.0		\$ -
7		0.0		\$ -
8		0.0		\$ -
<b>Total Hours</b>		<b>6.5</b>		
<i>Total Aftermarket Options (list price)</i>				<b>\$ 4,300.00</b>
<i>Total Aftermarket Options Discount (20%)</i>				<b>\$ (860.00)</b>
<i>Total Hours x \$130 / hour rate</i>				<b>\$ 845.00</b>
<b>Total Net Aftermarket Options plus Total Labor</b>				<b>\$ 4,285.00</b>

**Trade Allowance**

Year	Make	VIN	Description / Mileage	Allowance
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Trade in Allowance</b>				<b>\$ -</b>

**Comments:**

Factory order. 30+ weeks order to delivery leadtime. High roof vans -allow an additional 8-10 week delay.

**Additional fees / Charges**

		<b>State of CT Trade in Assessment (Note: Fee is payable to State of CT):</b>	\$ -
		<b>Dealer Conveyance Fee (\$799.00)</b>	\$ -
		<b>Registration Fee (estimated)</b>	\$ -
		<b>DMV Inspection Fee (as required)</b>	\$ -
		<b>Total Additional Fees</b>	\$ -
<b>Customer:</b>	Southington Public Schools		
<b>FIN Code:</b>	QH871		
<b>VIN:</b>			
			<b>Total (per unit)</b>
<b>Quantity</b>	<b>1</b>		<b>\$ 58,862.40</b>
			<b>Grand Total (all)</b>
			<b>\$ 58,862.40</b>

**CERBOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date August 11, 2022  
Decision Requested X Agenda Code 9 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 2021-2022 school year. This report includes activity for the month of June and July 2022.

**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

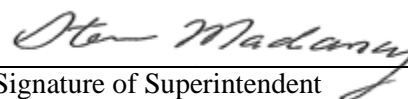
**Beginning Date of Program or Project:** N/A

**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

**Included:**  
Personnel Report  
Agenda –June/July 2022

**Personnel Report  
June/July 2022**

**APPOINTMENTS**

	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>	<b>DEGREE</b>	<b>SALARY</b>
CERT	Babin, Samantha	Grade 5, Interim Teacher	SEES	1.0	8-26-2022	MA	\$54,000
CERT	Bove, Bethany	SLP	JFK	1.0	8-26-2022	MA	\$74,000
CLASS	Buzzell, Jacob	Custodian, F/T	SHS	1.0	6-13-2022	N/A	\$24.69
CERT	Catanzaro, Micaela	Psychologist	SES	1.0	8-26-2022	6 <sup>th</sup>	\$58,000
CERT	Cichocki, Tai	Business Teacher	SHS	1.0	8-26-2022	MA	\$75,800
CLASS	Chomen, John	Technology Asst.	District	1.0	5-31-2022	N/A	\$20.00
CLASS	Coviello, Delina	Paraeducator, FT	JAD	1.0	6-6-2022	N/A	\$17.67
CERT	Coyle, Katherine	Grade 5, 1-year Teacher	FES	1.0	8-26-2022	MA	\$54,000
CERT	DeVylder, Jaclyn	Business Teacher	SHS	1.0	8-26-2022	MA	\$54,000
CERT	Duffy, Kelsey	Earth Science Teacher	SHS	1.0	8-26-2022	BA	\$50,000
CERT	Grego, Melissa	Art Teacher	KES/FES	1.0	8-26-2022	MA	\$59,300
CERT	Kahl, Julia	Kindergarten Teacher	SEES	1.0	8-26-2022	BA	\$50,000
CERT	Kolesnik, Haley	Health Teacher	JAD	1.0	8-26-2022	BA	\$52,000
CLASS	Lanza, Gianna	ABA Therapist, SPACE	HES	1.0	8-30-2022	N/A	\$19.59
CERT	Lennon, Emily	Grade 3 teacher	SES	1.0	8-26-2022	MA	\$65,900
CLASS	Melnyk, Mary	RN, FT	JAD	1.0	8-29-2022	N/A	\$48,870
CERT	Peckrul, Carissa	Social Worker	KES	1.0	8-26-2022	MA+30	\$58,000
CERT	Perry, Ashley	School Counselor	SHS	1.0	8-26-2022	MA	\$56,000
CERT	Rioux, Katherine	World Language	JAD/JFK	1.0	8-26-2022	BA	\$50,000
CLASS	Roosa, Paige	ABA Therapist, SPACE	HES	1.0	8-30-2022	N/A	\$19.59
CERT	Southard, Nathaniel	Math Teacher	SHS	1.0	8-26-2022	MA	\$82,400
CLASS	Terebessy, Karin	Literacy Tutor	JAD	1.0	8-30-2022	N/A	\$21.77
CERT	Witte, Lindsey	Phys. Ed./Health Teacher	SHS	1.0	8-26-2022	BA	\$50,000

**RESIGNATIONS/RETIREMENTS**

	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>EFFECTIVE</b>	<b>YRS</b>	<b>RET/RES</b>
CLASS	Ainsworth, Donna	Paraeducator, FT	JFK	8-2-2022	25	RETIRE
CLASS	Barner, Lisa	Secretary, Class II	SHS	7-2-2022	12	RESIGN
CERT	Berko, Lauren	Social Worker	KES	7-5-2022	1	RESIGN
CERT	Burke, Shannon	Earth Science Teacher	SHS	8-2-2022	3	RESIGN
CERT	Chrzanowski, Peter	Business Teacher	SHS	6-21-2022	14	RESIGN
CERT	DeCicco, Elizabeth	Literacy Specialist	OES	8-5-2022	9	RESIGN
CLASS	Eckert, Jeffery	Maintenance Tech I	District	6-30-2022	33	RETIRE
CLASS	Flores, Darlene	Paraeducator, PT	JFK	6-21-2022	2	RESIGN
CLASS	Hamel, Steven	ABA Therapist, FT	HES	6-21-2022	1	RESIGN
CERT	Harmon, Katie	Special Education	JAD	7-23-2022	7 mo.	RESIGN
CERT	Hauge, Leslie	School Counselor	HES/TES	6-30-2022	22	RETIRE
CERT	Holst-Grubbe, Dianne	Dir Teaching/Learning	District	7-30-2022	8	RETIRE
CLASS	Lacombe, Larry	Custodian	KES	6-27-2022	35	RETIRE
CLASS	Luce, Wendy	Clerk, PT	HES	7-6-2022	3	RESIGN
CLASS	Monti, Laura	Paraeducator, PT	DES	7-6-2022	1	RESIGN
CLASS	Peters, Michele	School Secretary Class I	SES	6-20-2022	6	RESIGN
CLASS	Polletta, Dawn	Nurse's Secretary Class II	SHS	5-25-2022	6	RESIGN
CLASS	Pringle, Jeremy	Paraeducator, FT, CLP	SHS	7-26-2022	1	RESIGN
CERT	Puebla, Heather	SLP	JFK	6-21-2022	6 mo.	RESIGN
CERT	Reeves, Katherine	Principal	TES	6-30-2022	4	RESIGN
CLASS	Rinaldo, Denise	Food Service Technician	SES	6-16-2022	2	RESIGN
CERT	Salerno, Emily	Kindergarten Teacher	TES	8-2-2022	3	RESIGN
CLASS	Spyros, Gia	Food Service Asst. Mgr.	SHS	6-21-2022	1	RESIGN
CERT	Terino, Richard	Principal	JFK	6-30-2022	46	RETIRE
CLASS	Tiscione, Aaron	ABA Therapist	HES	7-29-2022	1	RESIGN
CERT	Zenowitz, Thomas	Social Worker	SHS	7-18-2022	7	RESIGN

**Personnel Report  
June/July 2022**

**ASSIGNMENT CHANGE**

NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE
Baum, Sherry	Social Worker, 1-year, SHS	1.0	Social Worker, HES	1.0	8-26-2022
Bradley, Billie-Jo	Grade 1, 1-year Teacher, OES	1.0	Grade 1 Teacher, OES	1.0	8-26-2022
Charamut, Alexa	World Language Spanish, JFK	1.0	World Language Spanish, SHS	.8	8-26-2022
Dickerman, Kateri	Paraeducator, PT, DES	.88	Paraeducator, FT, DES	1.0	8-30-2022
Garfinkel, David	Social Studies, SHS	.60	Social Studies, SHS	1.0	8-26-2022
Gazaferi, Maria	EL Tutor, FT, FES	1.0	School Couns. Secr. Class II	1.0	8-26-2022
Gaudette, Allison	Grade 2, 1-year Teacher, SES	1.0	Grade 2 Teacher, SES	1.0	8-26-2022
Gouthro, Daniel	Custodian, FT, Eve, HES	1.0	Custodian, FT, Eve, KES	1.0	7-11-2022
Graham, Heather	Grade 3, 1-year Teacher, DES	1.0	Grade 4 Teacher, DES	1.0	8-26-2022
Grindle, Shawn	Grade 3, 1-year Teacher, FES	1.0	Grade 3 Teacher, FES	1.0	8-26-2022
Hamel, Patrick	Special Education, JAD	1.0	Special Education, CLP, SHS	1.0	8-26-2022
Howard, Sarah	Special Education, DES	1.0	Literacy Specialist, OES	1.0	8-26-2022
Lennon, Emily	Tutor/Building sub	1.0	Grade 3 Teacher, SES	1.0	8-26-2022
Linskey, Kristen	Paraeducator, FT, JAD	1.0	School Secretary, Class II, JAD	1.0	8-15-2022
Lorenzo, Jazmin	Grade 3, 1-year Teacher, OES	1.0	Grade 2 Teacher, OES	1.0	8-26-2022
Moreau, Emily	Grade 2, 1 year Teacher, FES	1.0	Grade 2 Teacher, FES	1.0	8-26-2022
Murphy, Barbara	Paraeducator, FT, HES	1.0	ABA Therapist, SPACE, HES	1.0	8-30-2022
Natgrass, Erin	Principal, SEES	1.0	Principal, TES	1.0	7-1-2022
Pare, Kelly	Paraeducator, FT, SHS	1.0	School Secretary, I, SES	1.0	8-15-2022
Ruiz-Diaz, Katherin	Music Teacher, TES/OES	1.0	Music Teacher, SES	1.0	8-26-2022
Saraceno, Margaret	Paraeducator, FT, SHS	1.0	Nurse's Secretary, II, SHS	1.0	9-1-2022
Schuessler, Adrienne	Psychologist, SES	1.0	.4 FTE Pre-K Facilitator/ .6 FTE Psychologist, SES/HES	1.0	8-26-2022
Sitilides, Tara	Paraeducator, PT, FES	.50	School Secretary, II, DES	1.0	8-15-2022
Spatafore, Daniel	Custodian, FT, Eve, KES	1.0	Custodian, Head, KES	1.0	6-27-2022
Vitcavage, Susanne	Asst. Principal, JFK	1.0	Principal, JFK	1.0	7-1-2022
Weaver, Angela	Kindergarten teacher, SEES	1.0	Kindergarten Teacher, TES	1.0	8-26-2022
Wild, Christina	Paraeducator, FT, JAD	1.0	Paraeducator, FT, SEES	1.0	5-31-2022
Zabel, Patricia	Grade 2, Co-teacher, HES	1.0	Grade 2, 1-year Teacher, SEES	1.0	8-26-2022

**Personnel Report  
June/July 2022**

**STIPENDS**

***Coaching Stipends ~ Resignations/Non-Renewals***

Brown, Allison	Asst. Indoor and Outdoor Track Coach	SHS	RESIGN
Dachelet, Dan	Head Cross Country Coach	SHS	RESIGN
Thompson, Robin	Girls Volleyball Coach	JAD	RESIGN
Wrona, Alexander	Boys Asst. Soccer Coach	SHS	RESIGN
Zenowitz, Thomas	Head Cross Country Coach	JFK	RESIGN
Zenowitz, Thomas	Head Girls' Basketball Coach	JAD	RESIGN
Zenowitz, Thomas	Head Softball Coach	JAD	RESIGN

***Coaching Stipends ~ Appointments***

Migani, Nicholas	Head Cross Country Coach	SHS	STIPEND
Miller, David	Asst. Girls & Boys Cross Country Coach	JAD	STIPEND
Quick, Edward	Head Boys Basketball Coach	SHS	STIPEND
Reney, Brianna	Girls Field Hockey Freshman Coach	SHS	STIPEND
Switala, Stan	Head Baseball Coach	SHS	STIPEND

***Other Stipends ~ Resignations/Non-Renewals***

Graff, Jean	Newspaper Advisor	JAD	RESIGN
Murphy, Tara	Team Leader	JFK	RESIGN
Stevens, Kristin	Student Council Advisor	SHS	RESIGN
Sullivan, Katherine	Team Leader	JFK	RESIGN
Sullivan, Mary Jane	Silver Star Band Director	District	RESIGN
Zenowitz, Thomas	Asst. Dept. Leader Special Education	SHS	RESIGN
Zenowitz, Thomas	Alternate to Suspension Coordinator	SHS	RESIGN

***Other Stipends ~ Appointments***

Allenback, Heather	Capstone Supervisor	SHS	STIPEND
Velsor, Susan	Out-of-District PPT Facilitator	District	STIPEND
Vitti, Julia	Unified Sports Site Coordinator	JAD	STIPEND

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date August 11, 2022

Decision Requested X Agenda Code 10 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.

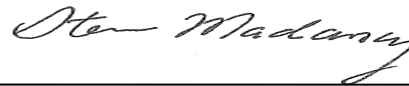
**Alternative Strategies:** N/A

**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 David Derynoski as a representative on the Town Cable Advisory Council.



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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date August 11, 2022

Decision Requested X

Agenda Code 11 a.

**AGENDA REPORTING FORM**

**Agenda Topic: Out of State:** Approval of Out of State/Overnight Field Trip

**Summary of Issue:** The Board of Education must give approval for field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented here is the following trip:

- SHS - FFA – National FFA Convention – Indianapolis, IN
  - 10/25/22 – 10/29/22

**Background:** N/A

**Alternative Strategies:** N/A

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

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

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

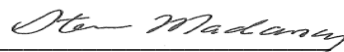
**Recommendation or Comment:** Move that the Board of Education approve the field trip request as presented by the administration.

Titles of Attachments:

1. Field Trip Application



*Signature of Staff Member Submitting Report*



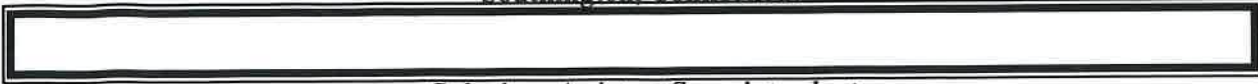
*Signature of Superintendent of Schools*

**Southington High School  
FFA**

**National FFA Convention  
Indianapolis, IN**

**(10/25/22 – 10/29/22)**

**Southington Public Schools  
Southington, Connecticut**



*Submit to Assistant Superintendent*

Date: 7/11/2022

Out of State: Yes  No

Overnight: Yes  No

Miles Round Trip: 1640

**SHS**

**FFA**

**Oct 25-29, 2022**

School SHS Class/Group FFA Date of Trip Oct 25-29, 2022  
Name and Address of Destination National FFA Convention Indianapolis, IN

Reasons for Field Trip Students will be in National competitions, participate in the career expo and attend educational tours and workshops.

Itinerary (attach if needed) Tues 10/25 and Sat 10/29 are travel days  
Conference activities  
Oct 26, 27 & 28

Departure Date/Time Oct 25, time TBD Return Date/Time Oct 29, time TBD

# of Students 14 # of Teacher/Chaperones 2 # of Buses           

Have definite arrangements been made at the field trip destination?  Yes  No

Have met with nurse to address student health needs.

Nurse's Signature \_\_\_\_\_ Date \_\_\_\_\_

Have NOT met with the nurse. Will meet with the nurse to address student health needs when the student roster is complete. This meeting will take place approximately one-month prior to the scheduled trip.

Destination is handicap accessible: Yes  No  Lift Van Needed? Yes  No

\*\*\*\*\*

**COST AND FINANCING**

Source of Funds	Totals	Additional Notes
<b>TOTAL Anticipated Cost of Trip</b>	\$	
Board of Education Contribution	\$ 6626.88	Hotel (Agriculture field trip account)
Other	\$	
Fundraising Activity	(\$ )	
<b>BALANCE</b>	\$ 0	
<b>Student Contribution</b>		
Transportation	\$ 7000	14 Students @ \$ 500 (airfare estimate)
Entrance Fees, Room & Board	\$ 1400	14 Students @ \$ 200 (registration cost and meal estimate)
<b>TOTAL Cost of Trip to Each Student</b>	\$ 700	

**SIGNATURES**

Teacher Patrick O'Keefe  Date 7/11/2022

Dept. Head Marion Stannard  Date 7/11/2022

Principal  Date 7/11/2022

Comments \_\_\_\_\_

Assistant Superintendent  Date 7/18/22 Approved  Pending COVID Not Approved

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

## Your Hotel Reservation - 2022 National FFA Convention & Expo

Visit Indy Housing Bureau <info@cvent.com>

Wed 5/25/2022 2:09 PM

To: PATRICK O'KEEFE <pokeefe@southingtonschools.org>

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

## 2022 National FFA Convention & Expo

### HOTEL RESERVATION MASTER ACKNOWLEDGEMENT #Q6BGRIF2

This is an automated acknowledgement, from the 2022 National FFA Convention & Expo Housing Bureau. Please do not reply to this acknowledgement.

Thank you for making your hotel reservation for 2022 National FFA Convention & Expo being held in Indianapolis, IN, over the dates of Oct 26, 2022 - Oct 29, 2022.

All reservation changes can be made at the event website: <https://book.passkey.com/go/FFA2022>.

#### \*\*\*IMPORTANT RESERVATION MODIFICATION NOTE:

**If your rooms will be paid for by school or company check, you must contact your hotel after the Housing close date of 9/28/22 to confirm the hotel's process and make arrangements. Hotels typically require they receive a check 2 weeks prior to arrival.**

When you follow the link to modify your master acknowledgement you will be given the option to Modify or Cancel:

*Canceling on this page will cancel ALL of your reservations. Only use the cancel button on the master acknowledgement link if you want to cancel ALL of your reservations.*

To cancel one reservation, or make changes to your reservations, for example updating names, use the 'modify' button. Here you will be able to update booking contact information, credit card information, and guest information, again using the 'modify' button.

To make name changes, date changes, or cancel individual reservations, use the 'modify' button next to Guest Information. You may change check in, check out, number of guests per room, first name, last name, and email. You may also cancel an individual reservation using the 'Remove' button.

Once you have typed the changes, you will save these using the 'Next' button at the bottom of the page, and then the 'Save' and 'Confirm' buttons on the following page.

You will then receive an updated Master Acknowledgement email. If you change the email on any of the reservations, then that email will receive an acknowledgement for only the reservation that email is associated with.

### HOTEL INFORMATION

Holiday Inn Indianapolis Downtown  
515 S. West Street  
Indianapolis, IN 46225

### BOOKING CONTACT INFORMATION

Kenneth P O'Keefe  
CT0011  
34 Lake Ridge Dr.  
  
Marlborough, CT 06447  
US  
4014268134

pokeefe@southingtonschools.org

**DOUBLE QUEEN BEDS WITH SOFA SLEEPER**

**Reservations List**

Ack#	Primary Guest	Check-In	Check-Out	Guests	Status	Total Cost
S138EUWK	Kenneth O'Keefe	25 Oct 2022	29 Oct 2022	4	Confirmed	USD 944.00
ZV0388L1	Kenneth O'Keefe	25-Oct-2022	29-Oct-2022	4	Confirmed	USD 944.00
PVQTDUW	Kenneth O'Keefe	25-Oct-2022	29-Oct-2022	4	Confirmed	USD 944.00
Q4JMD40F	Kenneth O'Keefe	25-Oct-2022	29-Oct-2022	4	Confirmed	USD 944.00
9XFOONN4	Kenneth O'Keefe	25-Oct-2022	29-Oct-2022	4	Confirmed	USD 944.00
PLX004QF	Kenneth O'Keefe	25-Oct-2022	29-Oct-2022	4	Confirmed	USD 944.00
<b>Total Room Cost:</b>						<b>USD 5,664.00</b>

**Policies**

**ROOM POLICIES**

- Tax is not included
- Fees for extra guests:
- 2nd guest = 10.00
- 3rd guest = 10.00
- 4th guest = 10.00

**TAX POLICY**

Room rates are subject to state and local tax - currently 12%. Tax rates are subject to change without notice.

**GRAND TOTAL : USD 6,626.88**

**CANCELLATION POLICY**

**DOUBLE QUEEN BEDS WITH SOFA SLEEPER**

Room reservations cancelled between September 9 - September 28 will incur a one night's room and tax, non-refundable cancellation fee per room cancelled. Reservations cancelled between September 29 and arrival date will be charged one night's room and tax per reservation cancelled by the hotel.

Room reservations cancelled between September 29 - September 28<sup>th</sup> will incur a one night's room and tax, non-refundable cancellation fee per room cancelled. You may make changes to the reservation without penalty, but if the reservation is cancelled the penalty fee will be charged to the credit card associated with the reservation. Prior to making any cancellation you may go into the reservation and change the credit card.

Reservations cancelled between September 29 and arrival date will be charged one night's room and tax per reservation cancelled by the hotel.

A kind note about calling the hotel "just to be sure":

Please do not call your hotel "to be sure" until after Sep 28, 2022. Please understand that processing your reservations from the Housing Bureau into the Hotel system will take a few days. Rest assured that if you have received a confirmation number already from the Housing Bureau, the hotel will honor your booking. Thank you for your consideration.

After Sep 28, 2022, all reservation changes can be made by contacting the hotel directly at 317.631.9000.

Passkey, its reservation system and/or their agents act only in the capacity of agent for all customers in all matters pertaining to hotel reservations, and as such are not responsible for guaranteed hotel rooms, damages, expenses, inconveniences or damage to any person or property from any cause whatsoever.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date August 11, 2022

Decision Requested X

Agenda Code 11 c.

**AGENDA REPORTING FORM**

**Agenda Topic: Out of State:** Obsolete Textbooks

**Summary of Issue:** With the adoption of more current textbooks, it is necessary to dispose of miscellaneous, outdated textbooks from Southington Schools. The district has been working with a vendor from Follett who will be sending a representative to each school with a truck to pick up the books that are approved for disposal. Follett then brings the books to their warehouse, and they determine which books can be used/purchased. Following their review, they will send us a list of the books and, if applicable, a check for those that they are purchasing. Books that they cannot sell, they will donate to schools in need.

**Background:** N/A

**Alternative Strategies:** N/A

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

**Beginning Date of Program or Project:** August 2022

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

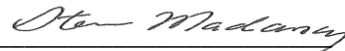
**Recommendation or Comment:** According to Board of Education policy #3260, the Board may authorize the disbursement or disposal of outdated textbooks that are no longer useful to the educational program.

Titles of Attachments:

1. Obsolete Textbook Listings



*Signature of Staff Member Submitting Report*



*Signature of Superintendent of Schools*

# **Obsolete Textbook Listings**

**Obsolete Texts  
2021-2022**

**NAME OF SCHOOL: Southington High School**

**Select a code to identify why the book is obsolete**

Condition	CON	Books in poor condition; unable to use
Obsolete	OBS	No longer used due to technology
Other	OTH	Description will be provided
Outdated	OUT	Books are outdated and no longer used
Overstock	OVR	Overstock of series; classroom teaching doesn't require all students to have a book
Replaced	REP	Books were outdated and replaced with BOE approved texts
Sample	SAM	Sample books/workbooks from publisher

Subject	Grade	Title	Publisher	Year	#	Code
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Biology H	10	Campbell Essential Biology with Physiology	Pearson	2013	232	REP
Biology CCP	10	Biology	Pearson	2014	215	REP
Biology CP	10	Biology - Exploring Life	Prentice Hall	2009	154	REP
Physics H	12	Physics 8e-Cutnell&Johnson	Wiley	2010	91	REP
Physics H(OLD)	12	Physics	Giancoli	2000	23	REP
Chemistry H	11	Chemistry H	Holt	2012	198	REP
Social Studies	10	World History: The Modern Era	Savvas (Pearson)	2007	200	OBS/OUT
Social Studies	11	US Government: Democracy in Action	Glencoe	2010	200	OBS/OUT
Social Studies	9	American Anthem: Modern American History	Holt	2009	100	OBS/OUT

**NAME OF SCHOOL: DePaolo Middle School**

Select a code to identify why the book is obsolete <OUT>

Condition	CON	Books in poor condition; unable to use
Obsolete	OBS	No longer used due to technology
Other	OTH	Description will be provided
Outdated	OUT	Books are outdated and no longer used
Overstock	OVR	Overstock of series; classroom teaching doesn't require all students to have a book
Replaced	REP	Books were outdated and replaced with BOE approved texts
Sample	SAM	Sample books/workbooks from publisher

Subject	Grade	Title	Publisher	Year	#	Code
US History	8	America History of Our Nation (Beginnir Through 1877)	Prentice Hall	2009	280	REP
		Teacher Editions			5	
		Teacher Reources from textbook			30	
Science	7	Science Insights	Addison Wesley	1996	25	OUT
	7	Populations & Ecosystems	Delta Education	2004	21	OUT
Math	7	Big Ideas Math	Big ideas Learning	2014	1	OUT
Social St.	7	American History of Our Nation	Prentice Hall	2009	2	OUT
Science	7	Populations & Ecosystems	Delta Education	2004	1	OUT
Math	6	Big Ideas	Big Ideas Learning	2014	79	OBS/REP
Social St	6	Exploring our World	Glencoe	2001	60	OUT
Tech Ed	6,7,8	Technology Today & Tomorrow	McGraw- Hill	1988	18	OUT
Tech Ed	6,7,8	Living with Technology	DelMar Publishers	1988	11	OUT
Math	6	Big Ideas	Big Ideas Learning	2014	59	OBS/REP
ELA	6,7,8	Elements of Literature	Holt, Rinehart, and Winst	2000	10	OUT
LA	6,7,8	Elements of Literature	Holt, Rinehart, and Winst	2000	26	OUT
LA	7	Write Source 2000	DC Heath	1995	28	OUT
LA	7	Essential skills for Reading Success	Rally Education	2006	32	OUT
LA	7	Daily Oral Language Plus	Great Source Education	1993	1	OUT
LA	7	Elements of Literature- Holt reader	Holt, Rinehart, and Winst	2003	10	OUT
LA	7	Elements of Literature Audio CD Library	Holt, Rinehart, and Winstons		2	OUT
LA	7	Elements of Literature Lesson Plans	Holt, Rinehart, and Winstons		9	OUT
LA	7	Elements of Literature Active Reader	Holt, Rinehart, and Winstons		12	OUT
LA	7	Elements of Literature	Holt, Rinehart, and Winst	1995	45	OUT
Culinary	6,7,8	Discovery Food & nutrition	McGraw Hill	1997	1	REP
		Nutrition and Wellness	McGraw Hill	2000	2	OUT
		Today's Teen	McGraw Hill	2004	9	REP
		Discovery Food & nutrition	McGraw Hill	2001	2	SAM
		Discovery Foold 3rd Edition	McGraw Hill	1992	19	REP







