

Southington Board of Education Meeting

Thursday, November 14, 2013 7:30 PM
Municipal Center Public Assembly Room 200 North Main Street
Southington, CT 06489
200 North Main Street
Southington, CT 06489



BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER BY SUPERINTENDENT OF SCHOOLS
2. Pledge of Allegiance
3. Swearing in of Board Members by the Town Clerk
4. Election of Board Officers started by the Superintendent of Schools
5. Approval of Minutes ~ October 24, 2013
6. Communications
 - a. Communications from Audience
 - b. Communications from Board Members and Administration
 - c. Communications from Student Representatives
7. Report of the Superintendent
 - a. Personnel Report
8. Committee Reports
 - a. Policy and Personnel Committee Meeting ~ October 28, 2013
 - b. Finance Committee Meeting ~ October 30, 2013
 1. Agriculture Science & Technology Education (ASTE)
 2. Bid Approval - Bid #2014-BID-18, Bus for Ag-Science Technology Department
 3. Xerox Copier 5600 - Southington High School / Central Office
 4. Generation of Electricity
9. Old Business
 - a. Town Government Communications
 - b. Construction Update
 - c. Administrator Evaluation Plan Update
 - d. Teacher Evaluation Plan Update
10. New Business
 - a. Grade 8 to Grade 9 Transition ~ Pilot Program
 - b. Ratification of Southington Administrator's Association (SAA) Contract ~ Executive Session
11. Adjournment

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

OCTOBER 24, 2013

The regular meeting of the Southington Board of Education was held on Thursday, October 24, 2013 at 7:00 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

1. CALL TO ORDER ~ 7:00 P.M.

**2. EXECUTIVE SESSION TO DISCUSS STUDENT MATTERS AND
SOUTHINGTON ADMINISTRATORS ASSOCIATION NEGOTIATIONS**

An Executive Session meeting was held from 7:02 p.m. through 7:26 p.m. in the Municipal Center Technology Training Room.

Board members present were Mr. Brian Goralski, Chairperson, Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen.

Present from administration were Dr. Joseph Erardi, Jr., Superintendent of Schools and Mrs. Karen Smith, Assistant Superintendent.

3. RECONVENE MEETING ~ REGULAR SESSION ~ 7:30 P.M.

The regular session was reconvened at 7:30 p.m. by Chairperson, Mr. Brian Goralski. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen.

Present from the administration were Dr. Joseph Erardi, Jr., Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent; Mr. Frederick Cox, Director of Operations and Finance; and Dr. Perri Murdica, Director of Pupil Services.

Student representatives present were Miss Gabrielle Baker and Miss Abigail Harris.

There were approximately 25 people in the audience.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

5. APPROVAL OF MINUTES ~ October 10, 2013

MOTION: by Mrs. Notar-Francesco, seconded by Mrs. Carmody:

“Move to approve the Board of Education minutes of October 10, 2013, as submitted.”

Motion carried unanimously by voice vote.

6. COMMUNICATIONS

a. Communications from Audience

Arthur Cyr, 103 Berlin Avenue, stated that this was an election year and that he hoped all the Board members returned because there was still an unresolved issue. He attended the Candidate Forums and acknowledged that all the Board of Education members answered the questions presented to them very well. He noted that communications between the Boards have improved in the last four years and also since Dr. Erardi, Superintendent of Schools, and Garry Brumback, Town Manager, came to town there has been better communication. He noted that Southington was a great town with a great school system.

b. Communications from Board Members and Administration

Communication from the Board Members:

MOTION: by Mrs. Notar-Francesco, seconded by Mr. Oshana:

“Move to add Agenda Item 9.c ‘Compensation for Music Specialist Position’ to the agenda.”

Motion carried unanimously by voice vote.

MOTION: by Mrs. Notar-Francesco, seconded by Mr. Oshana:

“Move to add Agenda Item 9.d ‘Student Expulsions’ to the agenda.”

Motion carried unanimously by voice vote.

Mrs. Notar-Francesco reported that she and Mrs. Lombardi attended the Connecticut Association of Schools event last week honoring the 2013 Distinguished Administrators in a ceremony at Saint Clements Castle in Portland. She congratulated Mr. Christopher Palmieri [DePaolo Middle School Assistant Principal] who was recognized as the 2013 Middle School Assistant Principal of the Year.

Mrs. Notar-Francesco attended the Plantsville School PTO meeting last week and noted that fourth grade teachers Mrs. Colite and Mrs. Nadeau explained to the parents certain elements of the fourth grade curriculum in Common Core, specifically, multiplication and division. She noted that there was a certain amount of angst among the parents; however, the presentation by these two teachers was enormously helpful in guiding the parents.

Mrs. Notar-Francesco reported that the CREC Council met last week and discussed that the RESCs, which CREC is one of six, are charged with developing a uniform, common calendar. She explained that CREC would be putting together a committee to look at the commonalities of districts regarding the start of school and end of school dates, spring and holiday vacations, and early dismissal days to find common ground on providing a common calendar for the region. She noted that at the CREC Council meeting there was discussion about the many obstacles to the common calendar. She stated that the CREC Committee and the state would be trying to figure out how to mitigate some of these obstacles.

Mrs. Carmody reported that she was a substitute teacher last week in a fourth grade class and that she was able to see and participate in some of the policies that the Curriculum and Instruction Committee and the Board of Education has implemented.

Mr. Derynoski acknowledged that this was the last Board of Education meeting for this term and added that the Board accomplished many things, overcame obstacles and pitfalls, worked well as a team, and had two successful years. He hoped to see everyone back on November 14, 2013.

Mrs. Lombardi felt the same way as Mr. Derynoski. She reported on the Connecticut Education Computer Conference that took place on Monday, October 21, 2013, which she attended along with Karen Veilleux, Linda Lackner, and Beth Hosmer. She acknowledged that the integration of technology into curriculum is the way that everyone is going and needs to go. She was happy that Southington had a three-year plan in place. She noted that first they need access, which is included in the three-year plan. In terms of integration, they need to put funding and time in professional development of the teachers in the area of technology. In terms of Vision 2020, a futurist at the conference stated that 71% of college graduate jobs would be in the area of technology to solve daily problems. She learned that the state is developing free resources that they will need to pursue.

Mrs. Johnson concurred with Mr. Derynoski about the wonderful things the current Board members have done. At the Southington Education Association Candidate Forum, she stated that one of the reasons Southington has such a good school system with an underfunded budget was because of the enormous contributions of town community organizations, such as the PTOs and sport support groups. She reported that she was the liaison for Derynoski School and attended the PTO meeting last week after the tragic passing of a student. She noted that the entire school community rallied around the family. In the memory of the student who recently died, the PTO will be offering two \$500 scholarships in the spring to seniors who have attended Derynoski School. Mrs. Johnson announced that the Derynoski School float in the Apple Harvest Festival Parade won the Chairman's Theme Award.

Mr. Goralski thanked his colleagues for working as a team the past two years, which made the school system so great. He was privileged to serve with them because it was never about political party; it was about the children. He hoped that all nine of the Board members were re-elected. He was not happy that this has to happen every two years until it is changed back to four-year terms.

Communication from Administration:

Dr. Erardi reported on the following:

1. Update – Virtual STEM University: Dr. Erardi reported that the Southington Education Foundation recently took action to launch their Virtual STEM University with funding of \$13,000. They will be looking for teacher leaders in every grade level to lead the Virtual STEM.
2. K-12 Science Coordinator Update: Dr. Erardi stated that Friday morning he and Mrs. Smith would be calling the successful candidate. They were very impressed with the candidate pool and will be bringing the K-12 Science Coordinator forward at the next Board of Education meeting.
3. Bread for Life - Update: Dr. Erardi explained that the Bread for Life Partnership Committee met and is working to bring a new proposed site to the Planning and Zoning Committee.
4. Collaborative Services: Dr. Erardi reported that after the elections they are ready to bring forward the work that has taken place to date to the Board of Education, Town Council and Board of Finance.

Mr. Goralski announced that he and other Board members received thank-you notes from retired staff that will be shared electronically.

c. Communications from Student Representative

Miss Harris reported on the following:

- College deadlines are coming up for early action.
- This year, the Common Application has been having a lot of issues. She too had issues sending information when she finished the final page and received an error message. She recommended that seniors complete the application early.
- SAT scores were available today. She was told by Dr. Semmel that Southington has a history of having good scores.

Miss Baker reported on the following:

- The Girls and Boys Soccer teams and Girls Field Hockey team recently had their Senior Nights. Girls Volleyball and Girls Swim and Dive will celebrate their Senior Nights on Friday.
- The Music of the Knight was held at Southington High School with 22 bands attending.
- The Band competition for States will be held on October 26 at Bridgeport and the Nationals on November 2 at MetLife Stadium.
- Taking the PSATs was a good experience for the juniors in preparation for the SATs.
- Seniors spoke to freshmen about their high school experience and setting their priorities in preparing for college.

Mr. Goralski thanked Mr. Oshana for representing the Board at the Band Awards presentation.

7. COMMITTEE REPORTS

a. Curriculum and Instruction Committee Meeting ~ October 15, 2013

Mrs. Carmody reported that, at the last meeting, middle school administrators presented information about the current Unified Arts program at DePaolo and Kennedy Middle Schools. Unified Arts includes art, family and consumer science, physical education, and technology. The middle school building projects will provide opportunity to restructure these programs, and new curriculum has to be developed. The committee will have an update on the curriculum changes associated with these programs.

Mrs. Carmody reported that the Kindergarten teachers at Hatton Elementary School created a 10-minute iMovie that showed the life in the day of a Kindergarten student.

8. OLD BUSINESS

a. Town Government Communications

There was no report.

b. Construction Update

Mr. Cox reported that the structure of the building addition to the middle schools was starting to take form, with the steel going into place. The construction company started pouring the slab on the classroom wing second floor at DePaolo Middle School this morning. The gyms are scheduled to be turned back on November 1, 2013 with brand new floors, backboards, and wall pads; however, no bleachers yet. The middle schools are on schedule.

c. Administrator Evaluation Plan Update

There was no report.

d. Teacher Evaluation Plan Update

Mrs. Smith reported that they are continuing with the Teacher Evaluation Plan and everyone is very busy. It is taking approximately three hours for one formal evaluation for one teacher from start to finish. It is being calibrated in all the buildings, at all the levels, to do the job that is required with pre-conferencing, post-conferencing, etc., and goal setting. Three hours is the average period of time. It is being documented and the report will be given to the Board at the end of the year.

Mrs. Smith updated the Board on the end-of-year rating system that was developed under the Teacher Evaluation Plan. It will have to be slightly altered as the result of Southington making the decision, along with most other Connecticut communities, to use the assessment called "Smarter Balanced Assessment Field Test" next year. For the end-of-year Teacher Evaluation rating, 45% of it was going to be based on a combination of data from different student scores. She noted that 22.5% was coming from local criteria and 22.5% from state data. Since state data will not be available with Smarter Balanced Field Testing, Southington will be able to use all local data to form that 45% of student achievement. The baseline data collected in the fall is local baseline data and will be comparing apples to apples but they will not be using state data from the Legacy Tests. Mrs. Smith pointed out that the Board will be hearing the term "Legacy Tests," which are synonymous with CMT and CAPT. Once the waiver is officially received from the State of Connecticut that allows the school system to field test "Smarter

Balanced” instead of the “Legacy Tests,” she will be coming back to the Board with a motion to amend the Teacher Evaluation Plan as she just described.

Mrs. Notar-Francesco asked what would constitute the local data. Mrs. Smith replied that Southington has math benchmarks that have been done routinely. There are CFAs at the high school and middle schools. We have Fountas and Pinnell Reading Assessments, DRA and DRP and those are benchmark data systems that are currently in place and will continue to be used.

Mr. Goralski asked if the students would be taking more tests this year because of the transition to Smarter Balanced. Mrs. Smith replied that they would not, and it was only science that would be assessed using CMT or CAPT because there were no Smarter Balanced field tests for science.

9. NEW BUSINESS

a. Rugby Update

Dr. Erardi explained that, three years ago, Matthew Golchin, with the support of the principal and athletic director, asked to bring a handful of students together who were interested in the sport of Rugby. Since that time, the program has grown with the commitment and support of coaches, parents and students.

Mr. Golchin, Southington High School English teacher for six years, came to the podium to explain the sport of Rugby and the evolution of the program. He identified some common misconceptions about Rugby and some indicators of success, which is evidence that the program was working for students.

The Rugby Program Evolution:

- Mr. Golchin brought the idea of Rugby to the attention of Mr. Swallow and Dr. Erardi. Ms. Kathy McGrath was the SHS Principal at that time and suggested trying it out as a pilot.
- The program started with 20 players the first year. The next year they added a girls' Rugby program, which brought the number to 60 players the second year. The third year they had 70 players, and this past season 80 players. He forecasted close to 100 players for the upcoming season.
- Mr. Golchin noted that Coach Carvalho and Coach Vargas and the addition of the girl players have helped to make this program a success.

Misconceptions:

- Rugby is football without protective padding.
- More concussions are in Rugby because there are no helmets.
- Because you played football means you are prepared to play Rugby.
- If you are strong and tough, then you are qualified to play Rugby.
- Rugby is reckless with no regard for safety.
- If you played Rugby, you are qualified to coach.
- The game is only an excuse to party.
- Rugby is not a recognized sport.

Mr. Golchin would like to have the opportunity to address and defend all these misconceptions to Board members.

Indicators of Success:

- Rachel Wrinn, a former sophomore English student of Mr. Golchin's, was upset that he was starting a boys' team and not a girls' team. When he pitched the program to Dr. Semmel, he was told that he had to welcome all students, not just the boys. Mr. Golchin told Rachel Wrinn to gather up some girls and attend the meeting. When he walked in the meeting, there were over 50 girls. Rachel Wrinn now has a Rugby scholarship at Quinnipiac University.
- Four Southington girls' Rugby players are now being recruited by Quinnipiac, Norwich, and St. Michael's, with scholarship offers.
- A Southington boys' Rugby player is a starter at CCSU, and another at Quinnipiac.
- Ryan Perez, former Southington Rugby captain who accepted a military scholarship [ROTC-University of Washington], has been pushing for a Rugby team there.
- The boys' Rugby team went 13-5 for the season and received two consecutive conference championships.
- The girls' Rugby team won their conference this year, and came in second in the state.
- 75% of the 80 players had never played a sport. This fits into their goal of getting the students connected, and helping the students on the fringes.

Elizabeth Raggazino, senior at Southington High School and the Forward's Captain of the 2013-2014 girls' Rugby Team, explained that, as a freshman, she joined the team and did not know anything about the sport. She developed a passion and love of the game and now, as a senior, it is very much a part of her life. It has changed her both physically and mentally and is a part of who she is. She is currently looking for colleges offering both her major and Rugby. She plans to continue her love and dedication for the sport throughout her college career. Four years ago, she would have never visualized this for herself. She is proud to be amongst the first group of girls to be on the Southington High School girls' Rugby team.

Joanna Windesheim, senior at Southington High School and one of two Captains on the girls' Rugby team explained that she joined the team as a freshman and it has become a very important part of her life. She has become friends with so many girls that she would have never met otherwise. She has learned leadership and team skills and how to work hard both physically and mentally to achieve the common goal of winning and accepting a loss. The girls respect each other, have fun, and have learned many life lessons.

Mrs. Carmody stated that she did not know much about Rugby. She asked how many other high schools in our conference offer Rugby. Mr. Golchin compared Rugby to where Lacrosse was about 30 years ago, and stated that the sport is starting to grow rapidly. It will be an Olympic sport in 2016. There are about 20-23 programs in the state offered through Town Park and Recreation Departments and schools. The future goal is to become a CIAC Varsity sport. Within five schools, which are Greenwich, Fairfield Prep, Staples, Simsbury, and Darien, Rugby is a varsity sport; however, it is an in-house label because they are not CIAC sanctioned. There are another 15-18 schools at the youth level. Mr. Golchin thought that it was important to get Rugby into the middle schools and youth level.

Mrs. Carmody asked if the players had to try-out to be on the team. Mr. Golchin replied that they did not have to try out and that everyone is welcomed in their club. They never cut anybody, and it is a very physical sport.

Mrs. Carmody asked how many players are on the field. Mr. Golchin replied that there were three versions of Rugby. The most common number played at the high school level is 15. There are eight forwards (the big players) and seven backs (the fast players). Mrs. Carmody stated that she planned to attend a game to understand how it is played.

Mrs. Queen heard many great things about Rugby and that the players are having a great experience. She thanked Coach Golchin for sharing his passion for Rugby with the students. She understands that the sport allows different body types and different types of athletes being able to play. Mr. Golchin replied that they need the big, hulky players for the scrum and the fast, smaller players on the outside. All body types are welcome in the sport.

Mr. Oshana noted that 75% of the players have never played a sport before. He asked what the draw was to play Rugby. Mr. Golchin replied that some of the students stop growing at a certain age and they realize that they would not be able to play Southington Football or Lacrosse or they do not have the skill set. It is a unique, but tough, sport and not everyone can play it.

Mrs. Clark stated that her son played Rugby and that after watching the games and attending the practices, she still does not understand the sport. There are players of every shape and size playing on the same team, and they were all safe. What impressed her most was that after the game the two teams eat together, with the home team cooking a meal for everyone. The opposing coach names the player of the game for the other team and vice versa. There is always concern for safety, rules, and to make sure that no one is being overly aggressive. She felt that it was a great sport because all students can play.

Mr. Derynoski noted that currently Rugby is in a club form. He asked if they were looking for varsity recognition. Dr. Erardi replied that it cannot be a varsity sport because Rugby is not yet sanctioned by the CIAC, which runs high school sports. This summer, he met with the coaches and parent supporters. It was an opportunity for him to better understand their program. The program right now is supported solely by the parents and willing coaches. The National Guard sponsored a number of buses for away matches. Tonight's presentation was to recognize and celebrate the hard work of the coaches, parents and students. He noted that the Board would talk about the financial piece during the 2014-2015 budget discussions.

Mrs. Johnson asked Coach Golchin how he recruited players. Mr. Golchin replied that no experience was necessary. It was open to students in Grades 9-12. The veteran players recruit new players by word of mouth.

Mrs. Lombardi asked if everyone on the team plays. Mr. Golchin replied that everyone plays at every game. They are able to field an A Team and a B Team, like a varsity and JV team. Mrs. Lombardi asked if there was a parent Booster Club. Coach Golchin replied that there was a fantastic parent booster club. Mrs. Lombardi asked when their next fundraiser would be held. Mr. Golchin replied that they do the typical fundraisers, such as car washes and selling Keurig coffee, in the spring. Mrs. Lombardi asked him to send information to the Board of when these fundraisers would be held.

Mrs. Notar-Francesco stated that, when Dr. Erardi comes before the Board with the cost of the program, she would like to have the safety piece explained in a more elaborate format. She also would like to receive information of when the Rugby practices and games are held.

Mr. Goralski advised Coach Golchin to look at the other sports teams that started out as clubs at Southington High School, such as hockey. Typically, as the club grows and the students and parents become more involved, the cost is born by them. At the some point, it comes before the Board. He advised Coach Golchin to look at the past and replicate what was successful.

b. Special Education Outplacements: June 2011 – June 2013

Dr. Murdica reviewed the number of Southington students who are receiving their education in a private special education facility that is approved by the State of Connecticut. She compared data from June 2011 through June 2013 of students who were outplaced through a PPT, agency placed, such as through DCF, and parent placed, such as a magnet school. The overall numbers of outplaced students has decreased. The biggest change has been in the agency placed and parent placed students, which have increased. Dr. Murdica addressed the regulations that they have to follow when making these placements and that have not changed since June 2011.

Mrs. Johnson noted that there were approximately 30 students who were outplaced this year by agency or parent. She asked if there was a trend in the kinds of facilities and programs that these students are in that could be replicated in Southington. Dr. Murdica noted that there were variations, such as students who are medically complex or multiply handicapped, students who have significant cognitive disabilities, and students who have significant behavioral challenges. There are some programs that are easier to replicate than other ones. These programs require a lot of staffing, training, space, and an understanding from administrators and teachers on how to incorporate those students and still meet their needs. Special education law does allow them to say that, as a school district, they cannot best meet a child's needs and have to find a placement outside of the district. Dr. Murdica noted Southington's goal is to keep the students in their own district with their peers. She noted that space is an issue. She pointed out that they need to continue a district program review of special education across the continuum.

Mrs. Carmody hoped that they continue to speak to representatives at the state level on burden of proof because it would save them a lot of money in many instances. She appreciated all the work that was being done to keep our students in Southington.

Mrs. Queen questioned parent placement and the involvement of the special education department. Dr. Murdica replied that parent placement occurs when a parent selects to send their child to a magnet school, which has been increasing. It is also on the increase for those students who also have special education identification. Southington has to pay per pupil costs plus any special education costs. She noted that Southington is responsible for all of these students and participates in their planning including for the magnet schools. Our staff becomes the special education representative in the PPT process even at the magnet schools.

Mr. Goralski stated that, as agency placements continue to rise, he wanted to continue to make it an agenda item for the Legislative Breakfast. He stated that, with DCF being the primary agency doing these placements, in his opinion and from experience of working there for 21 years, they are the most incompetent agency under state jurisdiction. Since they cannot fix

their own house, he was very uncomfortable with that agency deciding what is best for Southington students' education. He asked Dr. Murdica to keep having the Board make that an agenda item every year within the Legislative Breakfast until they fix DCF. Mrs. Queen stated that she heard good things that DCF was improving under the new director with positive impact.

c. Compensation for the Music Specialist Position

Motion: by Mrs. Notar-Francesco, seconded by Mr. Derynoski:

“Move to increase the Music Specialist position stipend from \$4,940 to \$6,957 within the Southington Education Association (SEA) contract for the 2013-2014 school year.”

Motion carried unanimously by voice vote.

d. Student Expulsions

Motion: by Mrs. Notar-Francesco, seconded by Mrs. Carmody:

“Move to approve student expulsion 2013-14-03, as stipulated by the Superintendent of Schools.”

Motion carried unanimously by voice vote.

Motion: by Mrs. Notar-Francesco, seconded by Mrs. Carmody:

“Move to approve student expulsion 2013-14-04, as stipulated by the Superintendent of Schools.”

Motion carried unanimously by voice vote.

Mr. Goralski asked for a moment of silence in memory of the Derynoski Elementary School student who recently passed away. He noted that the Southington school system was available to help the family in any way that they can. He commended the Derynoski community for their handling of the situation.

11. ADJOURNMENT

MOTION: by Mrs. Notar-Francesco, seconded by Mr. Derynoski:

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,
Linda Blanchard
 Recording Secretary

Administrative Report

November 14, 2013



1. School Security Grant Program – Second Phase Award - \$16,000,000
(Attach 1)

SPS Request = \$159,801

Phase # 1 \$3,459

Phase # 2 \$90,183

2. Celebration of Cultures (Attach 2)
3. Enrichment Partnership: SBOE / TMSO (Attach 3)
4. District Administration Leadership Institute (Attach 4)
5. 18th Annual Para Partnership Conference – Keynote: Dr. Perri Murdica

John R. Grand
11/14/13

\$16 Million Will Improve Security at 435 Schools

(HARTFORD, CT) – Governor Dannel P. Malloy today announced that an additional 75 school districts, covering 435 schools, will receive funds as part of the School Security Grant Program, part of the Gun Violence Prevention and Children’s Safety Act. An additional \$16 million in state funding will be used to reimburse municipalities for a portion of the costs associated security infrastructure improvements made in the wake of the tragedy at Sandy Hook Elementary School in Newtown.

“This allows us to continue to get resources out to the cities and towns that have begun work to modernize their security infrastructure and ramp up safety procedures at school buildings in the wake of the horrific events on December 14th,” said Governor Malloy. “We will never be able to prevent every random act of violence, but we can take the steps necessary to make sure that our children and our teachers are as safe as possible. This funding allows an additional 435 schools to implement modern security measures that will make schools safer.”

With these additional funds, a total of \$21 million has now been allocated to the school security grant program. Governor Malloy was able to secure an additional \$6 million in state bond funds to enable all schools that applied in round one to be funded. This brings the total school districts funded in round one to 111, covering 604 schools. In September, Governor Malloy announced that \$5 million in state funding would support school security projects at 169 schools.

“So many of our cities and towns have decided that security must be stepped up at their schools, and I believe state government has an obligation to assist them in doing that,” Lt. Governor Wyman said. “This funding is an investment that will help protect our children and give them the safe learning environment they deserve.”

The awards, administered by the Department of Emergency Services (DESPP) and Public Protection in consultation with the Department of Education (SDE) and the Department of Construction Services (DCS), were based on a school security assessment survey conducted by each local school district that applied. Each municipality will be reimbursed between 20 and 80 percent taken into account factors such as municipality’s grand list and overall number of need based students, as defined in subdivision (26) of section 10-262f of the Connecticut General Statutes.

“Public Safety is a core function of our government, especially when it comes to our children’s safety and security,” DESPP Commissioner Reuben F. Bradford said. “These additional funds show the commitment and investment Governor Malloy has made to our children and educators and is another vital step in strengthening the infrastructure of our schools, while maintaining a welcoming learning environment.”

“Providing safe learning environments for students and educators is a collective responsibility shared by the state, municipalities, local districts and the community. These grants provide critical assistance to local towns and school districts so that they can accelerate forward with plans to modernize building security while maintaining an environment conducive to teaching and learning,” SDE Commissioner Stefan Pryor said. “We are grateful to the Governor, the General Assembly, and our partner state agencies for continuing to recognize the importance of this aid to enhancing the safety of our schools.”

DESPP received applications for proposed infrastructure projects, consisting of the installation of surveillance cameras, bullet proof glass, electric locks, buzzer and card entry systems, and panic alarms. A future round of funding will be announced soon.

2013 School Security Grant Program- Second Group

Total State and Local	\$ 31,298,534.00	Schools: 435		
Total State Funding	\$ 16,001,146.00	Distircts: 117	New Districts:	75
Totola Local Funding	\$ 15,297,388.00			

District	Total Amount Requested	State Funded	Local Match	Number of Schools
ANSONIA	\$ 487,599.00	\$ 372,674.00	\$ 114,925.00	4
ASHFORD	\$ 135,555.00	\$ 95,377.00	\$ 40,178.00	1
AVON	\$ 92,137.00	\$ 28,627.00	\$ 63,510.00	1
BARKHAMSTED	\$ 71,309.00	\$ 39,220.00	\$ 32,089.00	1
BETHEL	\$ 49,749.00	\$ 22,568.00	\$ 27,181.00	3
BLOOMFIELD	\$ 140,407.00	\$ 54,663.00	\$ 85,744.00	6
BOLTON	\$ 103,500.00	\$ 51,750.00	\$ 51,750.00	2
BRIDGEPORT	\$ 29,250.00	\$ 22,877.00	\$ 6,373.00	1
BROOKFIELD	\$ 346,600.00	\$ 110,187.00	\$ 236,413.00	4
CANAAN	\$ 36,652.00	\$ 12,305.00	\$ 24,347.00	1
CHAPLIN	\$ 14,750.00	\$ 10,221.00	\$ 4,529.00	1
COLUMBIA	\$ 515,573.00	\$ 248,558.00	\$ 267,015.00	1
CORNWALL	\$ 40,500.00	\$ 8,967.00	\$ 31,533.00	1
COVENTRY	\$ 153,761.00	\$ 93,903.00	\$ 59,858.00	4
DANBURY	\$ 122,719.00	\$ 74,075.00	\$ 48,644.00	5
DERBY	\$ 103,897.00	\$ 74,214.00	\$ 29,683.00	1
EAST HADDAM	\$ 524,500.00	\$ 234,139.00	\$ 290,361.00	3
EAST HAMPTON	\$ 95,156.00	\$ 49,616.00	\$ 45,540.00	4
EAST HAVEN	\$ 491,129.00	\$ 331,519.00	\$ 159,610.00	11
EAST LYME	\$ 183,247.00	\$ 77,222.00	\$ 106,025.00	5
EAST WINDSOR	\$ 186,652.00	\$ 99,319.00	\$ 87,333.00	3
EASTON	\$ 135,411.00	\$ 35,303.00	\$ 100,108.00	2
ELLINGTON	\$ 270,412.00	\$ 169,983.00	\$ 100,429.00	5
ENFIELD	\$ 74,951.00	\$ 51,125.00	\$ 23,826.00	2
FAIRFIELD	\$ 535,594.00	\$ 147,296.00	\$ 388,298.00	18
FARMINGTON	\$ 687,131.00	\$ 228,199.00	\$ 458,932.00	7
GLASTONBURY	\$ 769,518.00	\$ 305,043.00	\$ 464,475.00	9
GRANBY	\$ 482,985.00	\$ 269,074.00	\$ 213,911.00	5
GREENWICH	\$ 1,373,729.00	\$ 274,751.00	\$ 1,098,978.00	17
GROTON	\$ 207,779.00	\$ 113,535.00	\$ 94,244.00	10
HAMDEN	\$ 625,661.00	\$ 366,455.00	\$ 259,206.00	9
HARTFORD	\$ 605,295.00	\$ 484,239.00	\$ 121,056.00	13
KILLINGLY	\$ 81,196.00	\$ 60,897.00	\$ 20,299.00	2
LISBON	\$ 57,867.00	\$ 34,721.00	\$ 23,146.00	1
LITCHFIELD	\$ 35,372.00	\$ 12,003.00	\$ 23,369.00	2
MERIDEN	\$ 252,177.00	\$ 193,652.00	\$ 58,525.00	12
MILFORD	\$ 2,827,789.00	\$ 1,312,949.00	\$ 1,514,840.00	14
MONTVILLE	\$ 385,047.00	\$ 261,296.00	\$ 123,751.00	5
NEW BRITAIN	\$ 221,747.00	\$ 176,604.00	\$ 45,143.00	6
NEW FAIRFIELD	\$ 385,850.00	\$ 157,081.00	\$ 228,769.00	4
NEW HARTFORD	\$ 295,505.00	\$ 150,916.00	\$ 144,589.00	2
NEW HAVEN	\$ 1,843,469.00	\$ 1,448,420.00	\$ 395,049.00	13
NEW MILFORD	\$ 588,578.00	\$ 264,864.00	\$ 323,714.00	6
NEWINGTON	\$ 260,450.00	\$ 151,611.00	\$ 108,839.00	7
NORFOLK	\$ 46,981.00	\$ 13,761.00	\$ 33,220.00	1
NORTH HAVEN	\$ 25,100.00	\$ 9,682.00	\$ 15,418.00	1
NORWALK	\$ 35,320.00	\$ 10,850.00	\$ 24,470.00	5
OLD SAYBROOK	\$ 218,391.00	\$ 59,273.00	\$ 159,118.00	3
OXFORD	\$ 159,056.00	\$ 64,196.00	\$ 94,860.00	4
PLAINVILLE	\$ 136,059.00	\$ 88,441.00	\$ 47,618.00	5
POMFRET	\$ 51,974.00	\$ 35,826.00	\$ 16,148.00	1
PORTLAND	\$ 2,554.00	\$ 1,378.00	\$ 1,176.00	1
PRESTON	\$ 415,792.00	\$ 225,734.00	\$ 190,058.00	2
REDDING	\$ 147,625.00	\$ 37,439.00	\$ 110,186.00	2
REGION 01	\$ 40,802.00	\$ 26,232.00	\$ 14,570.00	1
REGION 04	\$ 97,025.00	\$ 37,059.00	\$ 59,966.00	5
REGION 05	\$ 54,240.00	\$ 16,936.00	\$ 37,304.00	3
REGION 07	\$ 63,500.00	\$ 43,542.00	\$ 19,958.00	1
REGION 08	\$ 16,875.00	\$ 10,488.00	\$ 6,387.00	2
REGION 09	\$ 69,195.00	\$ 17,548.00	\$ 51,647.00	1
REGION 10	\$ 173,986.00	\$ 83,115.00	\$ 90,871.00	4

REGION 11	\$	42,338.00	\$	29,337.00	\$	13,001.00	1
REGION 12	\$	168,533.00	\$	37,176.00	\$	131,357.00	4
REGION 16	\$	1,746,705.00	\$	1,074,596.00	\$	672,109.00	5
REGION 17	\$	140,996.00	\$	62,363.00	\$	78,633.00	5
REGION 19	\$	180,921.00	\$	132,453.00	\$	48,468.00	1
RIDGEFIELD	\$	172,860.00	\$	44,446.00	\$	128,414.00	9
SALISBURY	\$	488,004.00	\$	111,558.00	\$	376,446.00	1
SCOTLAND	\$	72,385.00	\$	46,790.00	\$	25,595.00	1
SEYMOUR	\$	144,450.00	\$	90,282.00	\$	54,168.00	2
SHERMAN	\$	10,000.00	\$	2,679.00	\$	7,321.00	1
SIMSBURY	\$	125,552.00	\$	50,222.00	\$	75,330.00	5
SOUTH WINDSOR	\$	412,074.00	\$	203,115.00	\$	208,959.00	7
SOUTHINGTON	\$	159,801.00	\$	90,183.00	\$	69,618.00	11
SPRAGUE	\$	91,900.00	\$	64,330.00	\$	27,570.00	1
STAMFORD	\$	1,735,495.00	\$	489,588.00	\$	1,245,907.00	17
STONINGTON	\$	23,300.00	\$	7,074.00	\$	16,226.00	1
STRATFORD	\$	1,270,349.00	\$	748,621.00	\$	521,728.00	9
SUFFIELD	\$	1,338,788.00	\$	674,216.00	\$	664,572.00	4
THOMASTON	\$	16,616.00	\$	11,573.00	\$	5,043.00	2
THOMPSON	\$	248,921.00	\$	176,013.00	\$	72,908.00	3
TORRINGTON	\$	18,017.00	\$	13,386.00	\$	4,631.00	2
TRUMBULL	\$	742,491.00	\$	270,495.00	\$	471,996.00	9
VERNON	\$	49,700.00	\$	35,680.00	\$	14,020.00	1
VOLUNTOWN	\$	110,511.00	\$	74,198.00	\$	36,313.00	1
WALLINGFORD	\$	390,350.00	\$	200,764.00	\$	189,586.00	12
WATERBURY	\$	1,020,000.00	\$	805,086.00	\$	214,914.00	6
WEST HAVEN	\$	139,465.00	\$	107,586.00	\$	31,879.00	7
WESTBROOK	\$	355,637.00	\$	105,413.00	\$	250,224.00	3
WETHERSFIELD	\$	114,219.00	\$	65,678.00	\$	48,541.00	5
WILLINGTON	\$	29,588.00	\$	18,810.00	\$	10,778.00	1
WILTON	\$	108,495.00	\$	26,354.00	\$	82,141.00	2
WINCHESTER	\$	80,446.00	\$	55,163.00	\$	25,283.00	2
WINDHAM	\$	121,600.00	\$	96,419.00	\$	25,181.00	6
WINDSOR LOCKS	\$	221,195.00	\$	124,026.00	\$	97,169.00	4
WOLCOTT	\$	145,597.00	\$	95,674.00	\$	49,923.00	5
WOODBIDGE	\$	104,454.00	\$	29,843.00	\$	74,611.00	1
WOODSTOCK	\$	274,151.00	\$	166,438.00	\$	107,713.00	2
Grand Total	\$	31,298,534.00	\$	16,001,146.00	\$	15,297,388.00	435

You are all cordially invited to attend our **5th Annual "Celebration of Cultures"** on Tuesday, **November 19, 2013** at the **SHS cafeteria**. This event will go from **5:30** til **8:00** p.m. Admission is \$5.00.

This is a great opportunity to learn about other countries and the diverse world in which we live, but most importantly, learn about our students.

Many of them will be dressed in traditional attire, including myself. There will be "Henna" designs done by our girls from India and Pakistan. We are also planning to have Polish and Lebanese dancing that evening and much more.

We hope you will be able to attend; our families and students take pride in sharing their culture with others.

Thank you.

The Diversity Club
(Antoinette Delfino)



SOUTHINGTON PUBLIC SCHOOLS

November 4, 2013

Dear Parents or Guardians,

We are excited that your child has decided to embark on the exciting research challenge with Talcott Mountain Science Center. We are excited for the students to get started!

Last week, Mr. John Pellino from the Talcott Mountain Science Center met with the building level facilitators. He has scheduled time at each school this week to meet with students and introduce the "Canvas" software each will be using to communicate, submit work, and collaborate. After the students meet with Mr. Pellino, they will be ready to start thinking about possible topics and begin to plan their research.

You and your gifted child are invited to a *Talcott Mountain Kick-Off celebration on Wednesday, November 13, 2013 at R. E. Thalberg Elementary School, located at 145 Dunham Street, Southington, CT 06489, at 7:00 p.m. in the cafeteria.* This will give the students in the enrichment program throughout the district an opportunity to meet one another. There will be additional staff from the Talcott Mountain Science Center in attendance to answer any questions the students have and to put a face with the name of the instructor they may possibly be working with during their project.

If you have any questions or concerns, please do not hesitate to call. We hope you are able to join us for this exciting Kick-Off event.

Sincerely,

Jonathan Cop
jcop@southingtonschools.org
R. E. Thalberg Elementary School
145 Dunham St.
Southington, CT 06489
(860) 628 - 3370

Erin Natrass
enatrass@southingtonschools.org
U. T. Kelley Elementary School
501 Ridgewood Rd.
Southington, CT 06489
(860) 628- 3310

JOSEPH V. ERARDI, JR., Ed.D.
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH
ASSISTANT SUPERINTENDENT FOR
INSTRUCTION AND LEARNING

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SOUTHINGTON, CT
06489

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FAX
(860) 628-3205

Personalized Agenda for: Joseph Erardi Jr.

Wednesday, November 6, 2013

Registration opens at 2:00 pm at the Ballroom Foyer

Time	Session	Location
5:30 - 6:30 pm	Welcome Reception	Grand Oaks Courtyard
6:30 - 10:30 pm	Dinner hosted by: FranklinCovey	Meet in Grand Oaks Courtyard

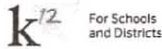
Thursday, November 7, 2013

Time	Session	Location
8:00 - 8:30 am	Breakfast	Ballroom Foyer
8:30 - 9:00 am	Welcome and Opening Remarks	Oak Ballroom
9:00 - 9:45 am	Building a Literacy Legacy: Weslaco ISD Creates a Culture of 21st Century Learners	Oak Ballroom
9:45 - 10:30 am	Is Your Vision for Next Generation Learning Systemic, Sustainable and Supportable?	Oak Ballroom
10:30 - 11:00 am	Refreshments & Coffee Break	Ballroom Foyer
11:00 - 11:45 am	Leveraging Online Learning to Meet the Needs of Diverse Populations across the District	Oak Ballroom
11:45 - 12:30 pm	Building Collaborative Leaders: Enhancing Teaching and Learning	Oak Ballroom
12:30 - 1:30 pm	Luncheon	Hill Country Bar and Lounge
1:30 - 2:15 pm	Myth Busters: Adaptive Learning Edition	Oak Ballroom
2:30 - 3:30 pm	Roundtable: Personalized Learning and 1:1 Readiness	Westovers
3:30 - 6:30 pm	Chromebook Demo and Personal Time	
6:30 - 7:00 pm	Reception	Ballroom Foyer
7:00 - 10:00 pm	Dinner & Entertainment	Oak Ballroom

Friday, November 8, 2013

Time	Session	Location
8:00 - 8:30 am	Breakfast	Ballroom Foyer
8:30 - 9:00 am	Morning Remarks	Oak Ballroom
9:00 - 9:45 am	Rethinking Leadership: Can Every Student Really Be a Leader?	Oak Ballroom
9:45 - 10:30 am	Hot Topic Interactive Tabletop Discussions	Oak Ballroom
10:30 - 10:45 am	Refreshments & Coffee Break	Ballroom Foyer
10:45 - 11:45 am	Roundtable: Exploring Best Practices and Benefits of World Language Learning in Elementary Schools	Senna
11:45 - 1:00 pm	Luncheon	Hill Country Bar and Lounge
1:00 - 1:45 pm	10x in Education	Oak Ballroom
1:45 - 2:30 pm	If We Don't Stand Up for Public Schools, Who Will?	Oak Ballroom
2:30 - 3:00 pm	Prize Drawing and Closing Remarks	Oak Ballroom
3:00 - 10:00 pm	Personal Time and Optional Group Activities	

Complimentary internet access is provided in the conference area.



**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date November 14, 2013

Decision Requested X

Agenda Code 7.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 2013 – 2014.

Background: The attached report lists personnel activity from October 1, 2013 through October 31, 2013.

Alternative Strategies: _____

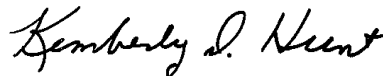
Cost (if applicable): N/A

Funding Source: Board of Education

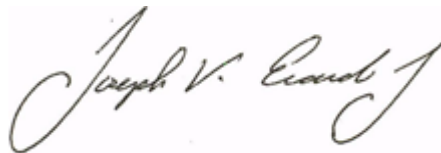
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Recommend that the Personnel Report be approved as submitted.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. Personnel Report

PERSONNEL ACTIVITY REPORT

FOR: November 2013

APPOINTMENTS

Certified

Name	Position	School	FTE if Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Whalen, Maria	French Teacher	JFK		October 19, 2013	MA	American College of Education	\$54,150.00 pro-rated
Boyd, Jennie	Grade 5 Teacher	Strong		November 4, 2013	BA	Keene State College	\$43,200.00 pro-rated

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Blake, James	Math and Reading Tutor	Kelley	30.00	To be determined	\$12.91
Whalen, Susan	Special Ed Paraprofessional	Thalberg	15.75	To be determined	\$13.74
Forcier, Jodi	Library Clerk	SHS	15.00	To be determined	\$14.68
Fenwick, Meredith	Administrative Assistant	STEPS	19.75	To be determined	\$15.00
Ferreri, Rita	Special Ed Paraprofessional	South End	15.00	October 7, 2013	\$12.19
Gabree, Tracey	Library Paraprofessional	SHS	19.75	October 7, 2013	\$13.74
Sicotte, Donna	Special Ed Paraprofessional	JAD	31.25	October 7, 2013	\$14.24
Mazur, Beverly	Math Tutor	Hatton	30.00	October 7, 2013	\$13.23
Peters, Michele	Grant Funded Reading Tutor	Plantsville	15.00	October 15, 2013	\$12.91
Sirois, Sheri	Special Ed Paraprofessional	JAD	19.50	October 15, 2013	\$14.24
Richards, Spencer	Special Ed Paraprofessional	JFK	31.25	October 15, 2013	\$14.24
Fontaine, Amy	Special Ed Paraprofessional	SHS	12.00	October 15, 2013	\$13.74
Lubrico, Cindy	Special Ed Paraprofessional	JAD	31.25	October 21, 2013	\$14.24
Lamb, Beth	Special Ed Paraprofessional	JAD	31.25	October 21, 2013	\$14.24
Twarog, Katie-Lynne	Reading Tutor	Hatton & South End	30.00	October 23, 2013	\$12.91
Conaty, Kelly	Reading Tutor	Derynoski	30.00	October 28, 2013	\$12.91
Berthiaume, Susan	ABA Therapist	Hatton	28.00	October 30, 2013	\$17.00
West, Christopher	Special Ed Paraprofessional	JAD	19.50	November 4, 2013	\$13.74
McAteer, Andrea	Special Ed Paraprofessional	JAD	19.50	November 4, 2013	\$13.74
Christensen, Lisa	Kindergarten Paraprofessional	Kelley	15.75	November 4, 2013	\$13.74
Russo, Carla	Special Ed Paraprofessional	South End	15.00	November 12, 2013	\$13.74

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Bruenn, Jessica	Grade 5 Teacher	Strong	October 29, 2013	11 years	No
Morache, Denise	World Language Teacher	SHS	November 16, 2013	9 years	No
Quadrato, Monica	Kindergarten Teacher	Thalberg	November 9, 2013	2 ½ years	No
Aldi, Pamela	Assistant Principal	JFK	February 1, 2014	12 years	Yes
Crowley, Helen	Assistant Principal	SHS	July 1, 2014	35 years	Yes

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Sicotte, Donna	Part-Time Special Ed Paraprofessional	JAD	October 5, 2013	2 years	No
Gabree, Tracey	Part-Time Library Clerk	SHS	October 5, 2013	4 years	No
Richards, Spencer	Part-Time Special Ed Paraprofessional	JFK	October 12, 2013	2 years	No
Lamb, Beth	Part-Time Special Ed Paraprofessional	JAD	October 12, 2013	1 year	No
Lubrico, Cindy	Part Time Special Ed Paraprofessional	JAD	October 12, 2013	10 months	No
Ciaburri, Evelyn	Administrative Assistant	STEPS	October 19, 2013	1 ½ years	No
Uliasz, Sharon	Part-Time Special Ed Paraprofessional	JAD	October 26, 2013	2 months	No
Gurtowsky, Christopher	Technology Assistant	District	November 9, 2013	1 year	No
Abt, Joan	ELL Tutor	SHS	January 2, 2014	19 years	Yes
Gagliardi, Cynthia	Full-Time Special Ed Paraprofessional	JFK	February 15, 2014	14 years	Yes

TRANSFERS

Certified

Name	From Position	From School	To Position	To School	Effective Date
No certified transfers in the month of October					

Classified

Name	From Position	From School	To Position	To School	Effective Date
McKinstry, Jessica	Sec Class II, Special Ed & Curriculum Coordinator	District	Sec Class II, Elementary & Middle School Secretary	DES	October 21, 2013

UNPAID LEAVES OF ABSENCE

Name	Position	School	Start Date	End Date	Reason
Grant, Joanne	Special Ed Teacher	JAD	October 31, 2013	November 4, 2013	Personal
Fortin, Stephanie	Special Ed Paraprofessional	DES	February 1, 2014	February 7, 2014	Personal
Giammatteo, Roberta	Guidance Secretary	SHS	November 6, 2013	December 31, 2013	Medical

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
Blitz, Deborah	Interim Head Coach, Cheerleading	JFK	October 9, 2013	\$2,576.00
DePaolo, Valerie	Assistant Coach, Girls Basketball	SHS	October 10, 2013	\$4,403.00
Rosin, Bethany	Curriculum Specialist, World Language	JAD	October 10, 2013	\$1,403.00
Spreda, Michelle	Head Coach, Girls Basketball	JFK	October 16, 2013	\$2,947.00
Richards, Spencer	Yearbook Advisor	JFK	October 28, 2013	\$1,015.00
Eisenmann, Jack	Freshman Coach, Girls Basketball	SHS	November 1, 2013	\$3,232.00
Pomposi, Jillian	Head Coach, Girls Lacrosse	SHS	November 1, 2013	\$5,151.00

Resignations

Name	From Position	School	Effective Date
DePaolo, Valerie	Head Coach, Girls Basketball	JAD	October 9, 2013
Fontana, Dorothy	Advisor, Family, Career & Community Leaders of America	SHS	October 15, 2013
Pomposi, Jillian	Assistant Coach, Girls Lacrosse	SHS	October 31, 2013
Steinnagel, Kaeley	Co-Advisor, National Junior Honor Society	JAD	June 30, 2014
Holloway, Alice	Co-Advisor, National Junior Honor Society	JAD	June 30, 2014



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Policy and Personnel Committee Meeting October 28, 2013

Committee chairperson, Mrs. Colleen Clark, called the Policy and Personnel Committee meeting to order at 5:35 p.m.

JOSEPH V. ERARDI, JR., Ed.D.
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH
ASSISTANT SUPERINTENDENT
FOR INSTRUCTION AND LEARNING

Committee Members Present: Mrs. Colleen Clark, Mrs. Patricia Johnson, Mr. Zaya Oshana, Mrs. Patricia Queen.

Administration Present: Dr. Joseph V. Erardi, Jr., Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent of Schools; and Mrs. Marilyn Kahl, Principal, Kelley Elementary School.

Others Present: Annie Nguyen, Student from DePaolo Middle School

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Review of Bullying Policy and Regulations

The district has two school climate coordinators, Marilyn Kahl and Christopher Palmieri. Mrs. Kahl was present to summarize bullying incidents and trend data involving claims of bullying and/or verification of bullying incidents throughout the district. Data indicates that the number of verified cases of bullying is decreasing. Each school has a consistent practice of recording claims of bullying and of investigating the claims to determine if they are verified cases or not. This topic will be addressed at the October 31, 2013 Teachers' Forum and members of the Policy and Personnel Committee are invited to attend. The problem of practice at the forum is:

As we review our present policy and practice pertaining to K-12 bullying, how do we better support and identify youngsters who are on the receiving end of such action?

The committee suggested that perhaps a student survey would be one good way to measure the success of the district's preventative programs that support anti-bullying behaviors. Administrators will be asked for feedback about the best way to proceed.

Elementary Grant-Funded Guidance Counselor Job Description

The job description was approved by the Board of Education and the committee recommended some minor clerical revisions. Interviews will begin soon to fill the 3.6 positions available through grant funding.

Attendance Policy

There was discussion pertaining to the current attendance policy and the committee will continue their conversation at their meeting scheduled in January 2014. At that time, the administration will confirm as to the local ability to delay the start of the school year for children at the time of entry into kindergarten.

Recess Policy

The committee reviewed the wellness policies for Southington and C.A.B.E. Both include the statement, "All students enrolled in elementary school shall have included in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, except that this requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services according to state and federal law, and may be amended from time to time."

200 NORTH MAIN STREET
SOUTHINGTON, CT
06489

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The regulation requires clarity surrounding questions such as:

1. With parental permission, can a student have recess withheld for any reason that is determined necessary by administration and agreed to by parent/guardian?
2. Is it permissible to withhold a part of recess as a consequence for an inappropriate behavior including an issue related to academic assignments that may be delinquent?
3. Can extra help/tutoring be provided during a scheduled recess time if parent/guardian agrees with this recommendation?

The administration will contact legal counsel and report back to the committee.

Motion:

By Mr. Oshana, seconded by Mrs. Johnson

“Move that the Policy and Personnel Committee meeting be adjourned.”

Motion carried unanimously by voice vote.

The meeting was adjourned at 7:10 p.m.

Respectfully Submitted,



Karen L. Smith
Assistant Superintendent for Instruction and Learning



SOUTHINGTON BOARD OF EDUCATION
Southington, Connecticut

FINANCE COMMITTEE MEETING

Tuesday, October 30, 2013, 7:00 p.m.
Municipal Center Conference Room #2
200 North Main Street, Southington, CT 06489

Board Members Present: Jill Notar-Francesco, Chairperson; David Derynoski, Terry Lombardi, Patricia Johnson
From Administration: Dr. Joseph Erardi, Superintendent of Schools; Sherri DiNello, Director of Business & Finance; Lisa Jones, Accounting/Purchasing Manager

The Finance Committee meeting was called to order at 7:00 p.m.

1. **AGRICULTURE SCIENCE & TECHNOLOGY EDUCATION (ASTE):**

Mrs. DiNello provided a brief overview of the \$1,000 increase in the base per pupil ASTE grant. The total increase over the 2012-2013 school year is \$142,706, which was confirmed with the Town Finance Director. She explained that she is awaiting confirmation from Attorney Ritter at Shipman and Goodwin LLC that the statute still requires the funds to go back into the Vocational Agriculture program.

The committee reviewed the list of items provided by Marion Stannard, VoAg Director, regarding how the requested funds would be used. Ms. Stannard provided a detailed explanation for the request of an additional teacher in addition to the written narrative. The committee had a number of questions regarding class size, the number of sections taught, and how many students are denied enrollment annually. Ms. Stannard provided responses to their questions and reminded the committee that the additional teacher will not increase enrollment. The additional teacher will help to satisfy the current class size compliance issue that was recently cited in the program review. Without the teacher, next year's freshmen enrollment will be reduced.

Additional questions were raised about the long-term plan for the program. The committee agreed to support the list as presented.

2. **BID APPROVAL – BID #2014-BID-18, BUS FOR AG-SCIENCE TECHNOLOGY DEPARTMENT:**

Ms. Jones explained that the bid specifications are designed by the state for the requested VoAg activity bus. The funding is provided by the VoAg equipment grant. The committee recommended supporting the bid as presented.

3. **TRANSPORTATION ADVISORY SERVICES (TAS) EFFICIENCY STUDY REPORT:**

Mrs. DiNello distributed the Efficiency Study Report provided by TAS. She asked members to spend some time reviewing the report for the next meeting. Mrs. DiNello will provide the other Board members their copies in the near future. She explained that there was a lot of information in the report including recommendations; however, she wanted to direct their attention to Page 3 of Section 4 in regard to "renew or rebid." The report states that, "From all indications New Britain Transportation is doing an excellent job of providing service to the community. Based on our interviews, we do not find any operating reasons why they should not be provided an opportunity to continue to provide services in the future."

The recommendation is to consider a one-year renewal with New Britain Transportation and during that time period work on a modified contract that could be negotiated as a long-term renewal. Mrs. DiNello explained that there are a number of suggested language changes for the new contract and that in an effort to budget appropriately for 2014-2015 the Board of Education may want to consider the recommendation of the one-year renewal and allow the administrative team to negotiate a longer term contract with New Britain Transportation in the spring. A deadline would be set, so that if new terms could not be agreed to then the Board of Education would have ample time to go out to bid.

The committee seemed comfortable with that approach; however, will discuss again after reviewing the results of the study.

4. **XEROX COPIER 5600 – SOUTHTON HIGH SCHOOL / CENTRAL OFFICE:**

Ms. Jones distributed a comparison of the current cost of the two large Xerox copiers located at central office and Southington High School and leasing new Sharp or Xerox copiers. We are currently paying a lot of money to service two old and outdated machines. The administration is recommending leasing two Sharp copiers from Network Imaging, our current vendor for all other copiers in the district. The pricing is from NJPA, National Joint Powers Alliance, which after an extensive bid process awarded the contract to Sharp as the selected product. The annual savings from this change, based on current copy counts, is over \$20,000.

Ms. Jones explained our current contract expires in December of 2013 and that Network Imaging has agreed to remove the old copiers at no cost in December and waive the service cost for the first month. The committee strongly endorsed administration's recommendation.

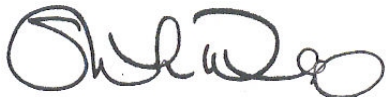
5. **MISCELLANEOUS:**

a) **Generation of Electricity**

Mrs. DiNello reminded the committee that our current contract with Constellation Energy for the generation of electricity expires in December of 2014. A group of 14 districts, which have worked together in the past, are looking to bid a new agreement because current pricing is favorable. When the strike price is determined, she has to have the authority to sign the agreement that day. She is requesting approval to be able to sign a new contract if administration can achieve a lower price than our current contract.

The meeting adjourned at 7:55 p.m.

Respectfully submitted,



Sherri P. DiNello
Director of Business & Finance



SOUTHTON PUBLIC SCHOOLS

Sherri DiNello

Director of Business & Finance

MEMO

TO: Board of Finance Committee Members
DATE: October 24, 2013
RE: ASTE GRANT

As discussed at our last Finance Committee meeting, the per pupil amount for the ASTE Grant was increased by \$1,000 per student enrolled in the program. This is an increase of \$143,600.

Pursuant to Section 64 of Senate Bill #458, this grant shall not be used to supplant local funding for educational purposes. Therefore, we plan to request an appropriation from the Board of Finance at their meeting on November 13, 2013.

A recommendation of how the funds should be used will be sent under separate cover.

Proposal for use of ASTE funds 2013-2014 school year (additional \$1000 per student from June 2013 legislation)		
Cost	Description	Rationale
\$30,130.00	Teacher	\$ 48,500 salary pro-rated for 115 days -
\$34,060.00	Computer replacement	Upgrade 20 in computer lab, 22 to replace teacher, classroom and office computers
\$5,000.00	Install improved projection/sound in computer lab	
\$9,880.00	Greenhouse improvements	repair benches and install irrigation system
\$3,850.00	Hydroponic system	expand curriculum
\$5,920.00	Cold water aquaculture system	expand curriculum
\$1,600.00	Aquaculture system with bio-filtration	upgrade equipment and expand curriculum
\$2,960.00	Storage units for animal feed and landscape supplies	
\$5,000.00	Replace animal laboratory cages and make improvements	
\$2,000.00	Rental of specialized equipment	
\$2,500.00	Replacement tools	
\$1,500.00	CDL training	
\$9,000.00	Security cameras and monitors	
\$30,000.00	Storage building	
\$143,400.00		

The Advanced Ag (junior/senior) classes have exceeded the State Department of Education's 15:1 student to teacher laboratory class size ratio for Agriculture programs each of the past three years. Enrollment pressure in these classes has been caused by three primary factors. Each year the number of applicants far exceeds space in the program, we accept the maximum number of grade nine students, and our retention rate is very strong.

One of the causes of the over-enrollment in the Junior/Senior classes was the agreement to accept additional grade nine students to support the hiring of a fourth Agriculture teacher in the fall of 2011. The majority of the students remain in the program for the four years of high school. The larger group of 2011 freshmen, followed by continuing pressure to accept a specified number of freshmen each year has created an enrollment 'bubble' that we cannot support with four Agriculture teachers.

It will be necessary to reduce the number of grade nine students accepted for the 2014-2015 school year if we remain at the current level of staffing. In contrast to past expectations that an additional teacher should be supported by tuition from even more students; we cannot accept more students as a result of adding another teacher.

The State Department of Education Program review conducted in March 2013 recognized this staffing issue with their first recommendation "There is a need to hire an additional teacher". State funding for the Agriculture programs has been increased to support program improvement and to provide opportunities for additional students. This personnel request aligns with the intent of the legislation. The increased state funding will support this personnel request.

Enrollment in the junior/senior classes will continue to exceed the 15:1 laboratory size. The strategies that we have used to address this compliance issue each have a detrimental effect on student learning.

We have done some creative scheduling and lesson planning to address this concern and to ensure safety during laboratory experiences. In the 2010-2011 school year we were able to offer an additional junior/senior course selection at a different time in the school day – however, the result of this change was limited grade 9 enrollment. In the 2011-2012 school year the large number of students in the UConn Horticulture class kept the other junior/senior classes within the acceptable lab size ratio-unfortunately this large class size prevented laboratory activities. In 2012-2013 we had 20 students in the Veterinary Technology class. We planned laboratory activities on days when we had a guest presenter; using two adults to provide instruction. This limited opportunities in a class that has the potential to award industry certification. Also in 2013-2013, No advanced plant science was offered to students with that career focus as a result of limited Agriculture staff.

In 2013-2014, the number of students in the UConn Horticulture class prevents laboratory activities. The fall and spring sections of the animal science classes in 2013-2014 have the largest enrollment issue. We are fortunate to have a student teacher in the fall; providing two instructors. We need an additional person to ensure safe laboratory activities after the student teacher leaves on Dec 5.

Purchasing Department
Southington Public Schools

BID APPROVAL REQUEST

Activity Bus for Agri-Science Technology Department - 2014-BID-18

The attached compilation of the above listed bid is submitted for **APPROVAL** by the Superintendent of Schools, Board of Education Finance Committee and Board of Education.

This bid seeks pricing for an Activity Bus under a Grant for the Agri-Science Technology Department.

Funding Source: Grant	Proposed Budgeted Amount \$85,000
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Signature of Purchasing Agent

Date

Oct. 21, 2013

Superintendent's Direction:

Approved as Submitted (submit to Finance Committee for approval)
 Hold (pending future action)
 Rejected all _____
part _____ adjust as directed below

Direction: _____

Signature of Superintendent of Schools

Date

Finance Committee's Direction:

Approved as Submitted (submit to Board of Education for approval)
 Hold (pending future action)
 Rejected all _____
part _____ adjust as directed below

Direction: _____

Signature of Finance Committee Chairperson

Date

10-30-2013

Board of Education's Direction

Approved as Submitted (submit to Board of Education for approval)
 Hold (pending future action)
 Rejected all _____
part _____ adjust as directed below

Direction: _____

Signature of Board of Education Chairperson

Date

**PUBLIC SCHOOLS OF SOUTHINGTON
SOUTHINGTON, CONNECTICUT**

LEGAL NOTICE

INVITATION TO BID

The Board of Education is accepting bids for:

ACTIVITY BUS

2014-BID-18

SEALED, MARKED BIDS will be accepted by the Purchasing Department, in Room 7, Administration Building, 200 N Main Street, Southington, Connecticut 06489 until:

2:30 p.m. E.S.T on

at which time all submitted bids will be publicly opened and read.

Bids must be submitted on the forms and in the manner specified.

Bid forms and specifications may be obtained from the Southington Public Schools' web site:

www.SouthingtonSchools.org Purchasing Department RFP & Bid Invitation

Bid envelopes are to be returned to the address below with bid number clearly marked on the outside of the envelope

Purchasing Office
Board of Education
200 N Main Street
Southington CT 06489
860.628.3200 ext 216
Bid Number – 2014-BID-18

BID TERMS AND CONDITIONS

1. All bids submitted must be in SEALED ENVELOPES and must be notated with the BID NUMBER on the face of the envelope. Amendments to or withdrawal of any section of the submitted bid received later than the time and date set for the bid opening will not be considered. Bids received later than the time and date specified will not be considered. For the purpose of bid receipts, the official time piece will be the time/date stamp unit located in the Purchasing Office, 200 N Main Street, Room 7, Southington, Connecticut.
2. All bid prices must include prepaid delivery, assembly and/or installation (ready for operation and/or use) of all equipment and/or materials to the individual location(s) as designated by the Purchasing Agent. All bid prices are to be submitted on the sheets provided on this bid. Quantities and pricing are to be listed in accordance with these sheets.
3. Addenda will be listed on this website. It is the responsibility of the vendor to check the website for such addenda prior to submission of any proposal. Failure to sign any addendum relating to the bid of interest may disqualify submitted bids and/or proposals.
4. Replies submitted, whether a bid or no bid, must have the bid number clearly marked on the outside of the envelope. Bidders not marking the envelopes will have no recourse against any Board of Education member and/or its employees, or Town of Southington member and/or its employees.
5. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the Southington Public Schools will be disregarded.
6. Request for interpretation of any portion of the bid may be made by telephone to the Board of Education Purchasing Office at (860) 628-3200. All replies will be given verbally and then posted on the website as an addendum (if deemed vital to the bid by the Purchasing Agent).
7. The Southington Public School System and the Town of Southington are exempt from the payment of taxes imposed by Federal Government and/or the State of Connecticut. Such taxes should not be included in the bid price.
8. In the event of receipt of identical bids as to offerings, delivery, service, content, price, etc., the bid will be awarded in a fair and equitable manner determined by the Board of Education.
9. For bids to be considered, the attached **Non Collusive Bid Statement** must be completed and submitted with the bid.
10. Bidders offering(s) under this bid must meet and be in compliance with all local, state and federal specifications, regulations and requirements in effect as of the date of the bid submittal pertaining to the work, materials, equipment or items requested in the bid.
11. The successful bidder, vendor and/or contractor must protect all property of the Board of Education (i.e. all floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense.
12. At the completion of the work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by him. This removal will be completed at the contractor's expense. The premises must be left in a clean and finished condition acceptable to the owner or its agents.
13. Default - It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when he/she has not delivered the item(s) within the time constraints listed in this document. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document and/or they have ceased work on the project for a period of fifteen (15) working days cumulative or consecutive.
14. Expenses incurred by the owner due to the contractor or vendor failing to complete the job or failing to deliver in the required time frame, or failing to adhere to the bid requirements and specifications will be charged to the contractor or vendor.
15. The successful bidder agrees to indemnify and hold harmless the Board of Education, its employees, the Town of Southington and its employees from any and all liability arising out of the successful bidders' operations and functions and/or supplied items.
16. Samples that are forwarded by the bidder will be returned to the bidder at his request and at his expense. Samples not returned to the bidder will be disposed of at the discretion of the Board of Education or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within thirty (30) days of bid opening date. Items not picked up within thirty (30) days of bid opening will be disposed of by the Board of Education or its designated agent.
17. Any and all references to trade names, types, styles, model numbers, stock numbers or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and/or materials that will be satisfactory. When reviewing the information given, it is the responsibility of the prospective bidder to inform the Board of Education of any discrepancy that is found (i.e. number listed does not fit the item description). Bids received on other makes or

BID TERMS AND CONDITIONS - continued

models with reference to other catalogs will be considered. The bidder is to clearly state in his bid, exactly what he intends to furnish and to furnish with his bid a cut or illustration or other descriptive matter that will clearly indicate and give specification as to the product he proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification the item should be identified on the bid form by entering the **MAKE, TRADE NAME AND MODEL** number. It is understood that any substitutes and/or alternates that might be offered are guaranteed by the bidder to be of equal or better quality than is referenced in the bid. The item (s) offered must be equivalent as to function, basic design type and quality of material, method, of construction and any required dimensions. It shall be further understood that during original as well as subsequent shipments spot checks will be performed. Units offered shall be new. Bidders are cautioned that rebuilt, remanufactured, trade-ins, surplus, seconds, factory rejects floor samples, close-outs or distressed items are not acceptable and shipment of substitutions, defective or shop-worn equipment will be returned for a full refund, including shipping and/or freight charges, at the vendor's expense.

18. The quantities and/or materials listed in the specifications/bid sheets may be increased or decreased by the Board of Education or its designated representative based on actual need at the time the orders are placed.
19. The Board of Education or its designated representative reserves the right to reject any proposal in whole or part offering equipment and/or materials and/or services that in their opinion does not meet the quality standards desired. Such decision will be considered final and not subject to further recourse by the bidder.
20. The Board of Education or its designated agent reserves the right to award or reject by item, or part thereof, groups of items, or parts thereof, or all items of the bid if in his/her judgment the best interest of the Southington Public Schools and/or the Town of Southington will be served. Further, the Board of Education, or its designated agent, reserves the right to award contracts to one or more bidders submitting identical proposals as to price, to reject any and all bids in whole or in part, to waive technical defects, irregularities and omissions if, in their judgment the best interest of the school system will be served.
21. The Board of Education or its designated agent specifically reserves the right to reject any and all bids until a purchase order and/or contract has been awarded. No bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders that the contract has been awarded.
22. It is the intent to award this bid by line item, however, the Board of Education reserves the right to award the bid in total if deemed by the Board of Education that the award in total would be in the best interest of the Southington Public School System. In addition, bidders should be advised that should budgetary constraints dictate, part and/or all of the items listed in this bid, including future years, may be rejected. This decision shall be considered final and not subject to recourse by the bidder.
23. The Board of Education reserves the right to discontinue service during the current term or future terms, if performance is deemed unacceptable by the Board. In the event of a multiple year award evaluation of service will be made at the end of the first year. Awards for subsequent years will be contingent on the previous year's performance.
24. In determining the lowest or highest responsible bidder, the Board of Education reserves the right to consider, in addition to price, the compatibility, quality, cost of maintenance and availability of parts, experience of the bidder, sufficiency of the resources of the bidder as relates to the offerings as well as the ability of the bidder to provide future maintenance and service.
25. **DOCUMENTS PREVIOUSLY SUBMITTED TO THE SOUTHINGTON BOARD OF EDUCATION WILL NOT BE CONSIDERED AS SATISFYING SUBMISSION REQUIREMENTS FOR THIS BID.**
26. **WHERE A BID BOND IS REQUIRED (SEE BID DIRECTIONS SHEET), IT IS TO BE SUBMITTED WITH THE BID AT THE TIME OF SUBMISSION.**
27. **INSURANCE CERTIFICATES, PERFORMANCE BONDS AND/OR PAYMENT BONDS, WHEN REQUIRED, ARE TO BE SUBMITTED BY THE SUCCESSFUL BIDDERS PRIOR TO COMMENCEMENT OF WORK.**
28. The Board of Education reserves the right to have bidders supply a minimum of three (3) references. These references must be for similar/same work.
29. The Board of Education reserves the right to request information from the bidders including, but not limited to, legal claims, worker's compensation history, and other claims for personal and property damage.
30. **Bid Bond** (if required - see Bid Directions sheet) - Shall be in the amount equivalent to ten per cent (10%) of the contract made out in favor of the Board of Education and issued by a surety company acceptable to and approved by the Board of Education. A cashier's check or Treasurer's check in the same amount may be submitted in lieu of the bid bond.
31. **Proof of Insurance** (if required - see Bid Directions sheet) - The contractor shall take out and maintain during the life of this contract, adequate Workmen's Compensation Insurance for all the employees employed on said work. In case any class of employees engaged in hazardous work under the contract at the site of the work is not protected under the Workmen's Compensation statute, the contractor shall provide Workmen's Compensation Insurance for the protection of his employees not protected otherwise.

BID TERMS AND CONDITIONS - continued

32. **Liability Insurance** (if required - see Bid Directions sheet) - Take out and maintain during the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000 for injuries, wrongful death to any one person and subject to the same limit for each person in an amount of not less than \$1,000,000 on amount of one accident and property damage insurance in an amount of not less than \$1,500,000.
33. **Certificate of Insurance** - Submitted must name the Southington Board of Education, 200 N Main Street, Southington, Connecticut 06489 as the certificate holder and shall be delivered to the Purchasing Agent, Board of Education within fifteen (15) days of award notification.
34. **Performance Bond** (if required - see Bid Directions sheet) - The successful vendor must file a performance bond and execute the contract within fifteen (15) days from the date of award notification. Should it be necessary to start a project immediately, the performance bond in question must be in place before the project begins. The furnished bond must be in favor of the Board of Education and executed by a surety company authorized to transact business in the State of Connecticut and acceptable and approved by the Board of Education. It shall be for not less than one hundred per cent (100%) of the total contract price but in no case less than one thousand dollars (\$1,000.00).
35. **Payment Bond** (if required - see Bid Directions sheet) - The successful bidder, shall file a payment bond and execute said contract within fifteen (15) days from the date of notification of such award. Should it be necessary to start a project immediately, the payment bond in question must be in place before the project begins.
36. The Board of Education reserves the right to require successful bidders to enter into such security arrangements as are deemed necessary to protect the Board of Education property and goods.
37. **Facsimile Transmissions** – Prior to bid opening - submission of this bid or any portion of this bid and/or any documents relating to this bid by means of Facsimile Transmission (fax machine) is unacceptable and will not be considered in the bid process. After bid opening, and at the request of the Purchasing Agent, or designee, data relating to the bid will be accepted via fax.
38. Successful bidder shall provide any/all additionally required non-collusion affidavits, affirmative action statements, fair employment plans and non-discrimination programs and statements as might be required by the Board of Education.
39. Executive order number 3 inclusive of all its amendments thereto relative to equal employment opportunities and implementation rules and regulations of the Department of Labor on equal employment opportunities are incorporated herein by specific reference (copy enclosed).
40. Executive order number 17 inclusive of all its amendments thereto relative to Connecticut employment services, implementation rules and regulations are incorporated herein by specific reference (copy enclosed).
41. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin.
42. The bidder agrees to obtain and pay for all work/building permits as might be required. The cost of obtaining said permits shall be included in the bid price. In addition, it shall be understood that where property lines are to be considered, bidders are to verify said lines and measurements with proper Town Officials prior to commencement of work.
43. The successful bidder shall not employ any subcontractor to fulfill any of the duties as herein specified without express, prior written approval of the Board of Education or its designated agent.
44. It is to be understood that any/all specifications and/or plans or drawings contained in or developed as a result of the bid process are and shall be presented subject to the approval of Town of Southington planning, zoning and building officials and that awards made prior to said approval are subject to cancellations.
45. **Prevailing Wage** - When the State of Connecticut Prevailing Wage Rate is applicable to the bid, it is to be known by the prospective bidders that a **Certified Payroll Record** must be forwarded prior to any request and/or invoice for payment. Prospective bidders should note that when the Prevailing Rate is applicable, it shall be based on the total project cost from day one.
46. **Occupational Safety and Health Act of 1970** - Seller shall warrant that the machinery, equipment or other materials covered herein by shall, upon delivery to Southington Public Schools and/or Town of Southington, be in compliance with the standards required by the Occupational Safety and Health Act of 1970 (and all amendments thereto) as well as the standards required by comparable State and local laws, if any, for such machinery, equipment or other materials in effect at the time of such delivery.
47. **Machines and/or Equipment Lockout/Tagout** - In an effort to comply with OSHA's final rule on control of hazardous energy sources, vendors must warrant that any and all machines and/or equipment as is offered under this bid will be supplied and/or installed equipped with lockout/tagout devices as prescribed by OSHA.

BID TERMS AND CONDITIONS - continued

48. All energy isolating devices must be designed to accept a lockout device, as required by OSHA lockout/tagout requirements, 29 C.F.R. 1910.147(c)(2)(iii). 54 Fed. Reg. 36644, 36688 (September 1, 1989). For this purpose, an **energy isolating device** is a mechanical device which physically prevents the transmission or release of energy (such as a valve), and lockout device is a device that uses a positive means, such as a lock, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.
49. In compliance with **Toxic Substance Control Act (PL 94-469)**, seller warrants that each and every chemical substance constituting or contained in the products sold or otherwise transferred to the Southington Public Schools and/or Town of Southington under this bid and subsequent purchase orders is not on the list of prohibited chemical substances compiled and published by the Administrator of the Environmental Protection Agency pursuant to the **Toxic Substance Control Act (PL 94-469)** (and all amendments thereto) and are otherwise in compliance with said Act.
50. **Hazardous Materials** - Any materials required by this bid and subsequent purchase orders that are hazardous under federal, state or local statute, ordinance, regulation or agency order will be packaged, labeled, marked and shipped by the seller to comply with all federal, state and local regulations then in effect including but not limited to the provisions of the Hazardous Materials Transportation Act and Regulations promulgated thereunder and will further comply with any special requirements and any policies and procedures of the Southington Public Schools and/or Town of Southington relating to the purchase of hazardous materials as might be noted on subsequent purchase orders or otherwise communicated to seller in writing.
51. **Material Safety Data Sheets** - shall be provided by seller upon delivery to Southington Public Schools and/or Town of Southington of any goods having constituents listed in the following references:
OSHA 1910 Subpart Z
ACHIG Current Threshold Values
DOT HazMat Table 49
IARC Carcinogen List
National Toxicology Program Carcinogen List
Radioactive Materials
52. These Material Safety Data Sheets must be consistent with and include information required by the OSHA Hazard Communication Standard published as 29 CFR 1910.1200, as the same may be amended or supplemented from time to time.
53. **Asbestos** - Bidders are advised that asbestos-containing material has been located in the boiler rooms, pipe tunnels, storage areas and various locations of the school buildings. Before proceeding on any contractual work on school buildings or their interior, it is mandatory that bidders familiarize themselves with the asbestos-containing material and that this said material be considered as a health hazard and all precautionary measures according to the Ahera Rules and Regulations be observed. A copy of the Asbestos Management plan that contains location of said material may be obtained at the office of the Building and Grounds Supervisor, JV Pyne Center, 240 Main Street Rear, Southington, Connecticut 06489, or from the office of the principal of the building at which the work is to be performed. It is the bidder's responsibility to notify all employees and/or subcontractors of this notification.
54. Bidders hereby agree that any award resulting from this bid will be extended to any/all departments and agencies of the Town of Southington and that the successful vendor shall invoice said town agency and/or department separately.
55. The successful vendors are hereby advised that any measurements/sizes given in this bid are representative only. Bidders are to establish exact measurements/sizes for themselves. Bidders will have no recourse for bids presented based on inaccurate measurements/sizes.
56. **CONFINED SPACES:** Bidders are advised that **Confined Spaces**, as defined by OSHA have been identified throughout the School System. It is the responsibility of bidders to familiarize themselves with the locations of these **Identified Confined Spaces** within the building where work is to be performed by the bidder. A list of these **Confined Spaces** is available in the office of the Building and Grounds Supervisor and in the office of the Principal at each site. Responsibility for notification of the bidders' employees rests with the bidder. Bidders will assume the responsibility of all necessary functions as specified by OSHA for entrance or work in **Confined Space**: 1) Danger Area; 2) Permit Only Area. This is to include all necessary air testing safety equipment and employee training.
57. The terms and contents of these general bid terms and conditions are made part of this bid.

**STATE OF CONNECTICUT
BY HIS EXCELLENCY
THOMAS J. MESKILL
GOVERNOR**

EXECUTIVE ORDER NUMBER THREE

WHEREAS, sections 4-61d(b) and 4-114a of the 1969 supplement to the general statutes require nondiscrimination clauses in state contracts and subcontracts for construction on public buildings, other public works and goods and services, and

WHEREAS, section 4-61e(c) of the 1969 supplement to the general statutes requires the labor department to encourage and enforce compliance with this policy by both employers and labor unions, and to promote equal employment opportunities, and

WHEREAS the government of this state recognizes the duty and desirability of its leadership in providing equal employment opportunity, by implementing these laws,

NOW THEREFORE, I, THOMAS J. MESKILL, Governor of the State of Connecticut, acting by virtue of the authority vested in me under section twelve of article fourth of the constitution of the state, as supplemented by section 3-1 of the general statutes, do hereby ORDER and DIRECT, as follows, by this Executive Order:

I

The labor commissioner shall be responsible for the administration of this Order and shall adopt such regulations as he deems necessary and appropriate to achieve the purposes of this order. Upon the promulgation of this Order, the commissioner of finance and control shall issue a directive forthwith to all state agencies, that henceforth all state contracts and subcontracts for construction on public buildings, other public works and goods and services shall contain a provision rendering such contract or subcontract subject to this Order and that such contract or subcontract may be canceled, terminated or suspended by the labor commissioner for violation of or noncompliance with this Order or state or federal laws concerning nondiscrimination, notwithstanding that the labor commissioner is not a party to such contract or subcontracts.

II

Each contractor having a contract containing the provisions prescribed in section 4-114a of the 1969 supplement to the general statutes, shall file and shall cause each of his subcontractors to file, compliance reports with the contracting agency or the labor commissioner, as may be directed. Such reports shall be filed within such times and shall contain such information as to employment policies and statistics of the contractor and each subcontractor and shall be in such form as the labor commissioner may prescribe. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order or any preceding similar Orders and in that event to submit on behalf of themselves and their proposed subcontractors compliance reports prior to or as an initial part of their bid or negotiation of a contract.

III

Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor organization or employment agency as defined in section 31.122 of the general statute, the compliance report shall identify the said organization or agency and the contracting agency or the labor commissioner, as may be directed, by such organization or agency, signed by an authorized office or agent of such organization or agency, with supporting information, to the effect that the signer's practices and policies, including but not limited to matters concerning personnel, training, apprenticeship, membership, grievance and representations and upgrading, do not discriminate on the grounds of race, color, religious creed, age, sex or national origin, or ancestry of any individual, and that the signer will either affirmatively cooperate in the implementation of the policy and provisions of this Order, or that it consents and agrees, that recruitment, employment and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of the Order.

IV

The labor commissioner may by regulation exempt certain classes of contracts, subcontracts or purchase orders from the implementation of this Order, for standard commercial supplies or raw materials for less than specified amounts of money or numbers of workers or for subcontractors below a specified tier. The labor commissioner may also provide by regulation for the exemption of facilities of a contractor which are in all respects separate and distinct from activities of the contractor related to the performance of the state contract, provided only that such exemption will not interfere with or impede the implementation of this Order, and provided further, that in the absence of such an exemption, all facilities shall be covered by the provisions of this Order.

V

Each contracting agency shall be primarily responsible for obtaining compliance with the regulations of the labor commissioner with respect to contracts entered into by such agency or its contractors. All contracting agencies shall comply with the regulations of the labor commissioner in discharging their primary responsibility for securing compliance with the provisions of contracts and otherwise with the terms of this Order and of the regulations of the labor commissioner issued pursuant to this Order. They are directed to cooperate with the labor commissioner and to furnish the labor commissioner such information and assistance as he may require in the performance of his functions under this order. They are further directed to appoint or designate from among the personnel of each agency, compliance officers, whose duty shall be to seek compliance with the objectives of this Order by conference, conciliation, mediation or persuasion.

VI

The labor commissioner may investigate the employment practices and procedures of any state contractor or subcontractor and the practices and policies of any labor organization or employment agency hereinabove described, relating to employment under the state contract, as concerns nondiscrimination by such organization or agency as hereinabove described or the labor commissioner may initiate such investigation by the appropriate contract agency, to determine whether or not the contractual provisions hereinabove specified or statutes of the state respecting them have been violated. Such investigation shall be conducted in accordance with the procedures established by the labor commissioner and the investigating agency shall report to the labor commissioner any action taken or recommended.

VII

The labor commissioner shall receive and investigate or cause to be investigated complaints by employees or prospective employees of a state contractor or subcontractor or members or applicants for membership or apprenticeship or training in a labor organization or employment agency hereinabove described, which allege discrimination contrary to the contractual provisions specified hereinabove or state statutes requiring nondiscrimination in employment opportunity. If this investigation is conducted for the labor commissioner by a contracting agency, that agency shall report to the labor commissioner what action has been taken or is recommended with regard to such complaints.

VIII

The labor commissioner shall use his best efforts, directly and through contracting agencies, other interested federal, state and local agencies, contractors and all other available instrumentalities including the commission on human rights and opportunities the executive committee on human rights and opportunities and the apprenticeship council under its mandate to provide advice and counsel to the labor commissioner in providing equal employment opportunities to all apprentices and to provide training, employment and upgrading opportunities for disadvantaged workers, in accordance with section 31-51(d) of the 1969 supplement to the general statutes, to cause any labor organization or any employment agency whose members are engaged in work under government contracts or referring workers or providing or supervising apprenticeship or training for or in the course of work under a state contract or subcontract to cooperate in the implementation of the purposes of this Order. The labor commissioner shall in appropriate cases notify the commission on human rights and opportunities or other appropriate state or federal agencies whenever it has reason to believe that the practices of any such organization or agency violate equal employment opportunity requirements of state or federal law.

IX

The labor commissioner or any agency officer or employee in the executive branch designated by regulation of the labor commissioner may hold such hearings, public or private as the labor commissioner may deem, advisable for compliance, enforcement or educational purposes under this Order.

X

(a) The labor commissioner may hold or cause to be held hearings, prior to imposing ordering or recommending the imposition of penalties and sanctions under this Order. No order for disbarment of any contractor from further state contracts shall be made without affording the contractor an opportunity for a hearing. In accordance with such regulations as the labor commissioner may adopt, the commissioner or the appropriate contracting agency may

1. Publish or cause to be published the names of contractors or labor organizations or employment agencies as hereinabove described which it has concluded have complied or failed to comply with the provisions of this Order or the regulations of the labor commissioner in implementing this Order.
2. Recommend to the commission on human rights and opportunities that in cases in which there is substantial or material violation or threat thereof of the contractual provision or related state statutes concerned herein, appropriate proceedings be brought to enforce them, including proceedings by the commission on its own motion under chapter 563 of the general statutes and the enjoining, within the limitations of applicable law, of organizations individuals or groups who prevent directly or indirectly or seek to prevent directly or indirectly compliance with the provisions of this order.
3. Recommend that criminal proceedings be brought under chapter 939 of the general statutes.

4. Cancel, terminate, suspend or cause to be canceled, terminated, or suspended in accordance with law any contract or any portion or portions thereof for failure of the contractor or subcontractor to comply with the nondiscrimination provisions of the contract. Contracts may be canceled, terminated, suspended absolutely or their continuance conditioned upon a program for future compliance approved by the contracting agency.
5. Provide that any contracting agency shall refrain from entering into any further contracts or extensions or modifications of existing contracts with any contractor until he has satisfied the labor commissioner that he has established and will carry out personnel and employment policies compliant with this Order.
6. Under regulations prescribed by the labor commissioner each contracting agency shall make reasonable effort within a reasonable period of time to secure compliance with the contract provisions of this Order by methods of conference, conciliation, mediation or persuasion, before other proceedings shall be instituted under this Order or before a state contract shall be canceled or terminated in whole or in part for failure of the contractor or subcontractor to comply with the contract provisions of state statute and this Order.

(b) Any contracting agency taking any action authorized by this Order, whether on its own motion or as directed by the labor commissioner or pursuant to his regulations shall promptly notify him of such action. Whenever the labor commissioner makes a determination under this Order, he shall promptly notify the appropriate contracting agency and other interested federal, state and local agencies of the action recommended. The state and local agency or agencies shall take such action and shall report the results thereof to the labor commissioner within such time as he shall specify.

XI

If the labor commissioner shall so direct, contracting agencies shall not enter into contracts with any bidder or prospective contractor unless he has satisfactorily complied with the provisions of this Order, or submits a program for compliance acceptable to the labor commissioner, or if the labor commissioner so authorizes, to the contracting agency.

XII

Whenever a contracting agency cancels or terminates a contract, or a contractor has been disbarred from further government contracts because of noncompliance with the contract provisions with regard to nondiscrimination, the labor commissioner or the contracting agency shall rescind such disbarment upon the satisfaction of the labor commissioner that the contractor has purged himself of such noncompliance and will thenceforth carry out personnel and employment policies of nondiscrimination in compliance with the provision of this Order.

XIII

The labor commissioner may delegate to any officer, agency or employee in the executive branch any function or duty of the labor commissioner under this Order except authority to promulgate regulations of a general nature.

XIV

This Executive Order supplements the Executive Order issued on September 28, 1967. All regulations, orders, instructions, designations and other directives issued heretofore in these promises including those issued by the heads of various departments or agencies under or pursuant to prior order or statute, shall remain in full force and effect, unless and until revoked or superseded by appropriate authority, to the extent that they are not inconsistent with this Order.

This Order shall become effective thirty days after the date of this Order.

Dated at Hartford, Connecticut, this 16th day of June, 1971.

**GUIDELINES AND RULES
OF STATE LABOR COMMISSIONER
IMPLEMENTING GOVERNOR'S EXECUTIVE
ORDER NO. THREE**

SEC. 1 PERSONS AND FIRMS SUBJECT TO EXECUTIVE ORDER NO. THREE AND GUIDELINES AND RULES

a. Every contractor or subcontractor as defined in Sec. 2 hereof, supplier of goods or services, vendor, bidder and prospective contractor or subcontractor, having ten or more employees as defined in Sec. 3 of these Guidelines, having or entering into or bidding to enter into any type of contractual relationship with the State of Connecticut or any of its agencies, boards, commissions, departments or officers, and if the consideration, cost, subject matter or value of the goods or services exceeds \$5,000.00 shall be subject to the Governor's Executive Order No. Three and these Guidelines and Rules.

b. A copy of the Governor's Executive Order No. Three and of these Guidelines and Rules shall be available to each said contractor, subcontractor, supplier, vendor, bidder and prospective contractor and subcontractor and the said Executive Order No. Three and these Guidelines and Rules shall be incorporated by reference and made a part of the contract, purchase order, agreement or document concerned. A copy of the Executive Order and of these Guidelines and Rules shall be furnished to a contracting party or bidder on request.

c. All persons, partnerships, associations, firms, corporations and other entities having less than ten employees as defined in Sec. 3 at the time of the bid and execution of the contract and continuing through the performance of the contract are exempt from the provisions of the said Executive Order and these Guidelines and Rules. All contracts, subcontracts, purchase orders and agreements wherein the consideration is \$5,000.00 or less shall be exempt from Executive Order No. Three and from these Guidelines and Rules.

SEC. 2 SUBCONTRACTORS

As used herein, subcontractors are persons, partnerships, associations, firms or corporations or other entities having contractual relationship with a contractor who in turn has a contract with the State of Connecticut or any of its agencies, boards, commissions or departments. Subcontractors below this tier are exempt from the Executive Order and from these Guidelines and Rules.

SEC. 3 EMPLOYEES

As used herein, employees are persons working full or part-time irrespective of personnel classification whose wages, salaries or earnings are subject to the Federal Insurance Contribution Act and/or to Federal Withholding Tax as a matter of law (whether in fact or not any actual withholding occurs in a given case), in an employee-employer relationship at the time of bid, contract execution or offer or acceptance and/or during any time thereafter during the existence of the performance period of the contract to the conclusion thereof.

SEC. 4 REPORTS

a. Prior to the execution of the contract or prior to acceptance of a bid, as the case may be, the contractor, subcontractor, bidder or vendor shall file a report with the State Labor Commissioner, which report shall be complete and contain all of the information therein prescribed. The report shall be on form E.O. 3-1, a facsimile of which is attached hereto and made a part hereof, or in lieu thereof the contractor, subcontractor, bidder or vendor shall submit a detailed report containing all of the information required in Form E.O. 3-1.

b. The Labor Commissioner may require the filing of additional reports prior to final payment or prior to any renewal or extension of the contract and during the duration of the contract at such times as the Commissioner may, in his discretion, from time to time deem necessary. The Labor Commissioner may require the filing of additional information or reports and the contractor, subcontractor, bidder or vendor shall furnish said information or reports within the times prescribed by the Labor Commissioner.

c. The Labor Commissioner may, at his discretion, also require timely statistical reports on the number of minority employees or to be employed in the performance of the contract and the Labor Commissioner may define such minority groups or persons.

d. Reports filed pursuant to these Guidelines and Rules in implementation of Executive Order No. Three are not public records subject to public inspection, but may be inspected only by federal and state officials having jurisdiction and authority to investigate matters of this type. All federal and state agencies empowered by law to investigate matters relating to Executive Order No. Three shall have access to these reports for inspection or copying during regular business hours.

e. Any person who willfully, wantonly or through negligence destroys or permits to be destroyed, alters or allows to be altered after filing, any reports submitted in compliance herewith shall be subject to penalties as prescribed by law.

SEC 5. MANDATORY CLAUSES IN DOCUMENTS

a. All contracts shall contain the following provisions verbatim:

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971 and, as such, this contract may be canceled, terminated or suspended by the state labor commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the labor commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the state labor commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion.

The (contractor), (subcontractor), (bidder), (vendor) agrees, as part consideration hereof, that this (order) (contract) is subject to the Guidelines and Rules issued by the state labor commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the state labor commissioner.

These provisions are in addition to and not in lieu of other clauses required by law.

a. N.B. The above paragraphs contain requirements additional to those set forth in July 16, 1972 directive to state agencies.

b. Every purchase order or like form submitted by a vendor or bidder, as applicable shall contain the following clause verbatim:

Vendor agrees, as part of the consideration hereof, that this order is subject to the provisions of Executive Order No. Three and the Guidelines and Rules issued by the Labor Commissioner implementing said Order as to nondiscrimination and vendor agrees to comply therewith.

c. Where preprinted contract forms have been prescribed by federal authority and the rules of the federal agency prohibit the alteration thereof, the compliance officer of the State agency concerned shall submit to the Labor Commissioner a suggested short form or addendum acceptable to the federal agency, and in such cases, after approval by the Labor Commissioner, said clause may be substituted.

SEC. 6 COOPERATION OF STATE AGENCIES, BOARDS AND COMMISSIONS

Every agency, board, commission and department of the State of Connecticut shall cooperate with the Labor Commissioner in the implementation of Executive Order No. Three and shall furnish such information and assistance as the Labor Commissioner may from time to time request.

SEC. 7 INVESTIGATIONS, COMPLAINTS

The Labor Commissioner may initiate an investigation upon receipt of a complaint alleging discrimination. The Labor Commissioner may request that an investigation be conducted by the State agency which is the party to the contract in question. Investigations shall be conducted in accordance with acceptable legal standards, safeguarding the rights of all parties involved and obtaining all of the relevant facts necessary for a complete determination of the issues. If the Labor Commissioner is not satisfied with the investigation or any part thereof he may order it to continue or to proceed further.

SEC. 8 HEARINGS

The Labor Commissioner or officers designated by the heads of the State Agencies, boards and commissions may conduct hearings on complaints filed. Hearings shall be held only after a report of the complaint has been filed with the Labor Commissioner and after a hearing on the complaint has been authorized or directed by the Labor Commissioner. Hearings shall be conducted in accordance with the acceptable principals of administrative law. All parties shall be afforded the opportunity to a full, fair, impartial and complete hearing, the opportunity to examine and cross examine witnesses and to be present at all sessions of the hearing. If any party is vulnerable to a charge of a violation of the law, he shall be afforded the opportunity to procure counsel who may be present at the hearing.

SEC. 9 EQUAL EMPLOYMENT OPPORTUNITIES

All State contracting agencies, employers and labor unions shall use their best efforts to provide equal employment opportunities to all apprentices and to provide training, employment and upgrading opportunities for disadvantaged workers in accordance with section 31-51(d) of the General Statutes.

SEC. 10 DUTIES OF CONTRACTING AGENCIES

All State contracting agencies shall be responsible for compliance with said Executive Order and with all state and federal laws relating to equal employment opportunities. All contracting agencies conducting investigations for the Labor Commissioner pursuant to Executive Order No. Three and these Guidelines and Rules shall report to the Labor Commissioner the action taken or recommended with regard to each complaint filed. Each officer of the executive department, every commissioner and each executive head of each State agency, board and commission in the executive branch of the State government is expected to assume the responsibility of seeing to complete compliance with the Governor's Executive Order No. Three and shall forewith take steps to assure and guarantee that there shall be no discrimination within their departments, agencies, boards or commissions in the performance of any state contract or subcontract on the basis of race, creed, color, sex, age, national origin or national ancestry, or in any way in violation of any state or federal law relating thereto.

BY VIRTUE OF THE AUTHORITY VESTED IN ME PURSUANT TO EXECUTIVE ORDER NO. THREE EFFECTIVE JULY 16, 1971, AND THE GENERAL STATUTES OF CONNECTICUT.

Dated at Wethersfield, Connecticut this 19th day of November, 1971.

Jack A. Fusari

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
AFFIRMATIVE ACTION PACKET**

The State Department of Education (SDE) is committed to Equal Opportunity and Affirmative Action and will not knowingly do business with any grantees, bidders, contractors, subcontractors or suppliers of materials who engage in acts of unlawful discrimination. In accordance with Administration Regulations Sections 46a-68-31 through 46a-68-74 "Affirmative Action By State Government" and 4a-60 through 4a-60a and 46a-68c through 46a-68k "Contract Compliance" as administered by the Commission on Human Rights and Opportunities (CHRO), the SDE encourages grantees, bidders, contractors, subcontractors and suppliers of materials to develop and implement Affirmative Action Plans.

Contractors with 50 or more employees and contract awards that total **\$4,000** or more for leases, rental and personal service agreements are required to have or develop a written Affirmative Action Plan addressing any identified underutilization of minorities and women. Further, contractors with fewer than 50 employees regardless of contract amount or contractors with 50 or more employees with a total contract amount of less than \$4,000 for leases, rental and personal service agreements are required, at a minimum, to develop a written Affirmative Action Policy Statement.

In accordance with CHRO Regulations concerning contract compliance procedures for state agencies, this packet was prepared to assist all bidders for contractual services to comply with legally mandated application procedures. **All contractors and grantees must read and complete the appended forms where appropriate, and submit their Affirmative Action Policy Statement and Plan where appropriate.**

The following are appended hereto:

1. **Commission on Human Rights and Opportunities Contract Compliance Regulations and Notification to Bidders:** Makes prospective contractors and grantees aware of the State Department of Education's obligation to ensure that prospective contractors and grantees qualify pursuant to contract compliance requirements. ***(Contractor/Grantee must complete).***
2. **Workforce Analysis:** A comprehensive inventory of all employees by race, sex, job title and occupational category ***(Contractor/Grantee must complete).***
3. **Definitions for Workforce Analysis:** Race/Ethnic identification and description of job categories to assist in the completion of workforce analysis.
4. **Standard Statement of Assurances:** ***(Grantee must complete to apply for grants).***
5. **Contractor's Minority Business Enterprises Utilization Form:** ***(Contractor/Grantee must complete when an MBE or WBE is engaged in a subcontract).***
6. **Affidavit/Certificate of Corporation:** ***(Contractor/Grantee must complete only when an MBE or WBE that is not registered with the Department of Economic Development is engaged as a subcontractor and the Contractor/Grantee wish to receive credit for such pursuant to regulations).***
7. **Sample Affirmative Action Policy Statement:** Contractor/Grantee may use this as an example or may use it as their statement by placing it on their letterhead.

Please submit the completed forms along with your proposal or bid to the person or office identified in the request for proposal.

Affirmative Action Office
State Department of Education
566-7619

**CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
WORKFORCE ANALYSIS**

Contractor Name: _____
Address: _____

Total number of CT employees:
Full-time _____ Part time _____

Complete the following Analysis for employees of Connecticut work sites who are:

Job Categories	Overall Totals (sum of all Cols. Male and Female)	White (not of Hispanic Origin)		Black (not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		People with Disabilities	
		male	female	male	female	male	female	male	female	male	female	male	female
officials and managers													
professionals													
technicians													
paraprofessional													
sales worker													
office & clerical													
craft workers (skilled)													
operatives (semi skilled)													
service workers													
totals above													
totals one year ago													

FORMAL, ON-THE-JOB TRAINEES (Enter figures for the same categories as are shown above)

apprentices													
trainees													

EMPLOYMENT FIGURES WERE OBTAINED FROM VISUAL CHECK: _____ EMPLOYMENT RECORDS: _____ OTHER: _____

- Have you successfully implemented an Affirmative Action Plan? Yes: _____ Date of implementation _____
Not Applicable: _____ Explain:
a. Please submit a summary of your Affirmative Action Plan.
- Have you successfully developed an apprenticeship program complying with Sec. 46a-68-17 of the Connecticut Department of Labor Regulations, inclusive? Yes _____ No _____ Not Applicable _____ Explanation:
- According to EEO-1 data, is the composition of your workforce at or near parity when compared with the race and gender composition of the workforce in the relevant labor market area? Yes _____ No _____ Explanation:
- If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises? Yes _____ No _____ Explanation:

Contractor's Authorized Signature

Date

{WFA 6/99}

STATE OF CONNECTICUT

BY HIS EXCELLENCY

**THOMAS J. MESKILL
GOVERNOR**

EXECUTIVE ORDER NUMBER SEVENTEEN

WHEREAS, Section 31-237 of the General Statutes of Connecticut as amended requires the maintaining of the established free services of the Connecticut State Employment Service to both employers and prospective employees and

WHEREAS, Section 31-5 of the General Statutes of Connecticut requires that no compensation or fee shall be charged or received directly or indirectly for the services of the Connecticut State Employment Service and

WHEREAS, large numbers of our citizens who have served in the Armed Forces of our nation are returning to civilian life in our state and seeking employment in civilian occupations and

WHEREAS, we owe a duty as well as gratitude to these returning veterans including the duty to find suitable employment for them and

WHEREAS, many of our handicapped citizens are fully capable of employment and are entitled to be placed in suitable employment and

WHEREAS, many of the citizens of our state who are unemployed are unaware of the job openings and employment opportunities which do in fact exist in our state and

WHEREAS, notwithstanding the free services of the Connecticut State Employment Service, many of our Connecticut employers do not use its free service or do not avail themselves fully of all of the services offered,

NOW, THEREFORE, I, THOMAS J. MESKILL, Governor of the State of Connecticut, acting by virtue of the authority vested in me under the fourth article of the Constitution of the State and in accordance with Section 3-1 of the General Statutes, do hereby ORDER and DIRECT, as follows, by this Executive Order:

I

The labor Commissioner shall be responsible for the administration of this Order and shall do all acts necessary and appropriate to achieve its purpose. Upon promulgation of this Order, the Commissioner of Finance and Control shall issue a directive forthwith to all state agencies, that henceforth all state contracts and subcontracts for construction on public buildings, other public works and goods and services shall contain a provision rendering such contract or subcontract subject to this Order, and that such contract or subcontract may be canceled, terminated or suspended by the Labor Commissioner for violation of or noncompliance with this Order, notwithstanding that the Labor Commissioner is not a party to such contract or subcontracts.

II

Every contractor and subcontractor having a contract with the state or any of its agencies, boards, commissions, or departments, every individual partnership, corporation, or business entity having business with the state or who or which seeks to do business with the state, and every bidder or prospective bidder who submits a bid or replies to an invitation to bid on any state contract shall list all employment openings with the office of the Connecticut Employment Service in the area where the work is to be performed or where the services are to be rendered.

III

All state contracts shall contain a clause which shall be a condition of the contract that the contractor and any subcontractor holding a contract directly under the contractor shall list all employment openings with the Connecticut State Employment Service. The Labor Commissioner may allow exceptions to listings of employment openings which the contractor proposes to fill from within its organization from employees on the rolls of the contractor on the date of publication of the invitation to bid or the date on which the public announcement was published or promulgated advising of the program concerned.

IV

Each contracting agency of the state shall be primarily responsible for obtaining compliance with this Executive Order. Each contracting agency shall appoint or designate from among its personnel one or more persons who shall be responsible for compliance with the objectives of this Order.

V

The Labor Commissioner shall be and is hereby empowered to inspect the books, records, payroll and personnel data of each individual or business entity subject to this Executive Order and may hold hearings or conferences, formal or informal, in pursuance of the duties and responsibilities hereunto designated to the Labor Commissioner.

VI

The Labor Commissioner or any agency officer or employee in the executive branch designated by regulation of the Labor Commissioner may hold such hearings, public or private, as the Labor Commissioner may deem advisable for compliance, enforcement or educational purposes under this Order.

VII

(a) The Labor Commissioner may hold or cause to be held hearings, prior to imposing, ordering or recommending the imposition of penalties and sanctions under this Order. In accordance herewith, the Commissioner or the appropriate contracting agency may suspend, cancel, terminate, or cause to be suspended, canceled, or terminated in accordance with law any contract or any portion or portions thereof for failure of the contractor or subcontractor to comply with the listing provisions of the contract. Contracts may be canceled, terminated, suspended absolutely or their continuance conditioned upon and program for future compliance approved by the contracting agency.

(b) Any contracting agency taking any action authorized by this Order, whether on its own motion or as directed by the Labor Commissioner shall promptly notify him of such action. Whenever the Labor Commissioner makes a determination under this Order, he shall promptly notify the appropriate contracting agency of the action recommended. The agency shall report the results to the Labor Commissioner promptly.

VIII

If the Labor Commissioner shall so direct, contracting agencies shall not enter into contracts with any bidder or prospective contractor unless he has satisfactorily complied with the provisions of this Order.

This Order shall become effective sixty days after the date of this Order.

Dated at Hartford, Connecticut, this 15th day of February, 1973.

BID SCOPE

The Southington Board of Education is seeking prices for an Activity Bus for use by their Agriculture-Science Technology Department.

The Southington Board of Education must take possession of the Activity Bus no later than May 15, 2014.

Only a new vehicle will be considered. There is no trade-in associated with this purchase.

BID SPECIFICATIONS
Minimum Bus Chassis and Body Specifications

1.	20 passenger ambulatory with seat attachment system full length of driver's side
2.	attachment system for one wheel chair
3.	wheelchair lift and access door
4a.	engine, 4.0 MFI V-8 (Vortec-gas)
4b.	submit a separate proposal for diesel
5.	automatic transmission
6.	heavy duty cooling
7.	hydraulic brakes, disc front, drum rear, power ABS
8.	rear springs, 8,600 pounds
9.	front and rear shocks
10.	radial tires, LT225/75-16E all season
11.	power steering
12.	daytime running lights
13.	battery, 600 CCA minimum
14.	33 gallon fuel tank
15.	heat shield around fuel tank
16.	drive line guards
17.	dual horns
18.	gauge package
19.	tinted windshield
20.	dual rear wheels
21.	school bus package and certification
22.	heavy duty alternator (145 amp minimum)
23.	front heater defroster
24.	driver's sun visor
25.	two-speed and intermittent wipers and washers
26.	front stabilizer bar
27.	roof: exterior and interior panels
28.	interior side panels
29.	rear emergency door with upper and lower glass and 3-point lock system
30.	full body insulation, minimum 1 1/2" thick
31.	floor structure, embossed aluminum with steel and aluminum cross members
32.	black rubber floor covering
33.	black ribbed rubber step tread
34.	black ribbed center aisle
35.	split sash side windows with window latch
36.	interior dome light, driver dome light with separate switch
37.	electrical panel above driver compartment with door and separate glove box above driver door
38.	step well light
39.	2 back up lights – 7" minimum
40.	all exterior lights to meet State/Federal specifications
41.	5/8" exterior grade plywood flooring under rubber floor
42.	defrost fan mounted on door control
43.	32,000 BTU rear heater minimum
44.	body electrical circuits protected by breakers
45.	heavy duty upholstery
46.	reflective striping around exterior bus and doors
47.	driver's step with mud guard

BID SPECIFICATIONS - continued
Minimum Bus Chassis and Body Specifications

48.	rear mud flaps
49.	bucket type driver's seat
50.	driver's seat belt with self-locking retractors
51.	static roof ventilator
52.	radio in bus AM/FM with MP-3 input
53.	body and chassis undercoating
54.	2 fender-mounted cross view quadrispherical mirrors HEATED
55.	2 rear view mirrors HEATED
56.	passenger advisory system
57.	first aid kit to meet Connecticut specifications
58.	fire extinguisher 10 BC to meet Connecticut specifications
59.	reflector triangles
60.	7" or greater full wrap-around type 1/8" thick bumper
61.	padded head over entrance door
62.	outward opening entrance door
63.	emergency door buzzer and pilot lamp
64.	6" x 16" interior mirror-clear view
65.	padded shoulder rails
66.	monitor board to meet Connecticut specifications
67.	automatic electric reflectorized stop arm with flashing lights
68.	white rubber wear plate at entrance door
69.	molded rubber wheelhouse covers
70.	8 lamp system
71.	meet FMVSS body construction
72.	exterior color – white; interior – painted finish
73.	1 emergency push-out each side
74.	back up alarm
75.	specialty roof hatch with buzzer
76.	air conditioning front and rear
77.	vandalock
78.	lettering to meet Local, State, and Federal requirements
79.	bus must meet Connecticut requirements and be delivered with Connecticut inspection

BID DIRECTIONS

Bids to be considered must be presented on the sheets provided within this bid. Additional information sheets may be attached. All entries must be typed or entered in ink. Pencil entries may be cause for rejection of the bid.

No bidder may withdraw his bid for a period of 45 days after the opening date.

no	Bid bond is required with this bid	see page 2 – item 28
yes	Proof of insurance is required with this bid	see page 2 – item 29
yes	Performance bond will be required by successful bidder	see page 3 – item 32
no	Prevailing Wage Project	see page 3 – item 43
no	Samples will be required with this bid	see page 1 item 16
yes	Workplace Analysis must be returned with this bid	see page 12
yes	Descriptive literature and item(s) specifications must be submitted with bid	
yes	Non-collusive bid statement must be submitted with bid	

NO BID

In the event you are unable to submit a proposal against this bid, please complete below, clip and mail to the address listed. Failure to respond will result in your name being removed from our bid list.

To: Board of Education
 Purchasing Department
 200 N Main Street
 Southington CT 06489

2014-BID-18

Our firm will not submit a bid at this time for the following reason(s):

Company Name

Response By

BID SHEET

	Vortex Gas Engine	Diesel Engine
Activity Bus	\$ _____	\$ _____

**The Southington Board of Education must take possession of the Activity Bus
no later than
May 15, 2014.**

Time to delivery after receipt of order _____ weeks.

BID SHEET

By submitting this bid, bidder agrees to all of the provisions and conditions contained herein pages 1 through 20.

The Board of Education reserves the right to extend the terms of any contract or award developed under this bid for an additional period not to exceed the length of the original period, provided the Board of Education shall give notice prior to the expiration date of the first contract or award.

NON-COLLUSIVE BID STATEMENT

The undersigned bidder, having fully informed himself regarding the accuracy of the statements made here, certifies that

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition, and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Board of Education to consider the bid and make an award in accordance therewith.

Legal Name of Business	
Business Address	street
	city
	state
	zip
	phone
	fax
	e-mail address
Person Authorized to Sign (print name)	
Signature of Authorized Person	



Network Imaging
122 Spring Street
Southington, CT 06489
Toll Free (800) 794-2679
Phone (860) 621-1825
Fax (860) 621-6398
www.ni-ct.com

Sherri Lyn DiNello
SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CT 06489

Equipment Proposed

<u>QTY</u>	<u>Model</u>	<u>Description</u>
2	Sharp MX-M1204	Sharp MX-M1204 120 Page per minute B/W MFP
2		100 Sheet Staple Finisher
2		5,000 Sheet Large Capacity 2-Drawer Air Feed Tray
2		500 Sheet Multi-bypass Tray
2		3 Hole Punch Unit (use with FN21 & FN22)
2		Large Capacity Tray Mounting Kit (required for MX-LC13)
2		Curl Correction Unit (required for FN21, FN22 and MX-ST10)

Surge Protectors, Shipping, Set up and Training included

<u>Lease Payment</u>	<u>Lease Term</u>
\$1,994.06	60

Maintenance and Supplies

Maintenance agreement will be provided for 184,000 clicks per month and includes parts, labor, image drums, and consumable supplies (excluding paper and staples). Additional pages invoiced at .0048 per click. Reconciled annually.

Thank you for the opportunity to submit a proposal. Please contact me if you have any questions or need any additional information at (860) 621-1825.

Sincerely,


Todd J. Fitzsimons
Network Imaging

COPIER COST COMPARISON
Finance Committee Meeting

	XEROX (current)	SHARP Mx-M940	XEROX D95
Annual Service	\$ 8,786	\$ 6,767	\$7,126
Supplies (paper not included)	\$ 4,361	\$ - *	\$ - **
Per Copy Cost (.0078 X 1.1m)	\$ 9,438		
(.0048 X 1.1m)		\$ 5,327	
(.0057 x 1.1M)			\$6,270
Total Cost	\$ 22,585	\$ 12,094	\$13,396
Annual cost 2 machines	\$ 45,170	\$ 24,188	\$26,792

Paper is not included.

BOE owns machine, pay for all supplies to maintain machine. Copies not included in contract

* Supplies included in lease agreement, paper and staples are not included.
5 year lease, toner and services included in contract, per copy charged assessed. Includes removal of existing machine. Option to purchase machine at end of lease period.

** Supplies included in lease agreement, paper and staples are not included.

5 year lease, toner and service included in contract, per copy charged assessed. Includes removal of existing machine. Option to purchase machine at end of lease period.

Prepared by: Lisa Jones
Finance Committee Meeting
October 30, 2013



www.njpacoop.org

National Joint Powers Alliance
Copier/Fax contract #100312-SEC

202 12th Street NE
P.O. Box 219
Staples, MN 56479

Educational/Governmental and Non-Profit Agencies

Greetings,

The National Joint Powers Alliance (NJPA) is the national organization and DBA of the North Central Service Cooperative (NCSC) which was established in 1977. The organization is governed by the NJPA Board of Directors. The board consists of six publicly elected school board members, and two elected officials from cities, counties and other government agencies.

NJPA operates under the authority and directive of M.S 123A.21 and the Uniform Municipal Contract Law M.S 471.345 Subdivision 15. As such, we are a member-owned cooperative serving all schools and educational institutions, public and private, as well as all cities, counties and all nonprofit and governmental agencies. We receive no state or federal aid and have no taxing or levying authority; therefore, we are entirely entrepreneurial. We are a governmental agency strictly acting as a self supporting business. The NJPA purpose is to provide qualified customers nationwide with contracts and services on a cooperative basis.

As a result of a national competitive bidding process NJPA has entered into an exclusive national purchasing contract, on our members' behalf, with Sharp Electronics Corporation (SEC). As the awarded national vendor, SEC offers some of the lowest published prices in the country. This contract is being marketed under the NJPA and will allow all government, education and non-profit entities to enjoy the highest quality equipment and service at the lowest possible discount pricing. This effort is only made possible as we all continue to work together in a unified cooperative manner.

Agency membership is required by NJPA to participate in this cooperative purchasing contract and is accepted and facilitated through the membership statement and customer signature on the initial NCP purchase order process. Membership is at no cost or obligation and can also be facilitated online at www.njpacoop.org.

We would like to offer your agency an opportunity to take advantage of the national cooperative price contract that has been made available through a cooperative purchasing effort between NJPA and Sharp Electronics. For further details on the contract, contact Bruce Ogrodnik for Sharp questions at (651) 735-5840 or email: bruce.ogrodnik@njpacoop.org or Mike Hajek at NJPA (218) 894-5477, email: mike.hajek@njpacoop.org. Visit our NJPA web page at www.njpacoop.org and click on Contract Purchasing Solutions. Our national service agency extends an invitation for you to join us and enjoy the many advantages of a national cooperative contract. We look forward to expanding our sales and marketing efforts as we strive to meet the needs of our customers. Thank you in advance for your time and consideration.

Sincerely,

Mike Hajek
Director of Business Development and Marketing
NJPA

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date November 14, 2013

Decision Requested _____ Agenda Code 9 a.

AGENDA REPORTING FORM

Agenda Topic: Town Government Communications

Summary of Issue: Communications (when applicable) will be discussed.

Background: N/A


Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ X _____

Board Meeting Date _____ November 14, 2013 _____

Decision Requested _____

Agenda Code _____ 9 b. _____

AGENDA REPORTING FORM

Agenda Topic: _____ Construction Update _____

Summary of Issue: _____ Phase II Construction and Renovation/Expansion of buildings are listed below with their current status. _____

Phase II Construction Projects: _____

South End Elementary School - New Construction: _____

Plantsville Elementary School – Renovation/Expansion: _____

The State Construction Support Services Unit continues to review final change orders with Newfield Construction.

Kennedy & DePaolo Middle School - Renovation/Expansion: _____

Structural steel installations are complete and block walls are being constructed. The gymnasiums were completed and full use given back to the schools on November 1st.

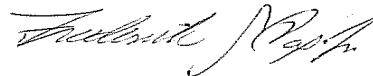
Background: _____ At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a permanent agenda report for school construction projects. _____

Cost (if applicable): \$15,825,000 – Plantsville \$16,860,000 – South End \$89,725,000 – Middle Schools

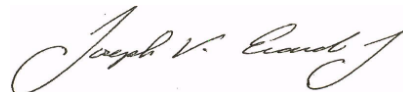
Funding Source: _____ State & Local _____

Beginning Date of Program/Project: _____ Varied _____ **Ending Date of Program or Project:** _____ Varied _____

Recommendation or Comment: _____



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ X _____

Board Meeting Date November 14, 2013

Decision Requested _____

Agenda Code 9 c

AGENDA REPORTING FORM

Agenda Topic: Administrator Evaluation Plan Update

Summary of Issue: The State Department of Education developed a model for the evaluation and development of administrators in Connecticut. SEED is Connecticut's System for Educator Evaluation and Development and it's based on the Connecticut Guidelines for Educator Evaluation that was developed by a diverse group of educators in June 2012 and on best practice research from around the country. All districts are responsible for implementing a new educator evaluation system in the 2013-14 school year.

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

Alternative Strategies: _____

Cost (if applicable): N/A

Funding Source: N/A

Beginning Date of Program or Project: _____

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A

Titles of Attachments:

1. _____
2. _____



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date November 14, 2013

Decision Requested X

Agenda Code 9 d

AGENDA REPORTING FORM

Agenda Topic: Teacher Evaluation Plan Update

Summary of Issue: The State Department of Education developed a model for the evaluation and development of teachers in Connecticut. SEED is Connecticut's System for Educator Evaluation and Development and it's based on the Connecticut Guidelines for Educator Evaluation that was developed by a diverse group of educators in June 2012 and on best practice research from around the country. All districts are responsible for implementing a new educator evaluation system in the 2013-14 school year. The administration will provide the Board of Education with an update surrounding the evaluation plan.

Background: As of July 2013, all Connecticut School Districts are required to have an evaluation plan in place that meets the State of Connecticut guidelines. The Board of Education approved the Teacher Evaluation Plan that was presented at the April 11, 2013 meeting.

Alternative Strategies: _____

Cost (if applicable): N/A

Funding Source: N/A

Beginning Date of Program or Project: _____

Ending Date of Program or Project: N/A

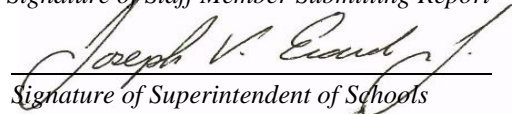
Recommendation or Comment: Move that the Board of Education approve that Southington will not require that 22.5% of the teachers' student learning outcomes component incorporate CMT or CAPT data (exception science), pending the US Department of Education's approval of Connecticut's request for flexibility on the use of student test data in 2013-2014. Alternatively, the 45% will be composed of 22.5% of locally available assessments and the other 22.5% will be based on a minimum of one non-standardized assessment and a maximum of one additional standardized assessment. If there are no standardized assessments available and/or appropriate, then for the 2013-14 school year, the educators entire 45% student learning outcomes would be based fully on non-standardized indicators.

Titles of Attachments:

1. _____



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date November 14, 2013

Decision Requested X Agenda Code 10 b.

AGENDA REPORTING FORM

Agenda Topic: Ratification of Southington Administrator's (SAA) Contract

Summary of Issue: The Southington Administrator's Association (SAA) and the Southington Board of Education have been negotiating a contract for a three (3) year agreement beginning July 1, 2014 through June 30, 2017.

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2014

Ending Date of Program or Project: June 30, 2017

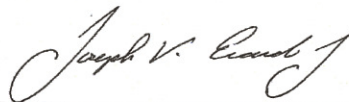
Recommendation or Comment: N/A

Title of Attachment

1. SAA Contract – To be posted at a later date



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools