

## Southington Board of Education Meeting

Thursday, March 26, 2015 6:30 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
2. Executive Session to Discuss Personnel
3. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
4. Pledge of Allegiance
5. Approval of Minutes ~ March 12, 2015
6. Communications
  - a. Communications from Audience
  - b. Communications from Board Members
  - c. Communications from Administration
  - d. Communications from Student Representatives
7. Committee Report
  - a. Curriculum & Instruction Committee Meeting ~ March 16, 2015
  - b. Policy & Personnel Committee Meeting ~ March 16, 2015
  - c. Finance Committee Meeting ~ March 23, 2015
    1. Transfer of Funds
    2. Rubbish & Recycling Contract
    3. Custodial Contract Extensions
8. Old Business
  - a. Town Government Communications
  - b. Construction Update
  - c. Draft Video Surveillance Policy ~ Second Reading
9. New Business
  - a. Job Description ~ Assistant Superintendent for Curriculum and Instruction ~ First Reading
  - b. Job Description ~ Coordinator of Special Education ~ First Reading
  - c. Mid-Year Report on Superintendent's Objectives
  - d. Leonard and Gladys Joll Scholarship Recipient
  - e. Adoption of 2016 Board of Education Meeting Dates
  - f. Establishment of 2015 Graduation Date / Last Day of School/ End of the Year Dates
  - g. Student Expulsion 2014-2015-07
10. Adjournment

**SOUTHINGTON BOARD OF EDUCATION**

**SOUTHINGTON, CONNECTICUT**

**REGULAR MEETING**

**MARCH 12, 2015**

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The regular meeting of the Southington Board of Education was held on Thursday, March 12, 2015 at 7:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut with Executive Session scheduled for 6:30 p.m.

**1. CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:36 p.m.

Present from the Board: Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi (*arrived at 6:49 p.m.*), Mrs. Jill Notar-Francesco, Mr. Zaya Oshana, Mrs. Patricia Queen, and Mr. Brian Goralski.

Present from Administration: Mr. Timothy Connellan, Superintendent of Schools, and Mrs. Karen Smith, Assistant Superintendent (*left at 7:00 p.m.*).

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

**“Move to add School Safety to the Executive Session agenda.”**

**Motion carried unanimously by voice vote.**

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

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

**Motion carried unanimously by voice vote.**

**2. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND STUDENT MATTERS AND SCHOOL SAFETY**

Mr. Goralski declared the Executive Session ended at 7:06 p.m.

**3. CELEBRATION OF EXCELLENCE**

At 7:10 p.m., in Celebration of Excellence, the Board members and Mr. Steven Madancy, Principal of J. F. Kennedy Middle School along with Ms. Elizabeth Sterner, the school's Stock Market Game Club Advisor, recognized Trevor Francis, Grade 6, who won state

distinction in the SIFMA Foundation's InvestWrite essay competition with McGraw Hill Financial. Mr. Goralski presented Trevor with a Certificate of Excellence for being the Connecticut State Winner of the InvestWrite Stock Market Competition.

The Board members and Mr. Tom Horanzy, Southington High School Art Department Chair, honored the following Southington High School art students who won juried awards in the prestigious Connecticut Scholastics Art Awards program: Shelby Thurston – Gold Key Award, Skye Farago - Silver Key Award and Honorable Mention, Sarah Kaufmann – Silver Key Award, Allie Abacherli, Jocelyn Gregor, and Steven Dorzens – Honorable Mention. Mr. Goralski presented the students with a Certificate of Excellence for their artistic talent.

#### **RECONVENE MEETING ~ REGULAR SESSION**

The regular session was reconvened at 7:40 p.m. by Mr. Goralski, Chairperson. 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 Mr. Timothy Connellan, Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent; Mr. Peter Romano, Director of Operations, and Ms. Margaret Walsh, Director of Pupil Personnel Services.

Student representatives present were Christopher Iverson and Elizabeth Veilleux.

#### **4. PLEDGE OF ALLEGIANCE**

The audience recited the Pledge of Allegiance led by Miss Veilleux.

Mr. Goralski called for a moment of silence in honor of Ms. Shirley Marie Rossi, a retired employee of the Southington Public Schools who worked at North Center School and DePaolo Middle School for 35 years.

#### **5. APPROVAL OF MINUTES ~ February 19, 2015**

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

**“Move to approve the regular Board of Education minutes of February 19, 2015, as submitted.”**

**Motion carried unanimously by voice vote with Mr. Goralski and Mrs. Notar-Francesco abstaining.**

#### **6. COMMUNICATIONS**

##### **a. Communications from Audience**

Deb Maffiolini, 30 Deerbrooke Circle, addressed a concern that she had regarding overcrowding on Southington High School Bus #1. She felt that this was a safety concern, especially if the bus stopped fast, and she asked the Board for some direction on how to

proceed. Mr. Goralski advised her to meet with Mr. Connellan and Mr. Romano to discuss the matter and next steps.

Elizabeth Pace, 13 Rosemont Avenue, lives in the Hatton School district and had a concern about her daughter who will be entering into Kindergarten. She requested that a bus stop be added for the elementary school children in that neighborhood. Mr. Goralski advised her of the steps that need to be taken before the matter comes before the Board of Education members. He told her to contact Mr. Romano who oversees the transportation department at central office.

**b. Communication from the Board Members:**

Mr. Oshana commented on the Surround Sound performance by the Southington High School Marching Band recently held at the high school. He congratulated them on their amazing presentation and praised the talented musicians.

Mr. Goralski noted that he shared information with Board members that he had received from CAFE.

**c. Communication from Administration:**

Mr. Connellan reported on the following:

1. School Security and Safety Plans: Mr. Connellan reported that staff received training on March 10, 2015 and at department meetings in order to begin the implementation of the Security and Safety Plans, which was a collaborative effort between the school district, town officials, town police department and fire department. The student orientation on this plan will take place March 10-13, 2015.
2. SchoolNet Implementation: Mr. Connellan reported that the SchoolNet implementation has begun with the core implementation group meeting held earlier this week, which will be followed by weekly meetings with the Pearson Implementation Representative to accomplish specific objectives. The first meeting will be held on Monday, March 16, 2015, regarding curriculum. The Pearson employees have been working with the Central Office Technology Department in cleaning up some of our data.
3. Retirement: Mr. Connellan acknowledged Mrs. Karen Smith's, Assistant Superintendent, upcoming retirement on June 30, 2015, and that he has appreciated her staying on to help with his transition this year. He emphasized the strengths that she brings to the district and questioned how they would replace the institutional knowledge, skill, and passion for the work that she brings to the district.

**d. Communications from Student Representatives**

Miss Veilleux reported on the following:

- Surround Sound was held recently with an incredible performance by the high school Marching Band.

- The high school Drama Club will be presenting “Urinetown” starting Friday, March 20, 2015 in which she and James Brino will be participating.
- The annual Apple Valley Dodgeball Tournament will be held Thursday, March 19, 2015 with all proceeds going to the Relay for Life Foundation. She noted that the Southington High School student teams have won the past two years.
- The Girls Gymnastic Team won their third State Championship.
- The Robotics Team won the Chairman’s Award at their last competition. She asked Tyler Brenton to speak on it.

Mr. Tyler Brinton stated that he was one of the captains and liaison of the SHS FIRST Robotics Team 195 Cyber Knights. On March 1, 2015, the Robotics Team won the Chairman’s Award at the Waterbury Competition. It is the most prestigious award given by FIRST, more so than winning the competition itself. It recognizes the team that demonstrates the most commitment to spreading passion for STEM learning into the school systems. The team was recognized for its excellent partnerships throughout the community with youth, veterans, other FIRST teams, alumni and sponsors. The judges were impressed with Team 195 Veterans Outreach Programs and the Youth Robotics Teams at Thalberg and Kelley Elementary Schools. This award guarantees Team 195 a spot at the district championship at Worcester Polytechnic Institute (WPI) in Massachusetts where they will compete with other Chairman’s Award winning teams for the New England Chairman’s Award. If they win, they will then progress onto the St. Louis World Championships.

Mr. Iverson reported on the following:

- Mr. Brino had planned to attend tonight’s meeting; however, he was helping the school district at Derynoski Elementary School.
- The high school Junior Prom is March 28, 2015 from 6:30-11:30 p.m. to be held at Aria Banquet Facility in Prospect.
- Engraved bricks, which individual families have paid for, are stacking up at the high school to pave the soon-to-be-dedicated walkway to the football field.
- The Think Tank has agreed to host a Volleyball Tournament at the high school for the Southington Community Services.
- The All-Night Grad Party is in need of support to continue to raise funds to hold this event. Currently, they have \$9,000 raised, and they need \$20,000. Beginning, next week, the senior class will be participating in a Butter Braids fundraiser to help raise money for the Grad Party along with other fundraisers.
- Acting on behalf of James Brino, Mr. Iverson invited Dr. Semmel to the podium and read “*A Statement on the Departure of Dr. Martin Semmel from Southington High School from the Student Representatives to the Board of Education*” that was written by James Brino. Dr. Semmel was presented with a gift of a T-shirt from the student representatives inscribed with “World’s Greatest Principal.”

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

**“Move to add to the agenda ‘Student Expulsion #2014-2015-05’ as Item 10.d.”**

**Motion carried unanimously by voice vote.**

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

**“Move to add to the agenda ‘Student Expulsion #2014-2015-06’ as Item 10.e.”**

**Motion carried unanimously by voice vote.**

**7. REPORT OF THE SUPERINTENDENT**

**a. Personnel Report**

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

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

**Motion carried unanimously by voice vote.**

**8. COMMITTEE REPORT**

**a. Curriculum & Instruction Committee Meeting ~ February 23, 2015**

Mrs. Carmody reported that the committee reviewed the Technology and Engineering Program. Mrs. Smith arranged for the committee to visit the classrooms in the Technology and Engineering Department at Southington High School to observe and speak with the students about their projects and future goals. The committee members visited classrooms in automotive, wood manufacturing, metal, engineering, residential construction, and Project-Lead-the-Way. The committee would like to increase enrollment in these classes because manufacturers are stating that they need students with these job skills.

Mr. Derynoski added that this is nothing new because his manufacturing company has taken the initiative to start classes inside his company in association with Tunxis Community College to teach students CNC machining and basic machining skills. He noted that over the next 18 months his company will be looking to hire in excess of 200 machinists, who are not out there to hire and, in addition to an aging workforce, there is a shortage. He pointed out that these are not minimum wage jobs. Mrs. Carmody felt that they have to do a re-education and a re-introduction to promote what is available at the high school as far as job markets.

Mrs. Johnson added she would like to further explore ways that they might be able to integrate interdepartmental classes, such as mathematics, into engineering courses. She felt that this was an administrative issue because they did offer that at one time. She thought that it was important for everyone to realize the relationship between the academic subjects and the hands-on subjects.

Mrs. Queen stated that she spoke to a parent whose child wanted to take the Technical Writing interdisciplinary course that was not offered this year. It qualified as an English class. Mrs. Queen noted that Mr. Justin Mirante gave the committee a packet when they visited the Technology and Engineering courses and that it included a copy of an article that addresses what Mr. Derynoski was talking about. She asked that the article be included with the minutes (*Attachment #1*).

Mrs. Lombardi felt that the feeder pool for these classes should start in the middle schools. She thought that they were in a culture of image and status compared to those students who go to college. She thought that they needed student role models to bring awareness to these fields. Mrs. Lombardi asked if there was a student club at the high school to share these interests. From the audience, Mr. Stranieri stated that there was an ACE Club (Architecture, Construction & Engineering) that was started two years ago and the WISE Program (Women in Science & Engineering).

Mr. Goralski recommended that for this year's Career Engineering Expo that they invite the middle schools with some exhibits geared toward that age group to show diversity of the programs. Mr. Derynoski thought that the best effect would be to have classroom visits two or three times during the course of the year, specifically to the fifth and sixth graders to get to them early and then to the eighth graders to broaden their knowledge of what is also available before they reach high school. Mrs. Queen added that it would be great to market it as a viable elective choice whether a student is going to college or into a technical career. Mr. Goralski felt that the committee should revisit this instead of having this discussion at the Board level.

## 9. OLD BUSINESS

### a. Town Government Communications

Mr. Goralski thanked his colleagues and Mr. Connellan who attended the Board of Finance Budget Workshop on Wednesday night. They are waiting for questions from the Board of Finance in the grid format for the Board of Finance next workshop on Wednesday, March 18, 2015. He noted the following 2015-2016 budget meeting schedule:

- The Board of Finance cancelled the Tuesday, March 17 budget workshop.
- The Board of Finance will vote on the budget on March 25, 2015.
- The Town Council Public Hearing on the budget is April 27, 2015.
- The Town Council vote to adopt the budget is May 11, 2015.
- The Town Council meetings are held in the Municipal Center Public Assembly Room and the Board of Finance meetings are held at Town Hall.

### b. Construction Update

Mr. Romano reported that he attended a meeting at the School Facilities Unit at the State Department of Education with a contingent from Newfield Construction, Fletcher Thompson and Mr. Cox. At that meeting, they received approval to go out to bid for the generator and the courtyards. He reported that DePaolo Middle School finished Phase 10 with the furniture delivered last week, and staff and students are now occupying that area. He reported that Kennedy Middle School was a couple of weeks behind; however, they are still on schedule.

## 10. NEW BUSINESS

### a. Job Descriptions – Southington High School Principal and Elementary Principal ~ Second Reading

**MOTION:** by Mrs. Clark, seconded by Mrs. Carmody:

**“Move to approve the job descriptions for the Southington High School Principal and the Elementary Principal positions as recommended by the Policy and Personnel Committee.”**

**Motioned carried unanimously by voice vote.**

**b. Draft Video Surveillance Policy ~ First Reading**

Mrs. Clark reported that this is the first reading for the Video Surveillance Policy. The Policy Committee was presented a draft policy by legal counsel pertaining to video surveillance throughout the district. The policy complies with state and federal constitutional laws that are relevant to the use of video cameras in the school setting.

Mrs. Johnson pointed out that under Video Surveillance Regulations, Section C “Storage and Security” the first sentence states that “Surveillance video recordings shall be maintained by the district for at least two weeks, after which the ‘tapes’ may be recycled.” It is her understanding that these are not tapes; these are “recordings.” Mrs. Clark agreed that, wherever it states “tapes,” it should be “recordings.”

Mrs. Notar-Francesco questioned if there was discussion around the two-week length of time and making the retention time longer. Mrs. Johnson and Mrs. Clark both stated that there was considerable discussion. Mrs. Smith replied that she conferred with the Board Attorney on that and, in most cases, the surveillance recordings are maintained as long as necessary while an incident is being researched, which should be completed in a two-week period of time. However, if they had a particular reason that they had not completed an investigation and wanted to retain evidence longer, then that would be up to the administration to determine to take that particular recording offline to preserve it. For routine purposes, two-weeks were adequate. Mrs. Notar-Francesco questioned if two weeks was long enough for instances of ongoing bullying. Mrs. Smith replied that would be at the discretion of the school administration given particular patterns of incidents. Mrs. Queen and Mrs. Clark stated that there was a capacity issue, as well, with the available equipment.

Mrs. Lombardi asked why they limited the scope to student behavior because it could be anybody’s behavior. Mrs. Queen thought that they could put a period after school buses and end the sentence, thus eliminating the wording “to aid in monitoring student behavior.” Mrs. Smith replied that they asked that question of the Board Attorney and he stated that implicit within that statement is all behaviors. Mrs. Lombardi asked that it be revisited. Mrs. Smith pointed out that in Section A of the Regulation it addresses parents, staff and others and that they may want to be consistent in the wording.

For clarification, Mr. Goralski stated that the Board Policy is what guides the Regulation and that Mrs. Lombardi was addressing the policy. He would like the committee to follow-up with legal counsel with what Mrs. Queen requested and to end it with a period after buses and let the Regulation spell out the detail. He agreed that the “to aid in monitoring student behavior” could be removed from the Policy which gives them a much broader scope that is detailed later in the Regulations.

From the legal perspective, Mrs. Lombardi questioned where in the Policy it addresses in the event video surveillance includes any personal identification of private information. Mr.

Connellan replied that school officials have the legitimate right to review any and all information. Where that comes into play is when that information might be released to a third party and, in that instance, it would have to be redacted. In that case, you have to refer to the Family Education Rights and Privacy Act.

Mr. Goralski stated in the second reading the committee would need to have a Policy number, Regulation number and Series number in place before it can be voted on.

Mrs. Queen questioned the Regulation, Section A – Video Surveillance Rules, Item #6, regarding “The Superintendent ‘and/or’ designee of the Board” instead of reading “The Superintendent and ‘his/her’ designee.” Mrs. Smith replied that it was language suggested by the Board Attorney. Mr. Connellan stated that sometimes the language can be confusing, and gave an example of collective bargaining where the word “Board” does not necessarily mean the nine elected Board of Education members. He felt that language was often confusing and that in the Regulation it does not necessarily mean the nine Board members.

Mr. Goralski asked the Board members to get any other changes to Mrs. Clark to bring to the next Policy Committee Meeting to be reviewed for the second reading.

**c. Dedication of Walkway at Southington High School Presentation**

Mrs. Carmody explained that a committee was appointed by Mr. Goralski, comprised of Mrs. Clark, Mrs. Lombardi, Mr. Rob Thomson, Mr. Brian Stranieri, Mr. Michael DeFeo and herself. They were tasked with looking into dedicating a walkway at Southington High School after Dominic D’Angelo.

Mr. Thomson gave a PowerPoint presentation on the proposal to install a walkway in honor of Dominic D’Angelo. He gave an overview on the purpose, objective, and information about Dom D’Angelo, why the walkway should be named “Dom D’Angelo Way,” financial support, and the timeline of events if the proposal was approved.

Mr. Stranieri clarified that the pile of bricks that Mr. Iverson spoke to, within his student representative report, has nothing to do with this project. There is another project for the turf field that a group is working on, and those bricks belong to that project. Mr. Stranieri shared with the Board some drawings that were prepared by the Art Department for the proposed “Dom D’Angelo Way.”

**MOTION:** by Mrs. Carmody, seconded by Mrs. Clark

**“Move to name the walkway adjacent to the Carl M. Small Agricultural, Science and Technology Center, which connects the parking area and the Community Turf Field at Southington High School, in honor of Dominic D’Angelo, to recognize his contributions as a Veteran, Educator, Coach, Athletic Director, Mentor and Community Leader.”**

Mr. Derynoski questioned the fundraising activity for this endeavor and asked if there was a goal set for funding. Mr. Thomson replied that there are four light posts and that three people have already committed to pay for three of the four light posts, which is the biggest expense. He noted that the committee has not started any marketing yet. They also have a potential for 900 bricks, in which they would need to sell 100 bricks to breakeven. By word of

mouth, he felt that they would be able to do that quickly just with alumni. He planned to create an Alumni Association starting with football, and then branch out to other sports. He has been working with Eric Swallow, Athletic Director, on this. Mrs. Queen liked the Alumni Association idea and felt that it could help with college admissions, job opportunities, and networking.

Mr. Stranieri added that they were very confident with the money that they need to make this come to fruition and, if they have excess monies left over, they discussed other things that they could do, such as a scholarship. They already have many people who have come forward and offered to make donations.

Mr. Goralski pointed out that, as specified in the Board Policy in naming a facility in honor of an individual, it required a two-thirds Board vote, with six of the nine members voting in favor of it.

ROLL CALL VOTE – YES: Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Lombardi, Mrs. Notar-Francesco, Mr. Oshana, Mrs. Queen, Mr. Goralski. NO – Mrs. Johnson. **Motioned carried with eight in favor and one opposed.**

Mrs. Carmody thanked the committee, as well as Mr. Michael Forgione who was in the audience, for their support. The committee hoped to have this ready for the first home game of the season next year.

Mrs. Lombardi stressed that this goes beyond sports because Mr. D'Angelo was a community leader and veteran. She thought it would be nice to reach out to the veterans and include them in the dedication of the walkway. Mr. Thomson stated that they have a military recognition at one game every year and they could incorporate that. Mr. Goralski proposed that the committee remain intact until the completion of the project and the planning of the dedication, so the Board could remain connected through the end of this project.

**d. Student Expulsion #2014-2015-05:**

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

**“Move to expel student #2014-2015-05 as stipulated by the Superintendent of Schools.”**

**Motion carried unanimously by voice vote.**

**e. Student Expulsion #2014-2015-06:**

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

**“Move to expel student #2014-2015-06 as stipulated by the Superintendent of Schools.”**

**Motion carried unanimously by voice vote.**

**11. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**


The meeting adjourned at 8:45 p.m.

Respectfully submitted,  
*Linda Blanchard*  
Recording Secretary

# THE COMEBACK KID

Career and  
Technical  
Education  
programs meet  
student needs  
and industry  
demands

By Brenda Alvarez



Sandra Rhee, a 2009 graduate of California's Esperanza High School, and Walt Walters, engineering and manufacturing instructor, operate a lathe, used to shape wood, metal, or other material via a rotating drive.

**F**ive years ago, Sandra Rhee was a freshman at Esperanza High School in Anaheim, Calif. As she walked through the school to turn in a paper, the AP student took a turn around the theater and passed an open door. What she saw that day would change her forever.

"I saw a group of kids building robots," says the 19-year-old, who is working toward a material science and engineering degree at the University of California Los Angeles. "I was so intrigued that I went inside, talked to the group, and got connected to Mr. Walt."

Walt Walters (before his retirement in July) was the engineering and manufacturing instructor. In short, he was the shop teacher.

The word "shop" can easily invoke memories of an auto body garage, with young men in

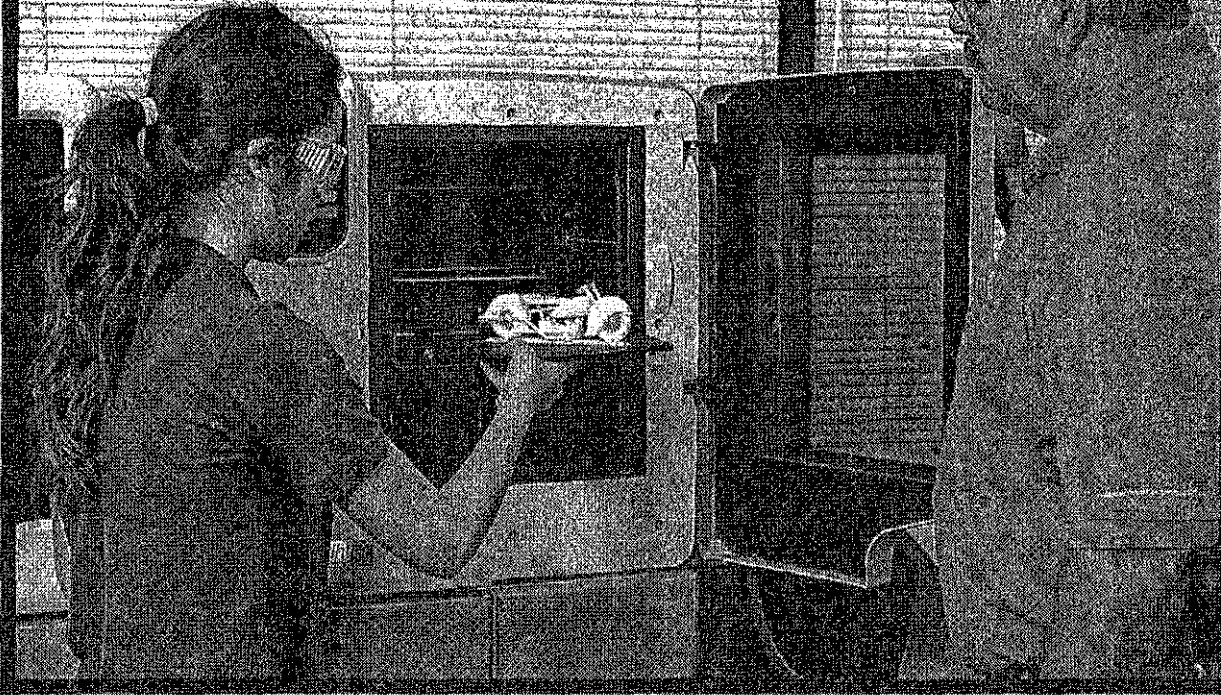
greasy jumpsuits hovering over the dirty engine of a 1950's era car. At one time, shop classes were synonymous with specific trades: wood, metal, and mechanics. Shop was often connected to students who were good with their hands or struggling academically. The classes were a one-way track to a job, not a college education, creating a stigma that's been hard to break.

"For the last 25 years, shop was viewed as a dirty old word," says Walters, who is also chair of the NEA Vocational, Career, and Technical Educators' Caucus. The group works to change this perception by informing parents and school counselors about the various paths that can lead to college or career.

"Post-secondary training is what we have to get across to them," says the 38-year veteran

## THE ECONOMY

The Anaheim high school houses a 3-D printer used for making models in little time. Rhee calls this a "crazy" piece of equipment.



teacher, emphasizing that this could mean a college degree or a trade certification. The idea is to provide students with options.

The strategy appears to be working. Walters believes that vocational and CTE programs are coming back from the brink of extinction. He attributes the resurrection to growing industry sectors, such as manufacturing, which is expected to add more than 350,000 jobs to the U.S. economy by 2015, according to the Manufacturers Alliance for Productivity and Innovation.

This growth, paired with the need for highly skilled laborers, means CTE programs have more appeal.

### Not Your Father's Woodworking Class

**C**areer and technical programs are more advanced today than in years past, with high-end shop classes offered by high schools across the U.S. At Esperanza, students work with a water-jet cutting machine—a \$75,000 piece

of equipment typically reserved for colleges, universities, and professional settings—which offers accuracy, speed, and no alteration in material properties. The school also has a 3-D printer—Rhee calls it a "crazy" piece of equipment—which allows students to produce models in little time.

Today's shop classes also include a heavy dose of academics, which employers' want, as backed by a 2011 report by the Harvard Graduate School of Education. *Pathways to Prosperity* revealed that a high number of U.S. employers complained about young adults—specifically, high school students—lacking the skills needed to succeed in the 21st century, especially in oral and written communication, critical thinking, and professionalism.

The shop classes at Esperanza offer A through G approved courses, which are required for admission to the University of California and the California State University systems. This means students must apply core

subject standards, such as English language arts, whenever possible.

Walter's students spent a year working on a fully functioning race car. They wrote and presented a design report, detailing cost, manufacturing process, engine design, and energy efficiency. Critical thinking comes into play when designs don't turn out as planned. In one instance, the race car turned right instead of left. Students were quick to reassess and determine that the control arms were inverted.

To help students boost their professionalism, Walters stresses the importance of "soft skills," like timeliness, efficiency, and a strong work ethic—practices that are as valuable as rigor, especially for young people who have been hit hardest by the Great Recession.

"Mr. Walt's class was equally intense as my AP classes," Rhee says, adding that he was a tough teacher.

The toughness encouraged her to earn an industry accreditation by obtaining SolidWorks certification before graduating high school. The software program provides mechanical CAD, design validation, and data management skills, which employers seek. "People are impressed when I say I work with [it]," she says.

Although Rhee chose to attend a four-year university, other students picked up internships or jobs at nearby companies, earning \$20 to \$30 an hour. Whether they lead students to higher education classrooms, or to the workplace, these types of opportunities grow from existing relationships between shop teachers and employers. In turn, the opportunities contribute to the success of CTE programs because they illustrate the value of real-world experiences.

And for many employers, when it's time to consider applicants, experience is often the

missing element. "We're finding that many of today's engineers are theory with no practical application," Walters says, referring to college graduates entering the field. "They can design, but cannot build." His students can do both.

### Industry Input

Esperanza is among many U.S. schools that hope to become more relevant to students and responsive to local economies and national trends. To help, employers and educators are partnering on advisory committees, which are required by the Carl D. Perkins Act—federal legislation that provides support and funding for CTE programs at the state and local levels.

Joe Byrne started his own manufacturing business at the age of 21. By the time he retired, nearly 20 years later, the company was worth millions of dollars. Byrne understands business and he knows how it's supposed to work. When Walters recruited him eight years ago to sit on an advisory committee, he immediately saw some issues.

"There is a disconnect between education and real-world experience in terms of what we need as employers," he says, adding that high school and college graduates act as if they are doing the employer a favor just by showing up to work. "We need them to go back to basics," starting with work ethics. Another issue he saw with new employees was that they didn't understand current technology and industry standards.

The input from Byrne and other committee members helps educators keep CTE programs up to date by offering support and advice to schools, as well as help students manage employer expectations. Committees can also help plan outlines, course structure, or content. Additionally, they provide real-world workplace

"I saw a group of kids building robots. I was so intrigued that I went inside, talked to the group, and got connected to Mr. Walt."

—SANDRA RHEE,  
UNIVERSITY OF  
CALIFORNIA LOS ANGELES  
MATERIAL SCIENCE AND  
ENGINEERING STUDENT



Rhee and Walters talk shop over a CAD drafting table, which is used to teach critical engineering skills.

examples and help students understand employers' expectations.

Walters says advisory committees have helped him change or implement new curriculum based on industry need.

The Perkins Act is up for reauthorization, and NEA has offered Congress six guiding principals to consider, including the creation of a strong pipeline of quality, credentialed, and experienced educators. But the big challenge, says Walters is "not enough teachers." Moreover, many of the teacher preparation programs for CTE programs have dwindled.

As the legislation for teacher recruitment and retention is renewed, CTE instructors must receive appropriate training in pedagogical practices and mentoring by experienced teachers. Provisions should also ensure that more CTE teachers are involved in decision-making activities.

Despite the challenges, Walters is optimistic about the survival of CTE programs. He says industry sectors are speaking louder than before about the skillsets that are needed from employees and the education community and legislators are finally listening.

"We didn't know what the industry needed and they didn't know how we worked—and that's where I saw the opening to be an advocate, expand my connections, and help create awareness," emphasizing that eight years ago Esperanza's advisory committee had only 10 members. Today, there are 40 people from the business community.

And if Rhee is any indication of the benefits these programs offer, the U.S. has a lot to gain. The programs may be the catalyst that provides students with viable options to college or career, while helping to address industry sector growth and workforce shortages.

"I didn't know I wanted to go into engineering," says Rhee, "but after I joined the engineering and manufacturing academy I found it was a new challenge for me, not just learning the academics, but working with my hands, too."

Now, the UCLA student is studying the science and chemistry of materials, composites, and plastics. Her personal interest is in renewable energy, but she can go into other fields that produce lighter weaponry for the military or manufacture gorilla glass, which is the glass used to cover smartphones and tablets.

Had it not been for this shop class that occurred every Thursday for three hours after school, Rhee says she would have simply majored in biology or chemistry—great fields, but subjects that were not for her.

Says Rhee: "I am a problem solver [and] a hands-on learner. I am the type of person who would choose robots and mechanics over lab work or chemical analysis. I enjoy the process of creating something—the brainstorming, the design process, the manufacturing...I have found my place in how I want to impact the world: helping develop economical alternative energy sources," says the student who found her passion just by going through an open door. ☛

"For the last 25 years, shop was viewed as a dirty old word. ... Post-secondary training is what we have to get across to students."

—WALT WALTERS,  
RETIRED ENGINEERING  
AND MANUFACTURING  
INSTRUCTOR



At California's Esperanza High School, students spend a year building a fully functioning race car, using skills and techniques they learned in shop classes and applying core academic concepts.

**Board of Education**

**Administrative Report**

**March 26, 2015**



- 1. Update on Executive Searches**
- 2. Professional Development – Common Core Mathematics for Para Educators**
- 3. School Safety and Security Plan**



# SOUTHINGTON PUBLIC SCHOOLS

## Southington, Connecticut Curriculum and Instruction Committee Meeting March 16, 2015

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 10:00 a.m.

Members Present: Mrs. Terri Carmody, Mrs. Patricia Johnson, and Mrs. Patricia Queen.  
Absent: Mrs. Jill Notar-Francesco.

Present from district: Mrs. Karen Smith, Assistant Superintendent for Instruction and Learning; Mr. Brian Stranieri, Interim Principal, Southington High School; Mrs. Marion Stannard, Department Chair of the Agricultural Science and Technology Program.

### Agriculture Science and Technology Program Presentation

The administration shared that Mrs. Stannard would be sharing with the committee updates pertaining to the agriculture science and technology curriculum, which has been aligned with state standards.

The committee learned that there are approximately 140 students currently attending the Agricultural-Science Program. Approximately 50% of the students are from Southington with the balance from surrounding communities. Department Chair, Marion Stannard, reviewed the program sequence with the committee. The information below represents course offerings presented in Grades 9-12:

### Grade 9

Introduction to Agriculture Mechanics, Introduction to Large Animal Science, Introduction to Small Animal Science, Introduction to Natural Resources, and Introduction to Plant Science.

### Grade 10

All students rotate through the core units of: Career Preparation and Work Safety, Safe Tractor Operation, Livestock Handling and Safety, and Public Speaking.

### Additional choices in the third and fourth quarters include:

Agriculture Equipment and Power Systems, Small Animal Care and Management, Food and Fiber Products, Introduction to Environmental Science, Floriculture Production and Design, Safe Operation of Equipment, Introduction to Equine Science and Management, Veterinary Skills and Careers, Wildlife Management, and Garden Design and Management.

### Grades 11 and 12

Turf Grass Management II, Livestock Management and Production, Food Science, Forestry, UCONN Horticulture ECE, Organic Lawn Care, Advanced Equine Science and Management, Animal Behavior and Training, Exotic Pet Care, UCONN Floral Art ECE. Alternate years for grades 11 and 12 include program offerings in: Turf Grass I, Canine Grooming and Kennel Management, Veterinary Technology I, Surveying and Land Management, Landscape Design and Construction, Integrated Pest Management, Equine Behavior and Training, Veterinary Technology II, Water Resources, Greenhouse Management and Retail Sales.

The revised curriculum will be presented with the committee in May and to the full Board in June.

**TIMOTHY F. CONNELLAN**  
SUPERINTENDENT OF  
SCHOOLS

**KAREN L. SMITH**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION AND  
LEARNING

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(860) 628-3202

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**World Language Field Trips**

The administration explained that a small committee was formed to review the policy and procedures of foreign field trips. They wanted to share with the Curriculum and Instruction Committee how these trips relate to the high school overseas experience and the curriculum connections that align with classes at Southington High School. The recommended field trip guidelines will be reviewed by the Policy and Personnel Committee. The committee was pleased with the proposed regulations that will be followed with all future high school trips.

The next meeting is scheduled for Monday, April 13<sup>th</sup>, 2015 at 9:30 a.m. at Hatton Elementary School. The agenda will include:

1. Update on Teacher Leaders
2. ABA and Preschool Program
3. Family Resource Center

By Mrs. Johnson, seconded by Mrs. Queen

“Move that the Curriculum and Instruction Committee meeting be adjourned.”

***Motion carried unanimously by voice vote.***

The meeting was adjourned at 11:50 a.m.

Respectfully Submitted,



Karen L. Smith

Assistant Superintendent for Instruction and Learning



# SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut  
Policy and Personnel Committee Meeting  
March 16, 2015

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

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

Administration Present: Mrs. Karen Smith, Assistant Superintendent of Schools.

**Job Descriptions: Assistant Superintendent for Instruction and Learning and Coordinator of Special Education**

Committee members commented on *Performance Responsibilities* for both job descriptions and suggested language changes and revisions. The administration noted the changes and will make the edits to the final draft job descriptions that will be presented to the Board of Education at the March 26, 2015 meeting.

**Video Surveillance Policy**

It was decided that the draft Video Surveillance Policy and Regulations would be reviewed and edited by each committee member via Google Docs. The proposed policy and regulations, developed by legal counsel, will address signage responsibilities for the school system as we begin the 2015-2016 school year with internal cameras located on school buses as well as at all public school buildings. The draft of this policy with the edits from the committee will be presented to the full Board at the March 26, 2015 meeting.

**Foreign Field Trips**

The committee began reviewing proposed changes to the regulations for the *Procedures for Foreign Field Trips*. A committee of administrators and teachers at Southington High School has worked for several months to refine the current international field trip guidelines. The work has included the development of new financial tracking forms, definitions of chaperones, and a foreign field trip evaluation form. The committee will continue reviewing this policy at the next meeting.

The Policy and Personnel Committee scheduled their next meeting for Monday, April 20, 2015.

By Mrs. Queen, 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 7:35 p.m.

Respectfully Submitted,

Karen L. Smith

Assistant Superintendent for Instruction and Learning

TIMOTHY F. CONNELLAN  
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION AND LEARNING

**BOARD OF EDUCATION**

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SOUTHINGTON BOARD OF EDUCATION  
Southington, Connecticut

**FINANCE COMMITTEE MEETING**

Monday, March 23, 2015, 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, Zaya Oshana, and Patricia Johnson  
From Administration: Sherri DiNello, Director of Business & Finance

The Finance Committee meeting was called to order at 7:01 p.m.

**1. SELF INSURANCE REPORT:**

The committee reviewed the report as presented. The claims are \$6,825 over budget through February. In addition, Mrs. DiNello and Mrs. Notar-Francesco updated the committee on the funding policy being developed to determine the appropriate annual split between the Town and Board of Education.

**2. TRANSFER OF FUNDS:**

The committee reviewed the transfers presented by DePaolo Middle School and Southington High School. They had a number of questions and asked for follow-up information in regard to where the five phones would be located at Southington High School and what the purpose was. In addition, they requested specifics on what would be purchased for the security attendants for the uniform request. Mrs. DiNello will provide the information via email prior to the Board of Education meeting and the committee members will let her know if all transfers should move forward for action by the full Board.

Some committee members were concerned that in a tight budget year this may not be the time to add phones or begin supplying uniforms.

**3. RUBBISH & RECYCLING CONTRACT:**

The committee reviewed the proposal from HQ Dumpsters and Recycling and Mrs. DiNello provided a brief overview of the organic waste pilot that is included in the proposal. At the last meeting, she shared that HQ Dumpsters was willing to hold their price for rubbish removal for the 2015-2016 year and CWPM, LLC was will to hold their price for recycling as well.

The proposal from HQ Dumpsters and Recycling includes a pilot program for organic waste disposal at the secondary level at a cost of \$4,500 annually. They have requested the following increases for a five-year agreement for rubbish removal and will include free recycling:

2015-2016	0%
2016-2017	1%
2017-2018	1%
2018-2019	1%
2019-2020	1%

If at any time the Board of Education does not want to continue with the organic waste program, they can stop and then pay \$4,500 annually for recycling. This is an annual savings of approximately \$2,000 for recycling.

Mrs. DiNello explained that Kurt Holyst, President of HQ Dumpsters, understands that the school district will start small in the kitchens before expanding organic waste collection to students in the cafeterias. They would like some communication to be shared with parents educating them on the program.

The Finance Committee agreed to recommend to the full Board waiving the bid process and entering into a five-year agreement with HQ Dumpsters and Recycling for rubbish and recycling removal and the organic waste pilot.

**4. CUSTODIAL CONTRACT EXTENSIONS (SHS, JAD, JFK, DES & MUNICIPAL CENTER):**

Mrs. DiNello explained that contracted custodial service contracts expire at all sites on June 30, 2015. The vendors were contacted in regard to contract extensions and the following proposals were received:

Facility	Vendor	Increase
Southington H.S.	Performance Environmental	1.1% Increase
Municipal Center	Performance Environmental	2.8% Increase
DePaolo Middle School	Capitol Cleaners	1.5% Increase
Kennedy Middle School	Capitol Cleaners	1.5% Increase
Derynoski Elem. School	Capitol Cleaners	1.5% Increase

Mrs. DiNello explained the increase in minimum wage was the main reason the vendors were not willing to hold their price. The municipal center had a zero percent (0%) increase for the current year and that is why the request is higher. Mrs. DiNello explained that Capitol Cleaners originally were requesting a 4% - 4.5% increase but after discussions they reduced their proposal to 1.5%. These renewals will keep us within the budget line for 2015-2016 if we do not accept the Summer School rates at the middle schools. Last summer, due to construction, we paid an hourly rate based on services needed and that is the administrations recommendation for the summer of 2015.

The committee also discussed a raised Bill #6877, an act concerning a minimum work week for persons performing janitorial work. If passed, Bill #6877 would negatively impact the Board of Education budget because we employ part-time custodians. Mrs. DiNello has shared her concerns with our Southington delegation.

The committee recommends contract extensions at all five sites based on the proposals for base services.

**5. FINANCE UPDATE:**

Mrs. DiNello distributed a financial update through March 13, 2015 to the committee members (Attached). She reviewed each page and explained accounts showing an anticipated surplus or deficit. A number of accounts are over expended, which includes increased utility costs at the middle schools, snow removal due to the large amount of snow and also health insurance based on retiree and employee premiums. In addition, the cap on the Excess Cost Grant will not be determined until the May payments are received.

Mrs. DiNello explained to the committee that the funds held back within the supply accounts at the schools along with some district-wide accounts should cover the projected deficit so the operating budget will be in balance at year end. She plans to communicate with principals that future purchases will be scrutinized for curriculum and health and safety needs prior to approval.

The committee was comfortable with this recommendation; however, would like an update if anything changes and a spending freeze needs to be implemented.

**6. MISCELLANEOUS:**

a) ASTE Grant:

Mrs. DiNello explained that the Town Finance Director deposited \$70,107 in the Education Grant Account for the increase in the ASTE Grant received this year. Mrs. DiNello distributed a draft list of items that Ms. Stannard would like to purchase. The one high priced item was a truck to replace the 1991 landscape/dump truck. Mrs. DiNello requested specifications so her office could determine if the truck is available on the state bid list or if we will have to develop a bid in a short period of time.

The committee was comfortable with the submitted list.

The meeting adjourned at 8:32 p.m.

Respectfully submitted,



Sherri P. DiNello  
Director of Business & Finance

# Item 5

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## Finance Update

SOUTHINGTON PUBLIC SCHOOLS  
OPERATING BUDGET  
2014-2015 (March 13, 2015)

ACCTNUM	Adopted Budget	Ytd Adjustments	Adj Budget YTD	Encumbrance YTD	Expenditures YTD	Available YTD	Surplus/Deficit
11110 - ADMINISTRATIVE SALARIES	733,724.00	0.00	733,724.00	224,330.66	492,534.39	16,858.95	
11120 - CLERICAL SALARIES	366,487.00	22,000.00	388,487.00	104,400.97	261,045.94	23,040.09	10,000
11135 - DATA PROCESSING SALARIES	573,118.00	65,000.00	638,118.00	193,907.45	372,987.80	71,222.75	55,000
11140 - FISCAL SALARIES	331,099.00	8,888.00	339,987.00	127,350.12	232,325.55	-19,688.67	10,000
11210 - PRINCIPALS & COORDINATORS SALARIES	2,899,334.00	0.00	2,899,334.00	859,456.49	2,044,905.81	-5,028.30	(25,000)
11300 - TEACHER SALARIES	28,616,648.00	194,400.00	28,811,048.00	12,552,937.74	16,242,031.15	16,079.11	245,033
11400 - TITLE I SALARIES	0.00	0.00	0.00	112,130.46	197,912.68	-310,043.14	
11500 - LIBRARY/MEDIA SALARIES	487,435.00	54,150.00	541,585.00	227,942.02	334,122.25	-20,479.27	
11600 - SCHOOL SECRETARY SALARIES	1,459,220.00	7,000.00	1,466,220.00	480,890.74	921,867.70	63,461.56	20,000
11710 - SCHOOL PHYSICIAN SALARY	12,380.00	0.00	12,380.00	3,678.00	11,332.00	-2,630.00	(2,630)
11715 - STUDENT PHYSICAL FEES	3,000.00	0.00	3,000.00	0.00	1,458.74	1,541.26	
11720 - REGISTERED NURSES SALARIES	583,749.00	0.00	583,749.00	279,435.57	361,164.29	-56,850.86	(3,000)
11730 - ATTENDANCE ASSISTANT SALARY	0.00	0.00	0.00	0.00	250.00	-250.00	
11740 - LICENSED PRAC. NURSES SALARIES	148,839.00	0.00	148,839.00	43,729.92	92,615.50	12,493.58	
11810 - CUSTODIAL SALARIES	1,547,148.00	0.00	1,547,148.00	418,993.35	1,034,979.93	93,174.72	15,000
11820 - MAINTENANCE SALARIES	964,723.00	0.00	964,723.00	292,448.09	669,587.03	2,687.88	2,600
11900 - GUIDANCE SALARIES	1,380,220.00	0.00	1,380,220.00	609,549.28	767,928.02	2,742.70	750
11910 - COACHING SALARIES	359,845.00	0.00	359,845.00	0.00	230,950.25	128,894.75	
11915 - ATHL. ATTENDENTS SALARIES	3,000.00	0.00	3,000.00	0.00	5,715.00	-2,715.00	
11916 - EVENT SUPERVISOR & CHAPERONES	28,000.00	0.00	28,000.00	0.00	29,517.50	-1,517.50	
11920 - STIPEND SALARIES	77,486.00	0.00	77,486.00	0.00	34,607.43	42,878.57	

SOUTHINGTON PUBLIC SCHOOLS  
OPERATING BUDGET  
2014-2015 (March 13, 2015)

ACCTNUM	Adopted Budget	Ytd Adjustments	Adj Budget YTD	Encumbrance YTD	Expenditures YTD	Available YTD	Surplus/Deficit
11922 - DETENTION SALARIES	10,200.00	0.00	10,200.00	0.00	3,623.40	6,576.60	2,000
12100 - PARAPROFESSIONAL SALARIES	675,621.00	17,388.00	693,009.00	154,761.68	348,411.03	189,836.29	
12110 - CUSTODIAL OVERTIME	0.00	0.00	0.00	0.00	-27,228.17	27,228.17	
12150 - RETIREMENT COMPENSATION	219,587.00	0.00	219,587.00	0.00	57,710.85	161,876.15	(214,795)
12200 - TEACHER SUBSTITUTES	425,894.00	0.00	425,894.00	50,236.00	538,904.34	-163,246.34	
12205 - TEACHER SUBST:SCHOOL BUSINESS	48,000.00	0.00	48,000.00	0.00	0.00	48,000.00	
12220 - SECRETARY SUBSTITUTES	4,500.00	0.00	4,500.00	0.00	3,598.23	901.77	400
12230 - CUSTODIAL SUBSTITUTES	20,000.00	0.00	20,000.00	0.00	57,840.19	-37,840.19	
12400 - PARAPROFESSIONAL SUBSTITUTES	2,000.00	0.00	2,000.00	0.00	3,226.96	-1,226.96	
12510 - ATHLETIC TRAINER SERVICES	15,807.00	0.00	15,807.00	5,255.00	10,530.00	22.00	
12700 - NURSE SUBSTITUTES	64,190.00	0.00	64,190.00	17,998.25	57,577.28	-11,385.53	(13,000)
12820 - SUMMER MAINT. SALARIES	11,184.00	0.00	11,184.00	0.00	6,831.68	4,352.32	
12830 - CROSSING GUARD SALARIES	95,510.00	0.00	95,510.00	25.00	60,280.23	35,204.77	
12840 - SECUR. ATTENDANTS SALARIES	140,525.00	0.00	140,525.00	46,701.20	85,434.29	8,389.51	
14100 - WORK STUDY SALARIES	6,540.00	0.00	6,540.00	0.00	1,511.02	5,028.98	
20110 - MUNICIPAL RETIREMENT ADMIN. FEE	898,380.00	0.00	898,380.00	0.00	585,845.85	312,534.15	
20210 - SOCIAL SECURITY FEES	424,900.00	0.00	424,900.00	0.00	281,014.39	143,885.61	
20230 - MEDICARE FEES	524,160.00	0.00	524,160.00	0.00	319,603.55	204,556.45	
20310 - HEALTH INSURANCE	9,465,360.00	0.00	9,465,360.00	0.00	5,534,936.67	3,930,423.33	(121,000)
20320 - LIFE & DISABILITY INSURANCE	75,010.00	0.00	75,010.00	24,791.54	55,370.43	-5,151.97	
20410 - UNEMPLOYMENT INSURANCE	45,000.00	0.00	45,000.00	18,850.00	29,758.72	-3,608.72	

SOUTHINGTON PUBLIC SCHOOLS  
OPERATING BUDGET  
2014-2015 (March 13, 2015)

ACCTNUM	Adopted Budget	Ytd Adjustments	Adj Budget YTD	Encumbrance YTD	Expenditures YTD	Available YTD	Surplus/Deficit
20510 - WORKERS' COMPENSATION	583,150.00	0.00	583,150.00	138,842.50	422,034.59	22,272.91	
31200 - PROFESSIONAL DEVELOPMENT	127,500.00	0.00	127,500.00	7,637.96	47,469.95	72,392.09	
31300 - TUITION REIMBURSEMENT-SEA	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	9,000
31800 - LEGAL FEES	65,000.00	0.00	65,000.00	0.00	57,210.00	7,790.00	
31900 - PROFESSIONAL & TECHNICAL SERVICES	56,650.00	0.00	56,650.00	18,405.50	51,105.25	-12,860.75	(13,000)
31950 - DATABASE SERVICES	9,464.00	0.00	9,464.00	0.00	9,263.80	200.20	
32110 - WATER AND SEWER	87,650.00	0.00	87,650.00	28,671.00	64,336.37	-5,357.37	
32120 - ELECTRICITY	1,548,410.00	0.00	1,548,410.00	658,557.80	1,135,832.50	-245,980.30	(195,000)
32125 - ENERGY CONSERVATION	23,900.00	0.00	23,900.00	8,250.00	16,400.00	-750.00	(1,000)
32140 - CONTRACTED REFUSE	79,000.00	0.00	79,000.00	17,207.16	59,345.88	2,446.96	
32200 - CONTRACTED CUSTODIAL SERVICES	257,933.00	0.00	257,933.00	82,550.86	191,016.64	-15,634.50	(18,000)
32201 - SHS HVAC	39,848.00	0.00	39,848.00	6,796.72	10,849.55	22,201.73	
32301 - UPKEEP OF GROUNDS	28,000.00	0.00	28,000.00	0.00	1,842.43	26,157.57	9,000
32302 - MAINTENANCE OF ATHLETIC FIELDS	64,450.00	0.00	64,450.00	4,950.00	59,377.11	122.89	
32303 - REPL. OF WINDOW COVERINGS	1,000.00	0.00	1,000.00	65.00	163.57	771.43	
32304 - REPAIR OF GLASS	3,120.00	0.00	3,120.00	0.00	3,763.22	-643.22	(1,000)
32305 - BURNER/BOILER REPAIR SERVICES	11,700.00	0.00	11,700.00	0.00	13,602.35	-1,902.35	(2,000)
32306 - CONTRACTED SERVICE HEAT REPAIR	34,246.00	0.00	34,246.00	4,032.26	46,969.99	-16,756.25	
32307 - CONTRACTED CLOCK & BELL REPAIR	5,640.00	0.00	5,640.00	0.00	240.00	5,400.00	4,000
32308 - CONTRACTED PUBLIC ADDRESS SYSTEM	29,100.00	0.00	29,100.00	1,659.07	26,915.51	525.42	
32309 - CONTRACT SERVICE ELEVATORS	35,648.00	0.00	35,648.00	2,090.79	26,390.33	7,166.88	

SOUTHINGTON PUBLIC SCHOOLS  
OPERATING BUDGET  
2014-2015 (March 13, 2015)

ACCTNUM	Adopted Budget	Ytd Adjustments	Adj Budget YTD	Encumbrance YTD	Expenditures YTD	Available YTD	Surplus/Deficit
32310 - OTHER EXPENSES FOR REPAIR	16,500.00	0.00	16,500.00	350.00	2,683.80	13,466.20	
32313 - COPIER REPAIR	59,834.00	0.00	59,834.00	17,616.00	35,232.00	6,986.00	5,000
32316 - ALL OTHER CONTRACTS	11,000.00	0.00	11,000.00	0.00	11,486.00	-486.00	(500)
32317 - MUSICAL INSTRUMENT REPAIR	14,924.00	0.00	14,924.00	160.00	9,835.00	4,929.00	
32318 - INSTRUCTIONAL EQUIPMENT REPAIRS	12,050.00	0.00	12,050.00	0.00	10,087.47	1,962.53	
32319 - OTHER EQUIPMENT REPAIR	40,000.00	0.00	40,000.00	15,806.00	24,677.91	-483.91	(500)
32320 - SPECIAL EQUIPMENT REPAIR	14,290.00	0.00	14,290.00	168.00	27,954.16	-13,832.16	(15,000)
32322 - ROOF REPAIR	4,371.00	0.00	4,371.00	0.00	5,146.28	-775.28	(900)
32323 - COMPUTER MAINTENANCE INSTRUCTION	25,278.00	0.00	25,278.00	0.00	17,452.33	7,825.67	
32324 - COMPUTER MAINTENANCE HARDWARE	31,512.00	0.00	31,512.00	1,041.85	18,147.58	12,322.57	
32325 - COMPUTER MAINTENANCE SOFTWARE	164,718.00	0.00	164,718.00	0.00	156,365.15	8,352.85	
32405 - PROPERTY/LIABILITY/ AUTO INSURANCE	203,790.00	0.00	203,790.00	0.00	212,951.00	-9,161.00	(9,200)
32415 - STUDENT INSURANCE	25,940.00	0.00	25,940.00	0.00	25,178.00	762.00	762
32510 - RENTAL & LEASING OF EQUIPMENT	493,302.00	0.00	493,302.00	35,802.82	468,124.31	-10,625.13	
32520 - RENTAL OF FACILITIES	239,283.00	0.00	239,283.00	53,370.63	167,851.89	18,060.48	
32800 - RAVE AND OTHER AV REPAIRS	3,000.00	0.00	3,000.00	0.00	289.35	2,710.65	1,200
32900 - CARE OF GROUNDS	53,874.00	0.00	53,874.00	19,920.00	29,208.00	4,746.00	
32910 - CARE OF DRIVES & WALKS	135,549.00	0.00	135,549.00	53,447.67	154,770.45	-72,669.12	(80,000)
33100 - SYSTEMWIDE TRANSPORTATION	1,443,574.00	0.00	1,443,574.00	407,410.71	1,121,264.07	-85,100.78	
33300 - VOCATIONAL EDUCATION TRANSPORTATION	142,555.00	0.00	142,555.00	35,722.86	100,419.36	6,412.78	(75,006)
33700 - NON-PUBLIC SCHOOL TRANSPORTATION	340,314.00	0.00	340,314.00	91,858.77	252,137.13	-3,681.90	

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33800 - MAGNET SCHOOL TUITIONS	508,843.00	0.00	508,843.00	0.00	613,504.00	-104,661.00	(104,661)
33810 - PRINCIPALS / TEACHERS PROF. CONFER	10,000.00	0.00	10,000.00	0.00	8,528.87	1,471.13	
33900 - BOARD OF EDUCATION EXPENSES	7,500.00	0.00	7,500.00	333.46	5,230.92	1,935.62	
33905 - ADMINISTRATIVE EXPENSES	1,000.00	0.00	1,000.00	0.00	199.35	800.65	
33910 - CENTRAL OFFICE CONFERENCES AND TR	8,500.00	0.00	8,500.00	100.00	7,275.85	1,124.15	
33920 - BUSINESS OFFICE TRAVEL EXPENSES	1,200.00	0.00	1,200.00	0.00	497.21	702.79	
33925 - OTHER ADMINISTRATIVE TRAVEL EXPENS	19,000.00	0.00	19,000.00	8,841.66	14,145.30	-3,986.96	(4,500)
33930 - TEACHERS' TRAVEL EXPENSES	6,400.00	0.00	6,400.00	980.00	4,290.89	1,129.11	
33950 - NURSES' TRAVEL EXPENSES	300.00	0.00	300.00	0.00	0.00	300.00	
33960 - MAINTENANCE TRAVEL EXPENSES	5,000.00	0.00	5,000.00	1,600.00	2,883.35	516.65	
34100 - POSTAGE	43,000.00	0.00	43,000.00	179.98	28,298.10	14,521.92	
34200 - TELEPHONE	238,000.00	0.00	238,000.00	50,645.27	187,907.11	-552.38	
35100 - RECRUITING	3,000.00	0.00	3,000.00	0.00	2,558.85	441.15	
35200 - ADVERTISING	2,000.00	0.00	2,000.00	0.00	1,024.87	975.13	300
36100 - PRINTING EXPENSES	11,800.00	0.00	11,800.00	477.02	10,581.00	741.98	
36200 - RECYCLING SERVICES	9,709.00	0.00	9,709.00	1,409.70	6,254.10	2,045.20	
39200 - MIDDLE SCHOOL ATHLETIC TRANSPORTA	15,808.00	0.00	15,808.00	2,405.78	14,695.16	-1,292.94	
39300 - HIGH SCHOOL ATHLETIC TRANSPORTATI	78,063.00	0.00	78,063.00	20,042.79	40,552.99	17,467.22	
39440 - BAND & ORCHESTRA FIELD TRIPS	22,500.00	0.00	22,500.00	0.00	16,240.62	6,259.38	
39450 - SYSTEMWIDE FIELD TRIPS	24,000.00	0.00	24,000.00	0.00	12,434.00	11,566.00	
39470 - STUDENT ACTIVITIES	4,243.00	0.00	4,243.00	0.00	2,600.00	1,643.00	

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40110 - CENTRAL OFFICE CLERICAL SUPPLIES	15,500.00	0.00	15,500.00	1,459.92	12,453.71	1,586.37	
40210 - AUDIO VISUAL SUPPLIES	26,634.00	0.00	26,634.00	0.00	17,583.21	9,050.79	
40300 - GENERAL TEACHING SUPPLIES	222,288.00	0.00	222,288.00	3,457.75	146,248.01	72,582.24	
40305 - CONTENT AREA LITERACY SUPPORT	39,560.00	0.00	39,560.00	4,745.38	27,790.59	7,024.03	
40310 - KINDERGARTEN CLASSROOM SUPPLIES	13,500.00	0.00	13,500.00	0.00	13,356.24	143.76	
40320 - COORDINATORS PROGRAM SUPPLIES	14,200.00	0.00	14,200.00	1,796.07	7,362.27	5,041.66	
40400 - ART SUPPLIES	60,684.00	0.00	60,684.00	1,238.04	38,081.90	21,364.06	
40600 - TECHNOLOGY EDUCATION SUPPLIES	45,792.00	0.00	45,792.00	2,402.78	26,115.34	17,273.88	
40700 - FAMILY & CONSUMER SCIENCE SUPPLIES	26,480.00	0.00	26,480.00	1,028.75	15,281.00	10,170.25	
40800 - OCCUPATIONAL SERVICES	4,104.00	0.00	4,104.00	0.00	0.00	4,104.00	
40900 - MUSIC SUPPLIES	36,488.00	0.00	36,488.00	431.25	19,525.59	16,531.16	
40910 - INSTRUMENTAL MUSIC SUPPLIES	11,750.00	0.00	11,750.00	100.00	4,512.69	7,137.31	
40920 - PHYSICAL EDUCATION SUPPLIES	15,388.00	0.00	15,388.00	1,507.12	4,761.47	9,119.41	
41100 - TESTING SUPPLIES	33,120.00	0.00	33,120.00	494.77	19,428.30	13,196.93	
41150 - MATH SUPPLIES	22,178.00	0.00	22,178.00	0.00	14,283.26	7,894.74	
41200 - SCIENCE SUPPLIES	68,168.00	0.00	68,168.00	1,344.19	40,960.54	25,863.27	
41300 - HEALTH SUPPLIES	19,974.00	0.00	19,974.00	921.01	13,056.95	5,996.04	
41410 - CUSTODIAL SUPPLIES	167,580.00	0.00	167,580.00	5,771.57	141,232.23	20,576.20	
41420 - OPERATION OF VEHICLES	24,000.00	0.00	24,000.00	12,600.00	27,577.76	-16,177.76	(15,000)
41430 - REPAIR OF BUILDINGS	187,500.00	0.00	187,500.00	8,413.93	171,006.05	8,080.02	
41440 - ENVIRONMENTAL & SAFETY	26,000.00	0.00	26,000.00	2,445.00	11,952.50	11,602.50	

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41500 - OIL HEAT	244,940.00	-115,000.00	129,940.00	0.00	129,550.90	389.10	
41650 - GAS HEAT	350,000.00	115,000.00	465,000.00	380,658.18	274,805.68	-190,463.86	50,121
41800 - MISCELLANEOUS EXPENSES	19,000.00	-4,760.00	14,240.00	300.00	9,049.73	4,890.27	
41850 - GRADUATION EXPENSES	14,100.00	0.00	14,100.00	1,799.21	96.85	12,203.94	
41950 - COPIER SUPPLIES	28,372.00	0.00	28,372.00	9,124.00	19,996.73	-748.73	
42100 - TEXTBOOK REPLACEMENT	101,808.00	6,300.00	108,108.00	1,811.78	58,902.62	47,393.60	
42200 - NEW PROGRAM TEXTBOOKS	207,150.00	-49,300.00	157,850.00	0.00	95,293.61	62,556.39	
42250 - MATH CONSUMABLE WORKBOOKS	67,600.00	20,000.00	87,600.00	0.00	28,075.80	59,524.20	
42300 - CONSUMABLE ACTIVITY BOOKS	93,975.00	0.00	93,975.00	0.00	51,614.23	42,360.77	
42400 - PERIODICALS	125.00	0.00	125.00	0.00	832.82	-707.82	(710)
42500 - COMPUTER SOFTWARE	43,400.00	0.00	43,400.00	0.00	21,459.40	21,940.60	
42600 - COMPUTER SUPPLIES	61,600.00	0.00	61,600.00	2,679.71	32,154.41	26,765.88	
42800 - HEALTH EDUCATION SUPPLIES	3,641.00	0.00	3,641.00	739.80	994.69	1,906.51	
43100 - LIBRARY BOOKS	45,210.00	0.00	45,210.00	2,168.83	19,653.00	23,388.17	
43200 - OTHER LIBRARY EXPENSES	6,553.00	0.00	6,553.00	0.00	3,705.56	2,847.44	
44100 - SUBSCRIPTIONS	11,000.00	0.00	11,000.00	0.00	3,714.65	7,285.35	
44200 - NEW MUSIC EQUIPMENT	10,000.00	0.00	10,000.00	875.00	9,125.00	0.00	
46200 - NEW ALTHLETIC EQUIPMENT	10,000.00	0.00	10,000.00	1,402.00	7,971.89	626.11	
46300 - MIDDLE SCHOOL REPLACEMENT OF ATHL	2,000.00	0.00	2,000.00	0.00	1,965.00	35.00	
46400 - HIGH SCHOOL REPLACEMENT OF ATHLET	33,500.00	0.00	33,500.00	1,465.00	31,781.66	253.34	
46470 - HIGH SCHOOL FIRST AID SUPPLIES	5,237.00	0.00	5,237.00	0.00	4,731.13	505.87	

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46472 - AWARDS AND PROGRAMS	11,300.00	0.00	11,300.00	0.00	5,945.27	5,354.73	
46473 - OFFICIATING EXPENSES	25,001.00	0.00	25,001.00	0.00	0.00	25,001.00	
46500 - MIDDLE SCHOOL REPAIR OF ATHLETIC EQ	200.00	0.00	200.00	0.00	0.00	200.00	
46600 - HIGH SCHOOL REPAIR OF ATHLETIC EQU	14,296.00	0.00	14,296.00	209.00	11,427.65	2,659.35	
46900 - MIDDLE SCHOOL FIRST AID SUPPLIES	400.00	0.00	400.00	0.00	615.99	-215.99	
46910 - MEDICAL SERVICES	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00	
48100 - PETTY CASH	2,200.00	0.00	2,200.00	0.00	1,206.79	993.21	
49310 - BUSINESS EDUCATION SUPPLIES	12,792.00	0.00	12,792.00	973.01	5,773.50	6,045.49	
49600 - ALTERNATIVE EDUCATION PROGRAM	15,000.00	0.00	15,000.00	461.88	5,485.59	9,052.53	
49700 - GUIDANCE SUPPLIES	12,422.00	0.00	12,422.00	93.00	5,309.92	7,019.08	
49900 - ALIO & POWER SCHOOL SUPPLIES	17,500.00	0.00	17,500.00	5,250.00	7,974.45	4,275.55	
54100 - EQUIPMENT ADMINISTRATION	10,000.00	0.00	10,000.00	0.00	9,945.75	54.25	
54200 - SCHOOL BASED EQUIPMENT	27,587.00	17,760.00	45,347.00	78.37	42,035.81	3,232.82	
54300 - TECHNOLOGY EQUIPMENT CONTING.	15,000.00	0.00	15,000.00	8,797.95	13,780.30	-7,578.25	
64000 - DUES & MEMBERSHIP FEES	51,000.00	0.00	51,000.00	0.00	44,594.94	6,405.06	
70102 - HATTON SPECIAL PROJECTS	5,035.00	0.00	5,035.00	0.00	5,450.00	-415.00	
70105 - SYSTEMWIDE SPECIAL PROJECTS	53,083.00	10,000.00	63,083.00	0.00	66,173.01	-3,090.01	
70126 - MAINTENANCE DEPARTMENT SPECIAL PR	0.00	0.00	0.00	0.00	725.00	-725.00	
74400 - MAJOR PROJECTS & EQUIPMENT	384,382.00	0.00	384,382.00	2,714.00	192,908.58	188,759.42	180,000
80100 - SUMMER SCHOOL	0.00	0.00	0.00	0.00	30.01	-30.01	
80200 - JUMPSTART	25,586.00	0.00	25,586.00	0.00	15,497.52	10,088.48	

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81112 - SALARIES- DIRECTOR	4,000.00	0.00	4,000.00	4,617.48	8,152.49	-8,769.97	
81113 - SALARIES- TEACHERS	10,000.00	0.00	10,000.00	0.00	13,069.31	-3,069.31	-
81116 - SALARIES- CLERICAL	3,000.00	0.00	3,000.00	0.00	5,232.22	-2,232.22	
81418 - INSTRUCTIONAL SUPPLIES	10,925.00	0.00	10,925.00	0.00	2,546.21	8,378.79	
81450 - LEARNING ACADEMY	17,658.00	0.00	17,658.00	0.00	8,489.00	9,169.00	-
82113 - VOAG - TEACHER SALARIES	405,929.00	0.00	405,929.00	125,428.68	275,305.32	5,195.00	5,195
82116 - VOAG - CLERICAL SALARIES	35,890.00	0.00	35,890.00	12,949.48	22,868.83	71.69	
82117 - VOAG - TECHNOLOGY ASSISTANT	0.00	18,900.00	18,900.00	0.00	14,380.34	4,519.66	
82118 - VOAG - CUSTODIAL SALARIES	103,714.00	0.00	103,714.00	30,346.29	73,640.82	-273.11	
82119 - VOAG - SECURITY SALARIES	0.00	24,263.00	24,263.00	9,934.54	14,793.17	-464.71	
82203 - VOAG - HEALTH INSURANCE	167,925.00	0.00	167,925.00	0.00	50,000.00	117,925.00	
82319 - VOAG - WATER & SEWER	2,100.00	0.00	2,100.00	510.00	1,491.73	98.27	
82320 - VOAG - GAS	21,350.00	0.00	21,350.00	15,510.00	16,749.35	-10,909.35	(2,000)
82321 - VOAG - ELECTRICITY	42,000.00	0.00	42,000.00	13,060.00	24,678.28	4,261.72	
82323 - VOAG - PROPERTY SERVICES	10,000.00	0.00	10,000.00	228.00	4,015.59	5,756.41	
82324 - VOAG - PROPERTY INSURANCE	5,150.00	0.00	5,150.00	0.00	5,150.00	0.00	
82338 - VOAG - PROFESSIONAL TRAVEL	2,150.00	0.00	2,150.00	1,200.00	1,476.06	-526.06	
82339 - VOAG - TEACHER TRAVEL	400.00	0.00	400.00	0.00	0.00	400.00	
82342 - VOAG - TELEPHONE	450.00	0.00	450.00	0.00	0.00	450.00	
82394 - VOAG - FIELD TRIPS	3,000.00	0.00	3,000.00	0.00	234.00	2,766.00	
82401 - VOAG - OFFICE SUPPLIES	1,000.00	0.00	1,000.00	247.65	734.00	18.35	

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82402 - VOAG - AUDIO VISUAL SUPPLIES	2,000.00	0.00	2,000.00	0.00	310.00	1,690.00	
82403 - VOAG - TEACHING SUPPLIES	17,000.00	0.00	17,000.00	936.68	14,633.20	1,430.12	
82414 - VOAG - CUSTODIAL SUPPLIES	4,500.00	0.00	4,500.00	696.50	1,910.02	1,893.48	
82421 - VOAG - TEXTBOOKS	1,500.00	0.00	1,500.00	1,471.40	215.20	-186.60	
82423 - VOAG - WORKBOOKS	1,320.00	0.00	1,320.00	443.84	140.50	735.66	
82425 - VOAG - COMPUTER SOFTWARE	1,750.00	0.00	1,750.00	0.00	0.00	1,750.00	
82426 - VOAG - COMPUTER SUPPLIES	2,000.00	0.00	2,000.00	1,472.99	555.70	-28.69	
82431 - VOAG - LIBRARY BOOKS	300.00	0.00	300.00	289.72	13.84	-3.56	
82440 - VOAG - PERIODICALS	780.00	0.00	780.00	0.00	218.62	561.38	
82445 - VO-AG EQUIPMENT	10,000.00	0.00	10,000.00	0.00	600.20	9,399.80	
90000 - UNALLOCATED RECIEPTS	0.00	0.00	0.00	0.00	-34,947.00	34,947.00	
90200 - RENTAL TEMPORARY	0.00	0.00	0.00	0.00	-3,652.00	3,652.00	
<b>Regular Education Totals</b>			<b>65,779,219.00</b>	<b>19,340,308.62</b>	<b>40,965,642.77</b>	<b>5,473,267.61</b>	<b>(292,041.00)</b>

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20110 - MUNICIPAL RETIREMENT ADMIN. FEE	403,620.00	0.00	403,620.00	0.00	277,565.96	126,054.04	
20210 - SOCIAL SECURITY FEES	200,100.00	0.00	200,100.00	0.00	129,237.61	70,862.39	
20230 - MEDICARE FEES	147,840.00	0.00	147,840.00	0.00	90,417.87	57,422.13	
83110 - CLERICAL SALARIES	213,112.00	0.00	213,112.00	51,562.20	142,658.26	18,891.54	10,000
83111 - PRINCIPAL SALARY	34,721.00	0.00	34,721.00	10,272.40	23,112.90	1,335.70	1,336
83112 - ADMINISTRATIVE SALARIES	376,126.00	0.00	376,126.00	157,850.86	310,640.14	-92,365.00	30,406

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83113 - TEACHER SALARIES	3,495,438.00	70,125.00	3,565,563.00	1,576,774.77	1,967,372.52	21,415.71	
83115 - SPEECH PATHOLOGISTS SALARIES	603,720.00	0.00	603,720.00	249,486.49	303,201.37	51,032.14	
83116 - PSYCHOLOGISTS SALARIES	538,630.00	0.00	538,630.00	238,396.88	302,804.62	-2,571.50	
83117 - SOCIAL WORKERS SALARIES	458,598.00	0.00	458,598.00	196,486.83	253,956.16	8,155.01	41,961
83118 - GUIDANCE SALARIES	228,025.00	0.00	228,025.00	107,567.53	135,517.04	-15,059.57	
83119 - IDEA PART B SALARIES	0.00	0.00	0.00	558,157.79	725,501.19	-1,283,658.98	
83120 - PRESCHOOL TEACHER SALARIES	252,030.00	0.00	252,030.00	131,367.98	169,532.02	-48,870.00	
83121 - PARAPROFESSIONAL SALARIES	3,820,364.00	0.00	3,820,364.00	1,277,332.15	2,383,535.73	159,496.12	
83122 - SUBSTITUTES SALARIES	138,545.00	0.00	138,545.00	0.00	0.00	138,545.00	
83123 - HOMEBOUND INSTRUCTOR SALARIES	108,000.00	0.00	108,000.00	0.00	43,771.39	64,228.61	25,000
83124 - PARAPROFESSIONAL SUBSTITUTES	27,000.00	0.00	27,000.00	0.00	26,610.42	389.58	
83125 - EXTENDED SCHOOL YEAR SALARIES	87,341.00	0.00	87,341.00	0.00	123,483.69	-36,142.69	(36,143)
83126 - FAMILY RESOURCE SALARIES	0.00	0.00	0.00	0.00	8,413.82	-8,413.82	-
83129 - BCBA & ABA THERAPISTS SALARIES	392,455.00	60,000.00	452,455.00	46,886.34	291,780.76	113,787.90	(17,000)
83203 - HEALTH INSURANCE	3,657,715.00	0.00	3,657,715.00	0.00	2,000,059.10	1,657,655.90	(40,000)
83205 - WORKERS' COMPENSATION	155,000.00	0.00	155,000.00	36,907.50	112,186.41	5,906.09	5,906
83206 - LIFE & DISABILITY INSURANCE	32,000.00	0.00	32,000.00	7,713.08	24,359.19	-72.27	(100)
83313 - OCCUPATIONAL / PHYSICAL THERAPY	520,000.00	0.00	520,000.00	349,028.99	223,798.14	-52,827.13	(10,000)
83314 - EVALUATION & DIAGNOSTIC	31,000.00	0.00	31,000.00	0.00	11,820.00	19,180.00	5,000
83315 - VOCATIONAL SERVICES	17,000.00	0.00	17,000.00	0.00	1,772.29	15,227.71	15,000
83318 - LEGAL SERVICES	15,000.00	0.00	15,000.00	0.00	8,554.50	6,445.50	2,000

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83319 - PURCHASED SERVICES	134,109.00	0.00	134,109.00	76,424.35	115,832.10	-58,147.45	-
83320 - DIAGNOSTIC CENTER	112,500.00	0.00	112,500.00	150,000.00	4,050.00	-41,550.00	(41,550)
83332 - IN-TOWN TRANSPORTATION	713,303.00	0.00	713,303.00	112,271.85	398,401.35	202,629.80	179,130
83335 - OUT OF TOWN TRANSPORTATION	1,394,946.00	0.00	1,394,946.00	265,280.06	890,840.37	238,825.57	-
83337 - PROFESSIONAL DEVELOPMENT	18,000.00	0.00	18,000.00	2,050.10	13,146.97	2,802.93	
83338 - PROFESSIONAL MEETINGS	2,500.00	0.00	2,500.00	0.00	375.81	2,124.19	500
83339 - ADMINISTRATIVE TRAVEL	8,000.00	0.00	8,000.00	4,100.00	3,516.75	383.25	
83340 - TRAVEL FOR INSTRUCTION	3,400.00	0.00	3,400.00	0.00	1,565.16	1,834.84	
83350 - AUDIOLOGICAL SERVICES	120,344.00	0.00	120,344.00	96,846.35	108,721.58	-85,223.93	-
83369 - APPLIED BEHAVIOR ANALYSIS PROGRAM	137,000.00	0.00	137,000.00	181,273.44	10,138.91	-54,412.35	(54,300)
83370 - OUT OF TOWN TUITION	2,142,213.00	0.00	2,142,213.00	1,551,811.16	1,107,736.60	-517,334.76	(46,895)
83371 - AGENCY PLACEMENT TUITION	262,083.00	0.00	262,083.00	321,584.52	374,044.34	-433,545.86	(106,569)
83400 - CLERICAL SUPPLIES	1,950.00	0.00	1,950.00	0.00	1,013.00	937.00	
83401 - OFFICE SUPPLIES	2,000.00	0.00	2,000.00	0.00	32.69	1,967.31	1,000
83402 - AUDIO VISUAL SUPPLIES	528.00	0.00	528.00	0.00	181.34	346.66	
83403 - GENERAL TEACHING SUPPLIES	4,536.00	0.00	4,536.00	0.00	1,923.37	2,612.63	
83404 - ART SUPPLIES	3,080.00	0.00	3,080.00	0.00	1,973.35	1,106.65	
83410 - PHYSICAL EDUCATION SUPPLIES	352.00	0.00	352.00	0.00	294.58	57.42	
83411 - TESTING SUPPLIES	25,500.00	0.00	25,500.00	1,955.06	22,736.74	808.20	
83412 - SCIENCE SUPPLIES	1,144.00	0.00	1,144.00	0.00	356.35	787.65	
83414 - MATH SUPPLIES	228.00	0.00	228.00	0.00	158.23	69.77	

SOUTHINGTON PUBLIC SCHOOLS  
OPERATING BUDGET  
2014-2015 (March 13, 2015)

ACCTNUM	Adopted Budget	Ytd Adjustments	Adj Budget YTD	Encumbrance YTD	Expenditures YTD	Available YTD	Surplus/Deficit
83417 - PROFESSIONAL MATERIALS	1,800.00	0.00	1,800.00	129.00	339.23	1,331.77	1,200
83421 - TEXTBOOK REPLACEMENT	3,256.00	0.00	3,256.00	0.00	2,306.85	949.15	
83422 - NEW PROGRAM TEXTS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	2,500
83423 - CONSUMABLE TEXTS	1,408.00	0.00	1,408.00	0.00	1,135.72	272.28	
83424 - PERIODICALS	500.00	0.00	500.00	0.00	0.00	500.00	500
83425 - COMPUTER SOFTWARE	30,000.00	0.00	30,000.00	0.00	31,967.06	-1,967.06	(2,000)
83493 - GIFTED & TALENTED SUPPLIES	3,000.00	0.00	3,000.00	0.00	1,777.33	1,222.67	
83494 - SYSTEMWIDE SPEECH SUPPLIES	2,000.00	0.00	2,000.00	0.00	1,963.11	36.89	
83495 - INSTRUCTIONAL SUPPLIES	14,000.00	0.00	14,000.00	248.36	8,391.66	5,359.98	
83496 - SPECIALIZED MATERIALS	18,000.00	0.00	18,000.00	878.62	14,179.23	2,942.15	
83497 - VOCATIONAL SUPPLIES	2,500.00	0.00	2,500.00	0.00	370.00	2,130.00	
83498 - PRESCHOOL SPEECH SUPPLIES	1,000.00	0.00	1,000.00	0.00	571.38	428.62	
83499 - PRESCHOOL PROGRAM SUPPLIES	8,000.00	0.00	8,000.00	76.68	3,709.94	4,213.38	
83542 - EQUIPMENT FOR INSTRUCTION	33,601.00	0.00	33,601.00	0.00	29,812.41	3,788.59	
<b>Special Education Totals</b>			<b>21,292,786.00</b>	<b>7,760,721.34</b>	<b>13,245,226.61</b>	<b>286,838.05</b>	<b>-33,118.00</b>
			<b>87,072,005.00</b>	<b>27,101,029.96</b>	<b>54,210,869.38</b>	<b>5,760,105.66</b>	<b>(325,159)</b>

The estimated deficit of \$325,159 will be covered by the 25% hold back of supply accounts at each school. In addition there are some systemwide accounts that will be closely monitored. I plan to send an email to administrators letting them know that the opportunity to spend any funds beyond 75% is highly unlikely. In addition, although I am not suggesting a freeze, I will be letting them know that any approval for new requests need to be for current curriculum and safety needs.

The Excess Cost Sped reimbursement is still a moving target. These estimates are based on a 20% cap. The February payments were capped at 14% however we were told via a letter that the cap will increase once all districts update expenditures.

**Proposed budget 2015 ASTE Funds**

Truck (to replace 1991 Landscape/dump truck)	\$47,400
Textbooks (replacement and new)	\$6,500
Replacement equipment for animal lab (washer/dryer, incubator, dog dryers)	\$3,200
Security cameras for parking lot and outdoor areas	\$4,800
Equipment to support expanded curriculum (Food Science/nutrition, Veterinary Science)	\$2,800
Greenhouse equipment (dosatron, plant carts, monitoring equipment)	\$1,600
Fencing improvements (to enclose dog training area)	\$1,800
Promotional display materials (to be used at School Choice presentations to prospective students)	\$2,000
	\$70,100

# Item 1

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## **TRANSFER OF FUNDS**

Southington Public Schools  
 Southington, Connecticut

2014-2015  
**TRANSFERS OF FUNDS**  
 RECOMMENDED TO BOARD OF EDUCATION  
 March 23, 2015  
 Revised - March 24, 2015

SCHOOL	FUND	ACCOUNT	KEY #	DESCRIPTION	AMOUNT TRANSFERRED FROM	AMOUNT TRANSFERRED TO
<b>DePaolo</b>	10	40600	1992	Industrial Art Supplies	(1,500.00)	
	10	41410	2132	Custodial Supplies		500.00
	10	41300	2102	Health Supplies		1,000.00
<b>SHS</b>	10	40920	2050	PE Supplies	(415.00)	
	10	40900	2020	Music Supplies		415.00
	10	41100	2072	Subscriptions	(1,100.00)	
	10	41800	2230	Miscellaneous Expenses		1,100.00
	10	44100	2450	Subscriptions	(772.00)	
	10	41150	8111	Math Supplies		772.00
					(3,787.00)	3,787.00

**Southington Public Schools**

49 Beecher Street  
Southington, CT 06489

To: **DIRECTOR OF BUSINESS & FINANCE**  
 From: Joseph A. DePaolo Middle School  
 Location: 351  
 Subject: **REQUEST FOR TRANSFER OF FUNDS**

Please authorize the following transfers within the accounts assigned to my program location:

	FUND	ACCOUNT NUMBER	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	3-10	40600	611 <i>ind arts 570</i>	1119	351	1992	500
TO:	3-10	41410	611 <i>custod 570</i>		351	2132	500
FROM:	3-10	40600	611 <i>ind arts 570</i>	1119	351	1992	1000
TO:	3-10	41300	611 <i>health 570</i>	2100	351	2102	1000
FROM:							
TO:							
FROM:							
TO:							

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

Increase in medical  
needs. Building needs  
have increased

*Frank Depaolo*  
 Signature: **Principal - Administrator**

3/2/15  
 Date

**BUSINESS OFFICE USE ONLY**

**Approved**

**Denied**

**COMMENTS**

- Insufficient balance
- Outstanding encumbrance
- Other (See COMMENTS)

*[Signature]*  
 Business Manager

3/18/15  
 Date

**Southington Public Schools**

200 North Main Street  
Southington, CT 06489

To: **DIRECTOR OF BUSINESS & FINANCE**

From: Richard Terino  
Location: Southington High School  
Subject: **REQUEST FOR TRANSFER OF FUNDS**

Please authorize the following transfers within the accounts assigned to my program location:

	FUND	ACCOUNT NUMBER	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM :	10	40920	611	1122	462	2050	\$415
		<i>PE Supplies</i>					
TO:	10	40900	611	11212	462	2020	\$415
		<i>music Supplies</i>					
FROM :							
TO:							
FROM :							
TO:							
FROM :							
TO:							

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

This request was removed from the 2015-2016 BOE

budget. This is for purchase of a cello rack

and 2 4'x8' music -lined white boards.

*Richard Terino*  
**Signature: Principal - Administrator**

3-13-15  
**Date**

**BUSINESS OFFICE USE ONLY**

**Approved**

**Denied**

- Insufficient balance
- Outstanding encumbrance
- Other (See COMMENTS)

**COMMENTS  
RECEIVED**

MAR 17 2015

*RT*  
Director of Business & Finance

3/17/15  
Date

**SOUTHINGTON BOARD OF EDUCATION  
DIRECTOR OF BUSINESS & FINANCE**

**Southington Public Schools**

200 North Main Street  
Southington, CT 06489

To: **DIRECTOR OF BUSINESS & FINANCE**

From: Richard Terino  
Location: Southington High School  
Subject: **REQUEST FOR TRANSFER OF FUNDS**

Please authorize the following transfers within the accounts assigned to my program location:

	FUND	ACCOUNT NUMBER	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM :	10	41100	611	2100	462	2072	\$1,100
		<i>Subscriptions</i>					
TO:	10	41800	690	2210	462	2230	\$1,100
		<i>Misc. Exp.</i>					
FROM :							
TO:							
FROM :							
TO:							
FROM :							
TO:							

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

*Richard Terino*  
**Signature: Principal – Administrator**  
*3-13-15*

**Date**

This request continues our conversion from original rug to tile in classrooms.

**BUSINESS OFFICE USE ONLY**

**Approved**       **Denied**  
 \_\_\_\_\_ Insufficient balance  
 \_\_\_\_\_ Outstanding encumbrance  
 \_\_\_\_\_ Other (See COMMENTS)

*[Signature]*      *3/17/15*  
 Director of Business & Finance      Date

**COMMENTS  
RECEIVED**

MAR 17 2015

**SOUTHINGTON BOARD OF EDUCATION  
DIRECTOR OF BUSINESS AND FINANCE**

**Southington Public Schools**

200 North Main Street  
Southington, CT 06489


To: **DIRECTOR OF BUSINESS & FINANCE**

From: Richard Terino  
Location: Southington High School  
Subject: **REQUEST FOR TRANSFER OF FUNDS**

Please authorize the following transfers within the accounts assigned to my program location:

	FUND	ACCOUNT NUMBER	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM :	10	44100	642	2220	462	2450	\$772.00
		<i>Subscriptions</i>					
TO:	10	41150	611	1120	462	8111	\$772.00
		<i>math supplies</i>					
FROM :							
TO:							
FROM :							
TO:							
FROM :							
TO:							

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

  
Signature: Principal - Administrator  
3-13-15

**Date**

This request is to purchase graphing calculators cut from the 2015-2016 budget.

**BUSINESS OFFICE USE ONLY**

**Approved**

**Denied**

- \_\_\_\_\_ Insufficient balance
- \_\_\_\_\_ Outstanding encumbrance
- \_\_\_\_\_ Other (See COMMENTS)



Director of Business & Finance

*3/18/15*

Date

**COMMENTS**

**RECEIVED**

MAR 17 2015

**SOUTHINGTON BOARD OF EDUCATION  
DIRECTOR OF BUSINESS AND FINANCE**

# **Item 3**

---

## **Rubbish & Recycling Contract**



## SOUTHTON PUBLIC SCHOOLS

*Sherri DiNello*  
*Director of Business & Finance*

### **MEMO**

**To:** Board of Education Finance Committee  
**DATE:** March 23, 2015  
**RE:** **Rubbish Removal & Recycling**

At the Board of Education Finance Committee meeting on February 5, 2015, I shared that our current contracts with HQ Dumpsters & Recycling for rubbish removal and CWPM, LLC for recycling will expire on June 30, 2015 and that both have agreed to hold their price for 2015-2016. In addition, I introduced the concept of a pilot program being proposed by HQ Dumpster & Recycling for organic waste removal at the secondary schools.

The attached letter dated March 16, 2015 from HQ Dumpsters & Recycling, outlines a five-year proposal for rubbish and recycling services, along with the organic waste removal pilot. The district can choose to end the pilot at any time. Based on this information and conversations that I have had with Kurt Holyst, President of HQ Dumpster & Recycling, I am recommending that we waive the bid process and accept the proposal as presented.



897 South Main Street  
Plantsville, CT 06479  
P.O Box 946  
Southington, CT 06489

Sherri DiNelo  
Director of Finance  
Town of Southington  
200 North Main Street  
Southington, CT 06489

Monday, March 16<sup>th</sup>, 2015

Dear Sherri,

Over the past three years, HQ Dumpsters & Recycling has received the pleasure of servicing trash hauling needs at the Southington Public Schools. We wish to extend the current contract that reaches the renewal milestone as of July 1<sup>st</sup>, 2015, as illustrated in section fourteen of our contract.

Our proposed pricing for trash removal would be as follows. There will be no increase in fees for the 2015-2016 year and an increase of 1% per year for the next four years. HQ Dumpsters & Recycling would provide recycling services at all of the Southington Public Schools free of charge if the schools implemented an organic food waste removal program. The program would cost \$4,500 per year. The organic removal program would be implemented at the High School and two Middle Schools. If the organic food waste removal program was discontinued, HQ Dumpsters & Recycling would charge \$4,500 per year for the recycling services at all of the schools.

**2015-16 School Year**

40 cubic yard roll off – \$312.12 per pick up  
10 cubic yard container – \$41.62 per pick up  
8 cubic yard container – \$33.29 per pick up  
6 cubic yard container – \$24.97 per pick up  
4 cubic yard container – \$16.65 per pick up

**2016-17 School Year**

40 cubic yard roll off – \$315.24 per pick up  
10 cubic yard container – \$42.04 per pick up  
8 cubic yard container – \$33.62 per pick up  
6 cubic yard container – \$25.22 per pick up  
4 cubic yard container – \$16.82 per pick up

**2017-18 School Year**

40 cubic yard roll off – \$318.39 per pick up  
10 cubic yard container – \$42.46 per pick up  
8 cubic yard container – \$33.96 per pick up  
6 cubic yard container – \$25.47 per pick up  
4 cubic yard container – \$16.99 per pick up

**2018-19 School Year**

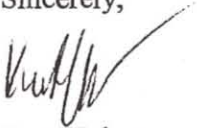
40 cubic yard roll off – \$321.57 per pick up  
10 cubic yard container – \$42.88 per pick up  
8 cubic yard container – \$34.30 per pick up  
6 cubic yard container – \$25.73 per pick up  
4 cubic yard container – \$17.16 per pick up

**2019-20 School Year**

40 cubic yard roll off – \$324.79 per pick up  
10 cubic yard container – \$43.31 per pick up  
8 cubic yard container – \$34.64 per pick up  
6 cubic yard container – \$25.98 per pick up  
4 cubic yard container – \$17.33 per pick up

Thank you for providing us the opportunity to quote your trash removal services. If you have any questions, please contact me at (860) 919-6366.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kurt Holyst', with a long, sweeping flourish extending to the right.

Kurt Holyst

# **Item 4**

---

## **Custodial Contract Extensions**



## SOUTHTINGTON PUBLIC SCHOOLS

*Sherri DiNello*  
*Director of Business & Finance*

### **MEMO**

**To:** Board of Education Finance Committee  
**DATE:** March 23, 2015  
**RE:** Custodial Contracts

I received proposals from our vendors regarding custodial contract extensions at all five sites. The summary is as follows:

Facility	Vendor	Increase
Southington H.S.	Performance Environmental	Requested 1.1% Increase
Municipal Center	Performance Environmental	Requested 2.8% Increase
DePaolo Middle School	Capitol Cleaners	Requested 1.5% Increase
Kennedy Middle School	Capitol Cleaners	Requested 1.5% Increase
Derynoski Elem. School	Capitol Cleaners	Requested 1.5% Increase

The increase in minimum wage on January 1, 2015 and January 1, 2016 is the major driver of their request for an increase. I will provide information during our meeting about the pricing history at all sites. The committee has the option of agreeing to a contract extension or going out to bid.



40B Weston St., Hartford, CT 06120 ♦ 860-528-6418 O ♦ 860-528-6536 F

March 4, 2015

Ms. Lisa Jones  
Southington Board of Education  
200 North Main St.  
Southington, CT, 06489

Re: Southington High School Janitorial Services

Dear Lisa:

Pursuant to our conversation , Performance Environmental Services, LLC. hereby proposes to extend its service agreement for janitorial services at the Southington High School as follows:

- The term of this extension shall be 7/1/15-6/30/16.
- The rate for the term of this extension shall be as shown below, which includes a modest increase to help offset the CT minimum wage increase of 5.17% that was effective 1/1/15, and the additional 4.92% minimum wage increase scheduled for 1/1/16.
- All other terms and conditions will remain in effect and unchanged.
- Please be reminded that we do not currently provide a performance bond at this location per the terms of our original contract.

	CURRENT	PROPOSED	
General Cleaning, Sept thru June	\$10,534	\$10,650	
General Cleaning, July & Aug	\$16,278	\$16,457	
<b>TOTAL ANNUAL</b>	<b>\$137,896</b>	<b>\$139,413</b>	1.1%

We remain dedicated and committed to working hard to provide Southington High School with the best service possible. As in past years we will continue these efforts and remain flexible to the needs of the school.

Thank you for your consideration.

David Berthold

Vice President,  
Business Development

Proposal Accepted By: \_\_\_\_\_ DATE: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ P.O. # \_\_\_\_\_

Accepting party agrees to pay for all costs related to collection of quoted amount.



40B Weston St., Hartford, CT 06120 ♦ 860-528-6418 O ♦ 860-528-6536 F

March 4, 2015

Ms. Lisa Jones  
Southington Board of Education  
200 N. Main St  
Southington, CT, 06489

Re: Administration building, 200 N. Main St

Dear Lisa:

Performance Environmental Services, LLC hereby proposes to extend its service agreement for janitorial services for the location known as Southington Administration building, 200 N. Main St as follows:

- The current service rate is \$1,880.34 per month.
- We have not increased our price since we began services approximately September 2012.
- The proposed term shall be for the twelve (12) month period July 1, 2015 through June 30, 2016.
- The proposed rate for the term of this extension shall be a 2.8% increase over the current service rate, which will help offset the CT minimum wage increase of 5.17% that was effective 1/1/15, and the additional 4.92% minimum wage increase scheduled for 1/1/16.
- All other terms and conditions will remain in effect and unchanged.

Thank you for your consideration.

David Berthold

A handwritten signature in cursive script that reads 'David Berthold'.

Vice President,  
Business Development

Proposal Accepted By: \_\_\_\_\_ DATE: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ P.O. # \_\_\_\_\_

Accepting party agrees to pay for all costs related to collection of quoted amount.



# Capitol Cleaning Contractors, Inc.

*More talent in one location than any other janitorial company in Connecticut<sup>SM</sup>*

March 18, 2015

**Janitorial Services**

- Commercial
- Retail
- Industrial
- Construction
- Residential

**Interior/Exterior**

- Office Cleaning
- Window Cleaning
- Carpet & Floor Care
- Wall Cleaning
- Stone/Marble Restoration

**Specialty Services**

- Acoustical Ceiling Cleaning
- Ultrasonic Lens Cleaning
- Lighting Maintenance
- Ultrasonic Venetian Blind Cleaning
- Fabric Partitions & Upholstery Care
- Deodorization & Odor Control
- Mold Removal
- Power Washing
- Porter & Matron Services

**24/7 Emergency Services**

- Flood Restoration
- Fire Restoration
- Catastrophe Restoration

Ms. Noreen Whyte  
 Purchasing Assistant  
 Board of Education  
 Town of Southington  
 Southington, CT 06489

Re: Bid P-002  
 J.A. DePaolo School

Dear Ms. Whyte:

Pursuant to our conversation, Capitol Cleaning is most willing to extend the above mentioned contract for an additional year; however due to the recent minimum wage increase we request a one and one half percent increase (1.5%) over last year's pricing.

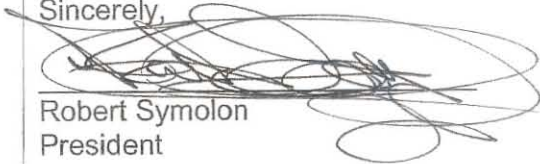
The annual price reflecting a 1.5% increase is:

Base Bid: \$34,236.00

Summer Cleaning: \$ 9,597.00  
 (upon request)

Thank you for the opportunity to serve you and this opportunity to continue to serve you.

Sincerely,



Robert Symolon  
 President



320 Locust Street  
 Hartford, CT 06114

Phone 860 247.6566

Fax 860 549.7004

Email info@capitolclean.com

www.capitolclean.com



# Capitol Cleaning Contractors, Inc.

*More talent in one location than any other janitorial company in Connecticut<sup>SM</sup>*

March 18, 2015

**Janitorial Services**

- Commercial
- Retail
- Industrial
- Construction
- Residential

**Interior/Exterior**

- Office Cleaning
- Window Cleaning
- Carpet & Floor Care
- Wall Cleaning
- Stone/Marble Restoration

**Specialty Services**

- Acoustical Ceiling Cleaning
- Ultrasonic Lens Cleaning
- Lighting Maintenance
- Ultrasonic Venetian Blind Cleaning
- Fabric Partitions & Upholstery Care
- Deodorization & Odor Control
- Mold Removal
- Power Washing
- Porter & Matron Services

**24/7 Emergency Services**

- Flood Restoration
- Fire Restoration
- Catastrophe Restoration

Ms. Noreen Whyte  
 Purchasing Assistant  
 Board of Education  
 Town of Southington  
 Southington, CT 06489

Re: Bid P-003  
 J.F. Kennedy School

Dear Ms. Whyte:

Pursuant to our conversation, Capitol Cleaning is most willing to extend the above mentioned contract for an additional year; however due to the recent minimum wage increase we request a one and one half percent increase (1.5%) over last year's pricing.

The annual price reflecting a 1.5% increase is:

Base Bid: \$34,236.00

Summer Cleaning: \$ 9,597.00  
 (upon request)

Thank you for the opportunity to serve you and this opportunity to continue to serve you.

Sincerely,

Robert Symolon  
 President



320 Locust Street  
 Hartford, CT 06114  
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 www.capitolclean.com



# Capitol Cleaning Contractors, Inc.

*More talent in one location than any other janitorial company in Connecticut<sup>SM</sup>*

**Janitorial Services**

- Commercial
- Retail
- Industrial
- Construction
- Residential

**Interior/Exterior**

- Office Cleaning
- Window Cleaning
- Carpet & Floor Care
- Wall Cleaning
- Stone/Marble Restoration

**Specialty Services**

- Acoustical Ceiling Cleaning
- Ultrasonic Lens Cleaning
- Lighting Maintenance
- Ultrasonic Venetian Blind Cleaning
- Fabric Partitions & Upholstery Care
- Deodorization & Odor Control
- Mold Removal
- Power Washing
- Porter & Matron Services

**24/7 Emergency Services**

- Flood Restoration
- Fire Restoration
- Catastrophe Restoration

March 18, 2015

Ms. Noreen Whyte  
 Purchasing Assistant  
 Board of Education  
 Town of Southington  
 200 North Main Street  
 Southington, CT 06489

Re: Bid P-004  
 Derynowski School

Dear Ms. Whyte:

Pursuant to our conversation, Capitol Cleaning is pleased to extend the above mentioned contract for an additional year; however due to the recent minimum wage increase we request a one and one half percent increase (1.5%) over last year's pricing.

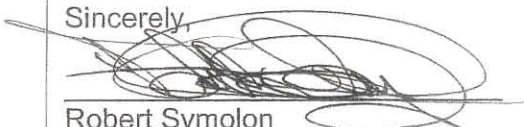
The annual price reflecting a 1.5% increase is:

Base Bid: \$31,696.00

Summer Cleaning: \$ 7,650.00

Thank you for the opportunity to serve you and this opportunity to continue to serve you.

Sincerely,



Robert Symolon  
 President

320 Locust Street  
 Hartford, CT 06114  
 Phone 860 247.6566  
 Fax 860 549.7004

Email [info@capitolclean.com](mailto:info@capitolclean.com)  
[www.capitolclean.com](http://www.capitolclean.com)





General Assembly

January Session, 2015

**Raised Bill No. 6877**

LCO No. 3953

\*03953 \_\_\_\_\_ LAB

\*

Referred to Committee on LABOR AND PUBLIC EMPLOYEES

Introduced by:

(LAB)

**AN ACT CONCERNING A MINIMUM WORK WEEK FOR PERSONS  
PERFORMING JANITORIAL WORK.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. (NEW) (*Effective October 1, 2015*) (a) For purposes of this  
2 section:

3 (1) "Covered employee" means any person employed by a covered  
4 employer to perform janitorial work in or about a covered location.  
5 Covered employee does not include any person providing janitorial  
6 work in or about a covered location solely on Saturday or Sunday or  
7 both;

8 (2) "Covered employer" means any person, firm, business,  
9 educational institution, nonprofit agency, corporation, limited liability  
10 company or other entity, including the state or any political  
11 subdivision thereof, that (A) (i) directly employs at least one individual  
12 who performs janitorial work, or (ii) contracts or subcontracts for the

13 services of at least one individual who performs janitorial work, and  
14 (B) owns or operates a covered location;

15 (3) "Covered leave" means any paid or unpaid temporary leave  
16 voluntarily taken by a covered employee pursuant to (A) any  
17 applicable state or federal law, (B) any written employee handbook, or  
18 (C) written request initiated by the covered employee;

19 (4) "Covered location" means (A) a covered office location having an  
20 area of not less than one hundred thousand square feet, (B) a  
21 multifamily dwelling consisting of fifty or more units and containing  
22 one or more elevators, (C) a private or public institution of higher  
23 education, or (D) a museum, as defined in section 11-80 of the general  
24 statutes; and

25 (5) "Covered office location" means (A) an office building, (B) a  
26 continuous, commonly owned office park, or (C) a group of office  
27 buildings that (i) have common ownership or management, and (ii) are  
28 contiguous or have consecutive addresses;

29 (6) "Janitorial work" means work performed in connection with the  
30 care or maintenance of buildings, including, but not limited to, work  
31 customarily performed by cleaners, porters, janitors and  
32 handypersons;

33 (7) "Minimum work week" means the minimum number of  
34 compensated hours provided to a covered employee in any work  
35 week, except for weeks in which the covered employee is taking  
36 covered leave; and

37 (8) "Work week" means a fixed, regularly recurring period of one  
38 hundred sixty-eight hours or seven consecutive twenty-four-hour  
39 periods;

40 (b) On and after January 1, 2016, the minimum work week for a

41 covered employee performing janitorial work for a covered employer  
42 in or about a covered location shall be thirty hours per work week.

43 (c) Each covered employer shall provide notice to each covered  
44 employee (1) of the entitlement to a minimum work week, and (2) that  
45 the covered employee has a right to file a complaint with the Labor  
46 Commissioner for any violation of this section. Covered employers  
47 may comply with the provisions of this section by displaying a poster  
48 in a conspicuous place, accessible to covered employees, at the covered  
49 location and the covered employer's place of business that contains the  
50 information required by this section in both English and Spanish. The  
51 Labor Commissioner may adopt regulations, in accordance with  
52 chapter 54 of the general statutes, to establish additional requirements  
53 concerning the means by which covered employers shall provide such  
54 notice.

55 (d) Any covered employee aggrieved by a violation of the  
56 provisions of subsection (b) or (c) of this section may file a complaint  
57 with the Labor Commissioner. Upon receipt of any such complaint,  
58 said commissioner may hold a hearing. After the hearing, any covered  
59 employer who is found by the Labor Commissioner, by a  
60 preponderance of the evidence, to have violated the provisions of  
61 subsection (b) of this section shall be liable to the Labor Department for  
62 a civil penalty of up to five hundred dollars for the first violation and  
63 up to one thousand dollars for any subsequent violation. Any covered  
64 employer who is found by the Labor Commissioner, by a  
65 preponderance of the evidence, to have violated the provisions of  
66 subsection (c) of this section shall be liable to the Labor Department for  
67 a civil penalty of up to one hundred dollars for each day that such  
68 covered employer fails to post notice, provided such penalty shall not  
69 exceed five hundred dollars. The Labor Commissioner may award the  
70 covered employee all appropriate relief, including payment of back  
71 wages. Any party aggrieved by the decision of the commissioner may  
72 appeal the decision to the Superior Court in accordance with the

73 provisions of chapter 54 of the general statutes.

74 (e) The Labor Commissioner shall administer this section within  
75 available appropriations.

This act shall take effect as follows and shall amend the following sections:

Section 1	October 1, 2015	New section
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**Statement of Purpose:**

To institute a minimum work week of thirty hours for certain individuals who perform janitorial work at certain locations.

*[Proposed deletions are enclosed in brackets. Proposed additions are indicated by underline, except that when the entire text of a bill or resolution or a section of a bill or resolution is new, it is not underlined.]*

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date March 26, 2015

Decision Requested \_\_\_\_\_ Agenda Code 8 a.

**AGENDA REPORTING FORM**

**Agenda Topic:** Town Government Communications

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

**Background:** N/A

**Alternative Strategies:** N/A

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

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

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

**Recommendation or Comment:** N/A

*Timothy J. Connellan*

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date \_\_\_\_\_ March 26, 2015 \_\_\_\_\_

Decision Requested \_\_\_\_\_

Agenda Code \_\_\_\_\_ 8 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:** \_\_\_\_\_

The administration is monitoring a recurring moisture issue when extreme temperature changes occur. This may be caused by winter into spring temperature swings. The project will be closed out when this issue is resolved.

**Kennedy & DePaolo Middle School - Renovation/Expansion:** \_\_\_\_\_

DePaolo students and staff moved into the remodeled (former science) rooms the week of March 9<sup>th</sup>. The same move will take place at Kennedy the week of March 23<sup>rd</sup>. The move represents the completion of phase 10 of 12 for both projects.

**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):** \$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 \_\_\_\_\_

Board Meeting Date March 26, 2015

Decision Requested X

Agenda Code 8 c

**AGENDA REPORTING FORM**

**Agenda Topic:** Draft Video Surveillance Policy ~ Second Reading

**Summary of Issue:** The Policy and Personnel Committee was presented with a draft policy by legal counsel pertaining to Video Surveillance throughout the district. This policy complies with state and federal constitutional law, the Family Education Rights and Privacy Act, the Connecticut Freedom of Information Act, as well as record retention laws, which are relevant to the use of video cameras in the school setting.

**Background:** The Board of Education approves all policy adoptions and revisions. Also included are regulations; however, the Board will only be voting on the policy.

**Alternative Strategies:** N/A

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

**Funding Source:** N/A

**Beginning Date of Program or Project:** March 2015

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

**Recommendation or Comment:** Recommend that the Board of Education approve to adopt the Video Surveillance Policy as presented by the Policy and Personnel Committee.

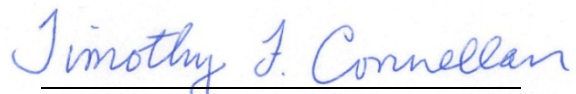
**Titles of Attachments:**

1. Draft Video Surveillance Policy

mp\Board\3/26/15, Draft Video Surveillance Policy.doc



*Signature of Staff Member Submitting Report*



*Signature of Superintendent of Schools*

**\*DRAFT\***

**Series: 5000**

### **Video Surveillance**

The Southington Board of Education recognizes the need to maintain appropriate conduct on school property and on school buses. Accordingly, the Board authorizes the installation of video cameras on school property and on school buses. ~~to aid in monitoring student behavior.~~ The recordings from these cameras, which provide video coverage only, may be used to assist school administrators in deciding upon appropriate disciplinary action, or for other appropriate purposes as determined by the school administration.

### **Legal Reference:**

Connecticut General Statutes § 10-221

Connecticut General Statutes § 14-200 *et. seq.*

Connecticut General Statutes § 31-48b

Connecticut General Statutes § 31-48d

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g *et seq.*

*Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools*, United States

Department of Education (October 2007), available at

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

*Office of the Public Records Administrator, Retention Schedule M1-General*

*Administration Records*, available at <http://www.cslib.org/retschedules.htm>.

*Office of the Public Records Administrator, Retention Schedule M8-Education*

*Records*, available at <http://www.cslib.org/retschedules.htm>.

Policy adopted:

**\*DRAFT\***

**Series: 5000**

**Video Surveillance****A. Video Surveillance Rules**

1. The district shall annually notify its students, their parents/guardians, and its staff that video surveillance may occur on any school property and the district shall post signs at each building **that with** video cameras **are in operation**.
2. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or his/her designee.
3. The system can be used for live, day-time viewing, and/or night-time monitoring and surveillance of the buses, grounds, **fields**, and buildings.
4. The use of video recordings from surveillance equipment shall be subject to the other policies of the District, including policies concerning the confidentiality of student and personnel records. Video recordings considered for retention as a part of a student's record will be maintained in accordance with established student record procedures governing their access, review, and release.
5. The Board or its administrators may use video surveillance for any legitimate educational or operational purposes, including but not limited to: a) monitoring and protecting District property from vandalism or theft; b) fostering the safety and security of students, staff, and visitors during or after school and/or while participating in school functions; c) cooperating with specific law enforcement inquiries and proceedings; and d) when warranted, investigating and/or remediating specific student disciplinary situations.
6. The Superintendent and/or designee of the Board may access the ~~videotapes~~ **video/digital recordings** as needed to fulfill their professional responsibilities.
7. It will be the responsibility of the Board of Education and administration to periodically review and update the video surveillance policy and its regulations.

**\*DRAFT\***

**Series: 5000**

**Video Surveillance**

**B. Operation of the Video Surveillance System**

1. Video cameras will be utilized in areas recommended by the building administration and approved by the Superintendent. The District will notify students, parents, and employees that video surveillance may occur on school property through a video surveillance policy among its Board policies, in parent/student handbooks, and on the Southington Public Schools Website.
2. Video recording equipment will be installed prominently. Equipment will not be placed in areas where students, employees, and the general public have a reasonable expectation of privacy. Video recording equipment may be in operation 24 hours per day.
3. Building principals, other administrators, and other personnel working with the video surveillance system are required to review and apply these regulations in performing their duties and functions related to operation of the system.
4. Staff and students are prohibited from unauthorized use of, tampering with, or otherwise interfering with video records and/or video camera equipment. Staff and/or students found to violate this regulation will be subject to appropriate disciplinary action, consistent with District policies and procedures.
5. The District will provide reasonable safeguards including, but not limited to, password protection and controlled physical access to protect the surveillance system from unauthorized users and unauthorized use.
6. Video monitors will be located in a location determined by the building administrator.
7. Video surveillance equipment will be used in accordance with all Board of Education policies.

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**Series: 5000**

**Video Surveillance****C. Storage and Security**

1. Surveillance video recordings shall be maintained by the district for at least two weeks, after which time the ~~tapes~~ **recordings** may be recycled. If a ~~tape~~ **recording** becomes evidence in any kind of disciplinary proceeding or litigation; if notice of pending action has been filed with the town clerk pursuant to Conn. Gen. Stat. § 7-101a(d); or if a ~~tape~~ **recording** otherwise takes on a status that would require a longer retention period according to the applicable retention schedule, the ~~tape~~ **recording** must be retained for the amount of time specified by the Board's records retention schedule, or until all actions have been resolved, whichever time period is greater.
2. Video records held for review of property or student incidents will be maintained in their original form pending resolution. Records will then be erased, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

**D. Requests to View Video Surveillance**

Requests to review video records will comply with all applicable state and federal laws and with Board Policy. All requests for review of video recordings that are considered an educational record will be as follows:

1. All viewing requests must be submitted in writing to the Superintendent within five (5) school days of the date of the recording. Requests for viewing will be limited to those parents/guardians, students, and/or law enforcement officials with a direct interest in the proceedings, and only the portion of the video record concerning the related specific incident will be made available for viewing.
2. Approval/denial for viewing will be made within five (5) school days of receipt of the request and so communicated to the requesting individual by the Superintendent or his/her designee.
3. All viewing will include the building principal or his/her designee, and will take place in the school's administrative offices.

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**Series: 5000**

**Video Surveillance**

4. A written log including the date of viewing, reasons for viewing, the date the recording was made, and signature of the viewer, will be maintained of any persons viewing video records.
5. Video records will remain the property of the District and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
6. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.

**E. Student Records**

Video surveillance records may become a part of a student's educational record if the student is personally identifiable and the video is maintained with regard to that student. The District will comply with all applicable state and federal laws and Board policies related to record maintenance and retention.

Regulation adopted:





# SOUTHINGTON PUBLIC SCHOOLS

## JOB DESCRIPTION

### **\*DRAFT\***

TITLE:                   **ASSISTANT SUPERINTENDENT  
FOR CURRICULUM AND INSTRUCTION**

#### QUALIFICATIONS:

1. Thorough knowledge of curriculum instruction, assessment, and methodology in a preK-12 continuum.
2. Demonstrated ability as an effective administrator.
3. Demonstrated ability to communicate effectively both orally and in writing.
4. Demonstrates a strong understanding of state and federal mandated instructional programs and associated assessment trends.
5. Any alternatives to the above that the Superintendent of Schools may find appropriate and acceptable.
6. Possess or be immediately eligible for Connecticut certification as intermediate administrators (CT Endorsement #092).
7. Minimum of five (5) years public school experience as an educational administrator.
8. Minimum of thirty (30) hours of graduate study beyond a master's degree with a doctorate degree preferred.

REPORTS TO:           Superintendent of Schools

SUPERVISES:           ~~As stipulated by the official Southington Public School organization chart.~~  
**Administrators, Coordinators, Teachers, and other staff**

JOB GOAL:             ~~To ensure that all of the school system's resources provide a seamless educational environment that enables each student to meet his or her educational potential.~~ **To be the district instructional leader who facilitates an environment where every student can meet his or her educational potential.**

#### PERFORMANCE RESPONSIBILITIES:

1. ~~To~~ Lead and work with administrators and faculty in the continued development of the preK-12 instructional program.
2. ~~To~~ Implement, evaluate, and refine preK-12 curriculum and instruction.
3. ~~To work with staff, students, parents and citizens to~~ Ensure that instructional and curriculum offerings are relevant, valuable, and well balanced.
4. ~~To~~ Maintain a thorough knowledge of all ~~trends~~ **current best practices** in elementary, middle, and high school instructional programming.
5. ~~To~~ Lead the teacher evaluation, professional development, TEAM, and cooperating teacher programs.
6. ~~To~~ Work with the Personnel Manager in recruitment and hiring of personnel.
7. ~~To~~ Supervise the development and expenditure of the preK-12 instructional budget.

8. ~~To~~ **W**ork with other administrators in preparing all required state and federal reports and grant applications.
9. ~~To~~ **W**ork with the Director of Pupil Services to implement all state and federal statutes, regulations and guidelines pertaining to special education programming.
10. ~~To~~ **A**ttend meetings as directed by the Superintendent of Schools.
11. ~~To~~ **E**valuate designated administrators, coordinators, **teachers**, and ~~office~~ **other** staff.
12. ~~To~~ **S**erve as the **lead** administrator ~~in charge~~ in the absence of the Superintendent of Schools.
13. ~~To~~ **P**erform ~~such~~ other related duties ~~and responsibility~~ as assigned by the Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Two hundred twenty-five (225) days, work year with salary, benefits and working conditions established by the Board of Education.

**EVALUATION:** Performance to be evaluated annually by the Superintendent of Schools.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ **X** \_\_\_\_\_

Board Meeting Date March 26, 2015

Decision Requested \_\_\_\_\_

Agenda Code 9 b

**AGENDA REPORTING FORM**

**Agenda Topic:** Job Description ~ Coordinator of Special Education ~ First Reading

**Summary of Issue:** The Policy & Personnel Committee has reviewed the job description for the position of *Coordinator of Special Education*. Included is the final draft of the job description that was presented at the March 16, 2015 Policy and Personnel Committee meeting.

**Background:** The Policy and Personnel Committee regularly reviews job descriptions to ensure they are current and appropriate.

**Alternative Strategies:** N/A

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

**Beginning Date of Program or Project:** Upon Board approval

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

**Recommendation or Comment:** Move that the Board of Education approve the job description for the position of *Coordinator of Special Education*, as recommended by the Policy and Personnel Committee.

**Titles of Attachments:**

1. DRAFT Job Description, Coord. of Special Education

mp\Board\3.26.15, Jobdescripton Coord Sped.doc

  
Signature of Staff Member Submitting Report

  
Signature of Superintendent of Schools



# SOUTHINGTON PUBLIC SCHOOLS

## JOB DESCRIPTION

### \*DRAFT\*

**TITLE:** Coordinator of Special Education

**QUALIFICATIONS:**

- 1) Intermediate Administrator's Certification (092)
- 2) Appropriate area certification
- 3) Demonstrated ability to work cooperatively and effectively with staff
- 4) Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent of Schools for Curriculum and Instruction **Director of Pupil Services**

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To improve learning and instruction in the Southington Public Schools

**PERFORMANCE RESONSIBILITIES:**

- 1) Assume general administrative responsibility for special education programs and services at the assigned school(s) (**PPTs and Development of IEPs**).
- 2) Serve as instructional support specialist.
- 3) Recommend materials, equipment, **technology**, methods and strategies to implement curriculum.
- 4) ~~Oversee the development of appropriate individualized educational program for each special education student in his/her assigned location(s).~~
- 4) ~~5) Work with school principals to recruit, interview and recommend applicants for employment.~~
- 5) ~~6) Provide leadership, support, supervision, and evaluation supervise, and evaluate of special education staff in conjunction with administration. the building principal and building administrative staff.~~
- 6) ~~7) Oversee and monitor the development of new special education programs and services in keeping with the school system's district's stated goals and objectives.~~
- 7) ~~8) Remain current in compliance with~~ **Ensure district compliance with current** state and federal special education laws.
- 8) ~~9) Collaborate with regular educators regarding pre-referral processes~~ **Scientific Research-Based Interventions (SRBI)**.
- 9) ~~10) Coordinate, provide leadership, and monitor follow-up on the entire special education process for each assigned student from initial referral to the termination of services.~~
- 10) ~~11) Participate in mediation and hearings involving programs and services.~~
- 11) ~~12) Establish and maintain effective processes for communicating with parents, staff, and all agencies.~~
- 12) ~~13) Develop and monitor budget, Review and approve orders for necessary equipment, supplies, and instructional materials required to implement student IEPs. the program.~~
- 13) ~~14) Perform any and all other related duties assigned by the Superintendent or designee.~~
- 14) **Evaluate and supervise staff.**
- 15) **Provide professional development for special education teachers, related services staff, and para-educators.**

**TERMS OF EMPLOYMENT:** In accordance with the agreement between the Southington Board of Education and the Southington Administrators Association.

**EVALUATION:** Performance to be evaluated annually by the Assistant Superintendent of Schools for Curriculum and Instruction **Director of Pupil Services.**

JOBDESC.B01/RUTH  
Revised 03-14-96; 2-17-15

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date March 26, 2015

Decision Requested \_\_\_\_\_ Agenda Code 9 c.

**AGENDA REPORTING FORM**

**Agenda Topic:** Mid-Year Report on Superintendent's Objectives

**Summary of Issue:** Progress continues in each one of the Superintendent's objectives.

**Background:** Objectives were developed between the Board of Education and the Superintendent of Schools on November 13, 2014.

**Alternative Strategies:** N/A

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

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

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

**Recommendation or Comment:** The attached is an update of the Superintendent's Objectives.

**Titles of Attachments:**

1. Superintendent's Goals

*Timothy J. Connellan*

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

# SUPERINTENDENT'S GOALS SCHOOL YEAR 2014 - 2015

## ***SOUTHINGTON PUBLIC SCHOOL DISTRICT***

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Office of the Superintendent

### **I. Organizational Transition**

#### a. Director of Operations

- i. On an ongoing basis, meet with the Director of Operations weekly to review and discuss all components of the Director's responsibilities.  
*Accomplished but ongoing. Meetings are often multiple times per week and seldom less than one time per week.*
- ii. Provide ongoing support and direction as needed regarding specific issues.  
*Accomplished but ongoing. Our frequent meetings are related to specific issues the majority of the time. The Director actively seeks out time to consult.*
- iii. In collaboration with the Director, on or before the second regular Board of Education meeting in January 2015 create a report to reflect the first six months of transitions, accomplishments, activities and challenges.  
*Still a work in progress. The frequent interruptions due to weather have put us behind schedule in creating a formal document but we constantly discuss these issues as they are embedded in the day to day work. This will be completed by the April Board meeting.*

#### b. Director of Pupil Personnel Services

- i. Work with the new Director of Pupil Personnel Services to create a transition plan for the Director's induction into the Southington Public Schools. The initial draft was reviewed prior to October 20, 2014. A final, revised version will be completed by November 21, 2014.  
*Accomplished. The Director actively pursued building based meetings with administrators and staff, observed programs and asked questions. The transition is ongoing to a certain extent but we are well into phase two.*
- ii. On an ongoing basis, meet with the Director of Pupil Personnel Services weekly to review and discuss all components of the Director's responsibilities.  
*Accomplished but ongoing. Meetings occur formally one time per week, but we seem to meet daily during some stretches of time and sometimes multiple times in one day.*
- iii. Provide ongoing support and direction as needed regarding specific issues.  
*Ongoing, see comment under I-b-ii above.*
- iv. In collaboration with the Director of Business and Finance and the Special Education Coordinators, assist the Director of Pupil Personnel Services with preparation of the departmental budget request. The Superintendent and Director of Business and Finance have worked with the Director of Pupil Personnel Services and members of the department on an ongoing basis. The final PPS budget is to be submitted before November 25, 2014.  
*Accomplished. Mrs. DiNello was invaluable in this task.*

## SUPERINTENDENT'S GOALS SCHOOL YEAR 2014 - 2015

- v. In collaboration with the Director, on or before the regular Board of Education meeting in February 2015 create a report to reflect the first three months of transitions, accomplishments, activities and challenges. [Similar to the Director of Operations, this is still a work in progress. The frequent interruptions due to weather have put us behind schedule in creating a formal document but we constantly discuss special education issues as they are embedded in the day to day work. This will be completed by the April Board meeting.](#)
  
- c. Director of Technology
  - i. Work with the new Director of Technology to create a transition plan for the Director's induction into the Southington Public Schools; to be completed on or before the Director's start date (January 13, 2015). [Completed initial phase. Phase two is in development as I meet with the Director and we discuss the best way to continue his transition.](#)
  - ii. On an ongoing basis, meet with the Director of Technology weekly to review and discuss all components of the Director's responsibilities. [Accomplished but ongoing. Weekly meetings are scheduled formally as a minimum but we tend to meet more often than one time per week. The schedule will continue throughout the remainder of the year.](#)
  - iii. Provide ongoing support and direction as needed regarding specific issues. [Ongoing, see comments in I-c-ii above](#)
  - iv. In collaboration with the Director of Business and Finance, the Technology Analysts, the Software Specialist, other members of the Technology Department, assist the Director of Technology with preparation and revision of the departmental budget request. [Accomplished. We also brought Karen Veilleux back for a block of time to make sure that all the areas of the budget were covered. Again, Mrs. DiNello was invaluable in this task.](#)
  - v. In collaboration with the Director, on or before the second regular Board of Education meeting in March 2015 create a report to reflect the first three months of transitions, accomplishments, activities and challenges. [In progress. Upon reflection, I do not feel that March is a long enough period of time therefore I am revising the target date to May.](#)
  
- d. Superintendent
  - i. On or before the December 11, Board of Education meeting, review, revise and update the initial proposed Superintendent's Transition Plan [All of the objectives in the initial transition plan have been accomplished. We are now so far past the initial transition stages that it no longer can really be classified as transition.](#)
  - ii. On or before the February 19, Board of Education meeting create a report to reflect the first six months of transitions, accomplishments, activities and challenges. [In progress. This now seems less an important component this many months into my tenure except for purposes of reflection.](#)

## SUPERINTENDENT'S GOALS SCHOOL YEAR 2014 - 2015

### II. Teaching and Learning

- a. Ongoing follow-up of initiatives from previous school years with reports strategically provided to the Board throughout the remainder of the school year.
  - i. Full day kindergarten  
Ongoing, data from kindergarten teams has been collected and analyzed at every elementary school. In addition, data from grade one teachers has been collected and analyzed at every elementary school. There is consensus among grade one teachers that current grade one students were much better prepared at the outset of the school year. Benchmark data supports that conclusion.
  - ii. Middle school unified arts  
Ongoing. Under the direction of the Assistant Superintendent and the middle school administrative teams, the combined UA Team from both middle schools with participation and input from the high school are continuing to work on scheduling and possible changes to the curriculum.
  - iii. Grade nine teams  
Ongoing. The SHS ninth grade academy under the direction of Rick Terino, continues to be successful. The SHS administrative team meets weekly and a review of the ninth grade academy is part of that report. A more comprehensive discussion with regard to adjustments or revisions for 2015-2016 will be scheduled for later in the spring.
  - iv. Implementation of long term technology plan for student use  
Ongoing. The current technology plan has been implemented as designed for 2014-2015. In the absence of a Director, the Superintendent met twice monthly with the Technology Department to ensure that projects were on track for completion and to address issues as they arose. The State Department of Education no longer requires the completion and submission of a district technology plan, however, one of the (many) tasks the Director will have is to review and make recommendations for updating the technology plan with input from the appropriate stakeholders.
  - v. Elementary World Language  
Ongoing. The program continues to be implemented successfully and the 2015-2016 budget request provides for a staffing level that will allow continuation of the program and expansion into the next grade level. Discussions have been ongoing with the World Language Department Chairperson regarding staffing for 2015-2016 and plans for implementation.
- b. Professional Development
  - i. On or before the February 19, 2015 Board of Education meeting, compile data and feedback on the implementation of the half-day professional development opportunities in which staff engaged during the first half of the 2014-15 school year. Report those findings to the Board of Education. Accomplished. Data was presented to the Board as part of the discussion leading up to approval of the 2015-2016 school calendar.

## SUPERINTENDENT'S GOALS SCHOOL YEAR 2014 - 2015

- ii. On or before June 25, 2015 compile data and feedback on the implementation of the half-day professional development opportunities in which staff engaged during the second half of the 2014-15 school year. Report those findings to the Board of Education.  
To be scheduled
- c. Use of Technology in the Teaching and Learning Process
  - i. As a follow-up to the previous survey, develop procedures to assess the use of technology by teachers in the implementation of the curriculum.  
Not yet accomplished. It was appropriate to wait for the new Director of Technology to begin. In addition, many opportunities for professional development in the use of technology have been provided during the 2014-2015 school year and more technology has become available for use by teachers. A revised target date will be June 2015.
    - 1. Identify the appropriate survey instrument.
    - 2. Work with building administrators to provide sufficient time for teachers to complete the survey during contracted hours.
    - 3. Compile and analyzed the survey results.
    - 4. Present the survey results to the Board of Education Curriculum and Instruction Committee prior to the February 19, 2015 Board of Education meeting.
- d. Educator Evaluation
  - i. Ensure the implementation of the approved Educator Evaluation Plan
    - 1. On or before November 15, 2014 ensure that all goal setting and development of student learning objectives has been completed.  
Accomplished
    - 2. On or before February 27, 2015 ensure that all mid-year reviews have been completed.  
Accomplished
    - 3. On or before June 30, 2015 ensure that all evaluations have been completed.  
To be scheduled
- e. Implementation of SchoolNet
  - i. Upon the start of the new Director of Technology, and in collaboration with the Director, develop a plan for the implementation of SchoolNet.  
In progress.  
The plan will include but not be limited to the following:
    - 1. Identify the lead personnel for the initial implementation phase.  
Accomplished. An implementation team is in place.
    - 2. Identify and provide the necessary training as appropriate.  
Ongoing. Members of the implementation team meet weekly and conference call with the Implementation Manager from Pearson. Excellent progress to date has been reported.

## SUPERINTENDENT'S GOALS SCHOOL YEAR 2014 - 2015

3. A timetable for the roll out of SchoolNet at the school level.  
*Ongoing. A tentative time table has been set with training in August and September 2015 for school level teams.*
  4. Needed resources and training to support the roll-out.  
*Ongoing. Resources and training for the current phase are in place. Resources and training for the school level phase will be developed with the Implementation Team.*
- f. Literacy Initiative
- i. By January 1, 2015 develop the framework for implementation of a District-level Professional Learning Community (DPLC) and begin implementation of the DPLC.  
*Accomplished in the initial phases. The DPLC has met with the CREC consultant twice and a third meeting was postponed due to weather. Three more meetings for this phase of the work are scheduled.*
  - ii. Through the collaborative work of the DPLC, by June 1, 2015 develop a framework to focus teaching and learning efforts on literacy competency.  
*Ongoing*  
The framework will include but not be limited to the following:
    1. A partnership between general education/literacy and special education.
    2. A renewed focus on Pre-school through third grade ( 3 to 3).
    3. The institution of best practice in all school in Response to Intervention / Scientific Research Based Intervention (RTI/SRBI).
- g. Personalized Learning
- i. On or before June 1, 2015, develop a three to five year plan that will focus on personalizing the learning experience of secondary school students. To accomplish this goal a team of professionals comprised from the three secondary schools, district K-12 personnel and central office personnel will engage in the following:  
*Ongoing.*
    1. Accept the invitation from the New England Secondary Schools Consortium to join the League of Innovative Schools (LIS).  
*Accomplished*
    2. Attend five in-state LIS meetings during the 2014-15 school year. Optional regional meetings may be included.  
*Three of five have been held to date. A team from SHS will attend the regional meeting March 25 – 28.*
    3. Work collaboratively with other districts and with other Southington educators in the plan development phases.  
*Ongoing. Southington has been working with Wallingford, Cheshire and Meriden. In addition, we have recently extended our collaborative work with Farmington, Windsor Locks and Granby, all districts that have begun to implement to at least some extent*

## SUPERINTENDENT'S GOALS SCHOOL YEAR 2014 - 2015

the concepts of personalized learning through mastery-based or competency-based learning and grading.

4. Begin to develop the framework for extending the plan to the elementary grade span.  
Discussion with elementary and district K-12 administrators have begun. Elementary administrators have been asked to examine and react to the internationally benchmarked document used for the secondary schools to assess its application, at least in part, to the elementary level.

### III. Facilities and Technology

- a. To continue to work in partnership with the Southington Town Building Committee to complete the renovations to DePaolo and Kennedy Middle Schools.  
Ongoing
- b. To continue to partner with Town officials on the further development of the Town of Southington Capital Improvement Plan  
Ongoing
- c. To complete a student distribution equity plan to balance enrollment at DePaolo and Kennedy Middle Schools for Board review on or before February 1, 2015.  
Accomplished
- d. To begin implementation of a time and attendance system during the first half of the 2014-15 school year.  
Accomplished, but also ongoing. The Directors of Finance and Operations and the Personnel Manager implemented the initial phase which seems to be working well. Review is ongoing.

### IV. School Safety and Security

- a. School Safety and Security Grant
  - i. The State School Safety and Security Grant was completed and submitted by September 15, 2014, based on the established priorities.  
Accomplished, but no funding was awarded by the State.
- b. School Safety and Security Plan
  - i. In collaboration with Town officials and departments, complete work on the revised School Safety and Security Plan according to the template provided by the State.  
Accomplished
    1. Meetings between the Superintendent and Town officials including administration, police and fire were completed in September 2014.
    2. A team of school administrators was established as a working committee by September 30, 2014.
    3. Town partners were engaged by the working committee by October 17, 2014.
    4. Full school Administrative Leadership Team was engaged on November 5, 2014.

## SUPERINTENDENT'S GOALS SCHOOL YEAR 2014 - 2015

5. Initial plan training to begin on or before January 9, 2015.
6. Schedule of meeting with Town partners to be developed by November 30, 2014.
7. Completed plan to Board of Education on or before June 1, 2015.  
[Presentation slated for March 26, 2015.](#)

### V. Partnerships

- a. To remain active in the following:
  - i. Collaboration with the Town Manager; bi-weekly meetings  
[Ongoing, meetings are scheduled throughout the year and into next year.](#)
  - ii. Parent engagement; PTO Executive Council, attend PTO meetings; explore the use of other technology as a communication vehicle.  
[Ongoing. Email via School Messenger has proved very effective with very positive feedback from parents. The weather has had a significant impact on other types of meeting this winter.](#)
  - iii. Southington Education Foundation; continue work with the Board of Directors, attend BOD meetings.  
[Ongoing](#)
  - iv. Veterans' Committee; continue regular meetings with the Veterans' Committee to facilitate the growing relationship between the Veterans and the school district.  
[Ongoing, next meeting is scheduled for March 30, 2015.](#)
  - v. Central Connecticut State University; continue to actively facilitate the Administrative Cohort Program.  
[Ongoing. The new cohort numbers approximately fourteen aspiring administrators. The first classes are taking place on the CCSU campus.](#)

### VI. Budget – Fiscal

- a. In collaboration with the Administrative Leadership Team develop a budget proposal that will support the continued improvement of all programs and services under the jurisdiction of the Southington Public School System.
  - i. By November 21, 2014 meet with all members of the Administrative Leadership Team to review submitted budget requests.  
[Accomplished](#)
  - ii. By December 19, 2014 establish the funding priorities for ongoing and proposed programs and services.  
[Accomplished](#)
  - iii. On or before January 13, 2015 prepare the Superintendent's Proposed Budget for review and discussion at the Board of Education Budget Workshops.  
[Accomplished](#)

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

**Informational Only:** \_\_\_\_\_

**Board Meeting Date:** March 26, 2015

**Decision Requested:** X

**Agenda Code:** 9 d

**AGENDA REPORTING FORM**

**Agenda Topic:** Leonard and Gladys Joll Scholarship Award Recipient

**Summary of Issue:** The Leonard and Gladys Joll Scholarship applications were reviewed by the appointed committee prior to the March 26, 2015 Board Meeting and a recipient was selected to be recommended for Board approval.

**Background:** Annually, the Board of Education selects a recipient for the Leonard and Gladys Joll Scholarship. The recipients name will not be announced at this meeting so it will be kept confidential until the Southington High School Awards Ceremony in May.

**Alternative Strategies:** Reject

**Cost (if applicable):** \$300.00 Scholarship

**Funding Source:** Joll Scholarship Fund

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

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

**Recommendation or Comment:** The Board of Education approves the recipient recommended by the Leonard and Gladys Joll Scholarship subcommittee.

**Titles of Attachments:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 26, 2015

Decision Requested x Agenda Code \_\_\_\_\_ 9 e. \_\_\_\_\_

**AGENDA REPORTING FORM**

**Agenda Topic:** Adoption of 2016 Board Meeting Dates

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

**Background:** Board of Education Policy #8321 indicates that meetings are held on the second and fourth Thursday of each month except during the months of July, August, November, and December, during which time one meeting date will be set by the board. Due to the budget workshops in January, it is recommended that only one board meeting be held February. It is also recommended that due to the first meeting in April falling during the April school vacation that only one Board meeting be held in April.

**Alternative Strategies:** Modify the schedule.

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

**Beginning Date of Program or Project:** January 2016

**Ending Date of Program or Project:** December 2016

**Recommendation or Comment:** Recommend that the proposed schedule of regular Board of Education meeting dates for 2016 be approved.

**Title of Attachments**

1. 2016 Regular Board Meeting Dates
2. Board of Education Policy #8321



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

**Southington Public Schools**  
**BOARD OF EDUCATION**  
**REGULAR MEETING DATES**  
**2016**



**January 14, 2016**  
**January 19, 2016 (Budget Workshop)**  
**January 21, 2016 (Budget Workshop)**  
**January 28, 2016**

**February 25, 2016**

**March 10, 2016**  
**March 24, 2016**

**April 28, 2016**

**May 12, 2016**  
**May 26, 2016**

**June 9, 2016**  
**June 23, 2016**

**July 14, 2016**

**August 11, 2016**

**September 8, 2016**  
**September 22, 2016**

**October 6, 2016**  
**October 20, 2016**

**November 10, 2016**

**December 8, 2016**

**Board Adopted ~**

**Series 8000: Bylaws of the Board****Methods of Operation****Meetings****Time, Place, Notification of Meetings (continued)**

- b. Workshops of the Board of Education are held when it is necessary for the Board to discuss and consider, in depth, matters pertaining to Board of Education business. The Chairperson shall call workshops whenever deemed necessary or when requested by three (3) or more Board of Education members. Notice of workshops shall be given not less than forty-eight (48) hours prior to the time of such meetings by posting a notice of both the time and place in the office of the Town Clerk. The agenda will state the purpose(s) of the meeting and no other business will be transacted. The Chairperson of the Board may invite those individuals, groups or agencies that have relevant information, knowledge or experience to contribute to the discussion and to the Board's decision-making process. Other public input will be allowed at the discretion of the Board Chairperson. No formal votes will be taken during or at the conclusion of workshops.
3. **Committee Meetings** – The Chairperson of each committee will notify the Board as to the location, date, and time of all meetings. (cf 8133)
4. **Adjourned Meetings** – Any meeting of the Board of Education may be adjourned to a time and place specified in the order of adjournment.
5. **Quorum** – Five (5) members of the Board shall constitute a quorum for the transaction of business except where otherwise noted in Board policies.
6. **Parliamentary Procedure** – Robert's Rules of Order shall govern the proceedings of the Board, except when those rules are in conflict with the Board's approved policies and regulations. The Superintendent of Schools is designated as Board of Education parliamentarian.
7. **Agenda Notice** – The agenda for regular meetings of the Board of Education shall be given to all members a minimum of six (6) days prior to the meeting. Business other than that included on the agenda may be transacted by a two-thirds vote of all members present unless the subject is specifically referenced in other Board policies.

**Series 8000:                    Bylaws of the Board**

**Methods of Operation**

**Meetings**

**Time, Place, Notification of Meetings (continued)**

8.    **Order of Business** – The order of business at each regular meeting of the Board of Education shall be as follows:
  - 8.1    Call to Order
  - 8.2    Pledge of Allegiance
  - 8.3    Approval of Minutes
  - 8.4    Public Communications
  - 8.5    Committee Reports
  - 8.6    Report of Superintendent and His/Her Staff
  - 8.7    Old Business
  - 8.8    New Business
  - 8.9    Adjournment
  
9.    **Audience to Visitors** – During the Audience to Visitors portion of the meeting, Board Members may question a visitor through the Chairperson, to clarify the issue raised by the visitor.
  
10.   **Requests for Hearing on Transportation** – Requests for hearings on transportation must be made in writing. The Board of Education shall hold such hearing within ten (10) days after receipt of written request and shall make a finding within ten (10) days after such hearing and in accordance with regulations of the State Board of Education.

**Legal Reference:**

*Connecticut General Statutes*

- 1-21, Meetings of government agencies to be public
- 1-21c, Mailing of notice of meetings to persons filing written request
- 1-21f, Regular meetings to be held pursuant to regulation, ordinance or resolution
- 1-21i, Denial of access of public records or meetings
- 10-218, Officers, Meetings.

- Bylaw adopted by the Board:    January 1990
- Bylaw revised by the Board:    April 1993
- Bylaw reviewed by the Board:   April 2003
- Bylaw revised by the Board:    March 2005
- Bylaw revised by the Board:    February 2009

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date March 26, 2015  
Decision Requested x Agenda Code 9 f.

**AGENDA REPORTING FORM**

**Agenda Topic:** Establishment of 2015 Graduation Date/Last Day of School/End of the Year Dates

**Summary of Issue:** The high school graduation date is traditionally set once the last day of school is determined.

**Background:** The Southington Pubic Schools were closed 6 days to the weather (see attached list).

**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:** To determine that the last day of school and Southington High School graduation will tentatively be Thursday, June 18, 2015.

**Title of Attachments**

1. 2014-2015 School Closings / Delays
2. 2014-2015 End of the Year Dates

*Timothy J. Connellan*

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

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**SOUTHINGTON PUBLIC SCHOOLS  
2014-2015 SCHOOL CLOSINGS / DELAYS**

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<b>DATE</b>	<b>CANCELATION</b>	<b>DELAY</b>	<b>EARLY DISMISSAL</b>
November 26, 2014	X		
December 9, 2014		90 Minute Delay	
January 9, 2015		90 Minute Delay	
January 12, 2015	X		
January 26, 2015			X
January 27, 2015	X		
January 30, 2015		2 Hour Delay	
February 2, 2015	X		
February 3, 2015	X		
February 5, 2015		2 Hour Delay	
February 9, 2015	X		
February 10, 2015		2 Hour Delay	
March 2, 2015		2 Hour Delay	
March 4, 2015		2 Hour Delay	
March 5, 2015		2 Hour Delay	

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**SOUTHINGTON PUBLIC SCHOOLS  
2014-2015 END OF THE YEAR DATES**

<b>Event</b>	<b>Date</b>	<b>Place</b>	<b>Time</b>
Academic Awards Program	Wednesday May 6, 2015	Southington High School	7:00 p.m.
Scholarship Awards Program	Thursday May 14, 2015	Southington High School	7:00 p.m.
Profiles in Professionalism	Thursday May 28, 2015	Board of Education Meeting Municipal Center	7:00 p.m.
Youth Honor Day Luncheon	Tuesday June 2, 2015	SHS Corner Café	11:30 a.m.
Top 25 Recognition (UNICO)	Wednesday June 3, 2015	Aqua Turf Club	6:00 p.m.
Top 10 Scholars Luncheon	Thursday June 4, 2015	SHS Corner Café	11:30 a.m.
SHS Military Enlistees Luncheon	Wednesday June 10, 2015	Municipal Center Public Assembly Room	12:00 noon
Volunteer Luncheon	Tuesday June 16, 2015	Hawk's Landing	12:00 noon
Southington High School Commencement Class of 2015	Thursday June 18, 2015	Southington High School	