

## Southington Board of Education Meeting



Thursday, August 13, 2020 6:30 PM

John Weichsel Municipal Center 200 North Main Street Southington, CT 06489 The meeting will be held in-person. Mask/face coverings must be worn inside the Municipal Center. The limit for indoor meeting attendance is 25 including Board members and administration. The meeting will be live streamed to the public. Members of the public wishing to make public comments can attend up to the limit of 25 and comment in-person or may send public comments to [tconnellan@southingtonschools.org](mailto:tconnellan@southingtonschools.org)  
200 North Main Street  
Southington, CT 06489

### SOUTHLINGTON BOARD OF EDUCATION

1. CALL TO ORDER
2. Executive Session
  - a. Contract Negotiations AFSCME Nurses
  - b. Contract Negotiations NIPSEU, Secretaries & Food Service
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance ~ MOMENT OF SILENCE
5. Approval of Minutes ~ June 25, 2020
6. Public Communications
  - a. Communications from Public
  - b. Communications from Board of Education
  - c. Communications from Administration
7. Committee Reports
  - a. Finance Committee Meeting ~ August 10, 2020
    1. Award of RFP 2020-109 Replacement of High School Auditorium Lighting System
    2. Financial Update 2019-20 / Non-lapsing Account FY 20
8. Superintendent's Report
  - a. Personnel Report
9. Old Business
  - a. Town Government Communications
  - b. SHS Citizenship Curriculum ~ Second Reading
  - c. Science Curriculum Units for Grades 4,7,8 and HS Forensics I ~ Second Reading
  - d. Policy 3323 - Soliciting Prices (Bids and Quotations) ~ Second Reading
  - e. Policy 5131.2 - Use of Private Technology Devices by Students ~ Second Reading
  - f. Illustrative Math Units for Grades 6, 7, 8, ~Second Reading
  - g. Revised School Calendar 2020-2021
10. New Business
  - a. School Reopening Plans

## 11. Adjournment

*The minutes presented within this document provide a summary of the discussion that took place at the Board of Education meeting. For the complete discussion of the agenda items on the video recording of the Board meeting, please contact the Superintendent of Schools. These minutes are considered a draft until approved at the following regular Board of Education meeting.*

## **SOUTHINGTON BOARD OF EDUCATION**

### **SOUTHINGTON, CONNECTICUT**

#### **REGULAR MEETING ~ Via Combined Video and Teleconference**

**JUNE 25, 2020**

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The regular meeting of the Southington Board of Education (Committee of the Whole – Operations) was held via combined video and teleconference on Thursday, June 25, 2020, at 7:00 p.m. with an Executive Session held prior at 6:30 p.m.

#### **1. CALL TO ORDER**

Mrs. Terri Carmody, Chairperson, called the meeting to order at 6:33 p.m.

Board members present were Mr. Joseph Baczewski, Mr. Robert Brown, Mrs. Terri Carmody, Mr. James Chrzanowski, Mrs. Missy Cipriano (*joined at 6:40 p.m.*), Mrs. Colleen Clark, Mr. David Derynoski, Mr. David Falvo, and Mr. Zaya Oshana

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

#### **2. EXECUTIVE SESSION ~ NIPSEU CONTRACT NEGOTIATIONS**

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

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

**Motion carried unanimously by voice vote.**

*Mrs. Carmody ended Executive Session at 6:54 p.m.*

#### **3. RECONVENE MEETING ~ REGULAR SESSION**

*Mrs. Carmody reconvened the Board of Education Regular Session at 7:09 p.m.*

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

Administrators present were Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; Ms. Margaret Walsh, Director of Pupil Personnel Services (via phone); and Mr. John Duffy, Science Coordinator.

Student representatives present were Miss Amrit Kaur, Mr. Trevor Messina, and Mr. Brett Sheldrick.

**4. PLEDGE OF ALLEGIANCE**

Miss Amrit Kaur led in reciting of the Pledge of Allegiance.

Mrs. Carmody thanked the Southington Police Department for their cooperation in putting together the Southington High School Class of 2020 Motorcade parade through the streets of Southington along with participation from the community.

Mrs. Carmody recognized Ms. Meg Walsh, Director of Pupil Personnel Services, who was retiring the end of the month, and thanked her for her many years of service and contributions to the school district.

**5. CELEBRATION OF EXCELLENCE**

- a. Community Collaborations**
  - 1. SAVVAS Learning Company, LLC – Jason Macfarland**
  - 2. Lewis Education Agricultural Farm (L.E.A.F) – Mark Ramsay**
  - 3. Miceli Productions, LLC – Michael Miceli & Justin Millet**
  - 4. YMCA Sloper Staff – Justin Hubeny, Tom Sangeloty & Nick Charnysh**
- b. 2020 CT Invention Convention Winners**
- c. 2020 CT Science & Engineering Fair Winners**

For the Celebration of Excellence, through the introductions by Mr. John Duffy, Science Coordinator, the Board of Education recognized community members and students in the groups listed above (*Attachment #1*). The honorees, except Mark Ramsay from L.E.A.F., were virtually present and had already received their Certificates of Excellence in advance of the meeting.

**6. APPROVAL OF MINUTES**

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

**“Move to approve the regular Board of Education minutes of June 11, 2020, as submitted.”**

**Motion carried unanimously by voice vote.**

**7. PUBLIC COMMUNICATION**

- a. Communications from Public**

There was no communication from the public.

**b. Communications from Board Members**

The Board members reported the following:

- Mr. Derynoski announced that Bread for Life was holding their Second Annual Food Drive in memory of Cheryl Jankura on Saturday, July 11, 2020 from 10:00 a.m. to 1:00 p.m. This year, they were also recognizing “Southington 2020 Legacy Honorees” in memory of Karen L. Smith and MaryLou Derynoski (*Attachment #2*).
- Mr. Baczewski spoke enthusiastically about the motorcade parade for the Class of 2020 that his family enjoyed. He reported that he attended a meeting with Mr. Shane Lockwood, Regional Health Director, and Mr. Connellan regarding the guidelines from the Governor’s office for the opening of schools. He stated that he wanted to know and provide the community answers and understanding as to why things are done instead of just giving orders. He would like scientific data on why the school district must do what the state orders for the opening of school in August so he could address it with the parents.
- Mr. Brown agreed with Mr. Baczewski. He also thanked all the employees in the school district for their efforts that went above and beyond what had ever been previously expected of them and noted that the public does not see what goes on behind the scenes.

**c. Communication from Administration**

Administration reported on the following:

1. State Guidelines for Re-opening School: Mr. Connellan announced that his office would be receiving the full State Guidelines document on Monday, June 29, 2020 for the re-opening of schools and he would distribute it. He noted that the Administrative Leadership Team would be engaged in planning over the next three weeks for the re-opening. He planned to put the State Guidelines on the district website for the public to view.
2. Pupil Personnel Services: Mr. Connellan stated that this was Ms. Meg Walsh’s last Board meeting as the Director of Pupil Personnel Services. He thanked Meg for the work that she has done for the district over the past six years including major restructuring of her department and building a solid team of Special Education Coordinators. Ms. Walsh invested a great deal of herself for the children and families of Southington. He thanked Ms. Walsh on behalf of the entire administrative team. Ms. Walsh spoke and referenced the Circle of Life stating that she started her educational career as a kindergarten student at Thalberg Elementary School and spent 40 years of her life as a special education educator dedicating herself to making sure that all students had an equal playing field. She thanked the Board, administration, and community agencies for helping her department move forward to create a continuum of services for students. She believed that a child’s quality of life was contingent upon his/her success in school.

**d. Communication from Student Representatives**

Trevor Messina stated that this was his last meeting as a BOE Student Representative and thanked the Board members for the tremendous experience and being part of his life that helped shape him into the person that he is today. On behalf of the Class of 2020, he thanked the Health Director, Board members, Chief of Police, Fire Department Chief, Mr. Connellan and administrators for their hard work and dedication to try to give the seniors back what they could of their senior year that they had lost due to the pandemic. The class was looking forward to graduation in August, no matter what it would look like.

Amrit Kaur thanked Trevor for his leadership and guidance during the school year.

Brett Sheldrick introduced the new Board of Education Student Representative Miss Jhalissa Vincent and spoke about her character and compassion that made her stand out and the best candidate.

## **8. COMMITTEE REPORTS**

### **a. Curriculum and Instruction Committee Meeting – June 10, 2020**

Mr. Brown reported that the curriculum was transitioning from a content only curriculum to a real-world relevant application with problem-solving. All content areas were doing this and coming before the Board tonight were first reads on the curriculum units. The committee discussed the Southington High School Citizenship unit, which is a new version of the Civics class and would be moved from 9<sup>th</sup> grade to 11<sup>th</sup> grade. The major focus is a student-driven community project focusing on local, state, or global issues. The committee also received a presentation from John Duffy addressing the grade 4 (Land and Water), grade 7 (Disruptions in Ecosystems), and grade 8 (Traveling through Space) science unit changes that are current and relevant. A new unit, High School Forensics I would be offered in 2020-21 and Forensic II the following year. Mr. Brown reported that the committee received a math presentation from Mrs. Amy Zappone, Math Coordinator, on Illustrative Math Units for grades 6, 7 and 8. These new units address a different way to teaching math and were piloted last year and brings consistency to math applications.

### **b. Policy and Personnel Committee Meeting – June 17, 2020**

Mrs. Clark reported that the committee discussed Policy 3323, which was a request from the Business Office to look at the bid versus quote process and changing the dollar amount on bids from \$5,000 to \$10,000 and keeping the threshold at \$25,000 for purchased professional services instead of increasing to \$50,000 to align with the town. The committee discussed Policy 5131.2 for the one-to-one (1:1) student devices that addresses students using personal devices that could compromise the district network or accessing information that is not allowed by the district. These are on the agenda as a first read at this meeting and would be a second read at the August meeting. The committee discussed and reviewed two job descriptions: 1) Math Specialist, which updated responsibilities, and 2) Secondary Transition Specialist, which is a new position previously approved in the budget. This position would work with 18-21-year-old students.

Mr. Brown questioned the age of the students that the Secondary Transition Specialist would be working with. He thought the age was raised to 22-year-old. Mr. Connellan clarified that it was a court ruling against the state of Connecticut that was in error that raised the age to 22. Education lawyers throughout Connecticut have written opinions that have been submitted to the Attorney General to craft an appeal. For many years, the interpretation was that if the student turned 21 years old after July 1<sup>st</sup>, the student still qualified for the next school year. As it stands right now, the law is unsettled and the practice that had been in place for the last 30 years of educating students to their 21<sup>st</sup> birthday is what Southington was continuing with.

### **c. Finance Committee Meeting – June 22, 2020**

#### **1. 2019-2020 Operating Budget Expenses – Devices**

Mr. Oshana reported that the committee met to discuss the 2019-2020 Operating Budget and the anticipated surplus. The committee discussed the one-to-one (1:1) devices approved for the next school year, using \$200,000 from the current budget surplus to purchase them, and leaving the Apple Lease funds intact.

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

**“Move to approve the utilization of an additional \$200,000 from the 2019-2020 Operating Budget to purchase one-to-one (1:1) devices and not use Apple Lease funds for this purchase.”**

**Motion carried unanimously by voice vote.**

**2. 2019-2020 Operating Budget Expenses – Tutor Salaries**

Mr. Oshana stated that there were grant extensions provided to schools due to closures this year that allowed flexibility to carry grant funds forward into the 2020-2021 school year. These funds could be used to cover Literacy and Math Tutor salaries in 2019-2020.

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

**“Move to approve funding of Math and Literacy Tutor Salaries from the current Operating Budget to maximize grant funds carried forward into 2020-2021.”**

**Motion carried unanimously by voice vote.**

**9. OLD BUSINESS**

**a. Town Government Communications**

There was no Town Government Communication.

**10. NEW BUSINESS**

- a. SHS Citizenship Curriculum – First Reading**
- b. Science Curriculum Units for Grades 4, 7, 8 and High School Forensics I – First Reading**
- c. Illustrative Math Units for Grades 6, 7, 8 – First Reading**
- d. Policy 3323 – Soliciting Prices (Bids and Quotes) – First Reading**
- e. Policy 5131.2 – Use of Private Technology Devices by Students – First Reading**

Agenda items 10.a through 10.e are all first reads and would be on the August Board of Education agenda for second reads and motions.

Mr. Baczewski questioned what the use of private technology devices by students would look like so that the network system was not overflooded. Mr. Madancy stated that it was a great question because there were a couple of goals with this policy and one was if the students are provided 1:1 devices would there be a need for students to use multiple other devices that might

slowdown the district network? Mr. Madancy stated that he spoke to Mr. Jamie Olander, Technology Director, about using the student domain as the sign-on mechanism and the students could essentially only use the 1:1 device on the network. The student could still use their cell phone data, but it would not be on the district's network. The network would have to be left semi-open because there are guests, e.g. vendors, evaluators, that would need access. The second question was about VPNs (Virtual Private Networks) and the firewall and if students could work around that. The administration felt confident with the current system that flags when people are using VPNs and alerts the technology department that could block it. If the students have 1:1 devices, there was no need to compromise the network by allowing students to use personal devices that don't need to be on the network and don't have the necessary virus scans, ransomware, filtering and monitoring software on it. There were school district's surrounding Southington that their networks were held for ransom earlier this school year. Anything Southington could do to control the network and the traffic on the network would be done.

Mr. Baczewski questioned if there would be a need for cell phones in the classroom because he thought that it was a distraction. Mr. Madancy did not think it would be a need, but there are devices like the iPhone that can act as a clicker. There may be some unique needs. For certain courses, there is software that may not be compatible with a Chromebook. As a former middle school principal, Mr. Madancy has learned "don't create rules that you cannot enforce." He noted that there were school districts that banned all cell phones, which could not be enforced because of civil liberties.

**f. Approve of Job Descriptions – Math Specialist and Secondary Transition Specialist**

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

**“Move to approve the job descriptions of the Math Specialist and Secondary Transition Specialist as recommended by the Policy and Personnel Committee.”**

**Motion carried unanimously by voice vote.**

**11. ADJOURNMENT**

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

**“Move to adjourn.”**

**Motion carried unanimously by voice vote.**

The meeting adjourned at 8:27 p.m.

Respectfully submitted,

*Linda Blanchard*

Recording Secretary

**ATTACHMENT #1**

**2019-2020  
Southington Public Schools Awards**

**June 25, 2020 Board of Education Recognitions**

<b>STUDENT NAME</b>	<b>AWARD</b>
<b>Connecticut Invention Convention</b>	
Brooke Flugrad	2020 CT Invention Convention - Invention: Chicken Spinner (National Finalist)
Devon Jasulavic	2020 CT Invention Convention - Invention: Freedom Floaty
<b>Connecticut Science and Engineering Fair</b>	
Zeynep Agirman	2020 CT Science and Engineering Fair - Project: Anti-bacterial packaging for foods sourced from natural bee propolis.
Aravind Bhamidipati	2020 CT Science and Engineering Fair - Project: The Power Saver
<b>Community Collaborations</b>	
Jason Macfarland	Community Collaborations - Southington resident and regional representative for Savvas Learning Company who has donated much time and resources that have greatly helped the middle school science teachers and students be successful during distance learning.
Mark Ramsay	Community Collaborations - Lewis Educational Agricultural Farm (LEAF) with the assistance of Miceli Productions, produced multiple videos about the farm, plants, animals, bees, and soil that became curriculum-based distance learning lessons for all the Southington grades K-2 students.
Michael Miceli	Community Collaborations - Miceli Productions, LLC produced multiple videos with Mark Ramsey from LEAF about the farm, plants, animals, bees, and soil that became curriculum-based distance learning lessons of all the Southington grades K-2 students.
Justin Millett	Community Collaborations - Miceli Productions, LLC was part of producing videos about Lewis Educational Agricultural Farm (LEAF) on plants, animals, bees, and soil that became curriculum-based distance learning lessons for all Southington grades K-2 students.
Justin Hubeny	Community Collaborations -YMCA Sloper Staff. The Sloper crew filmed the workshops that they would have presented in person as part of the canceled fourth grade Science Day at Camp Sloper. The videos, a 4th grade science curriculum collaboration, assisted teachers for 4th grade distance learning lessons.
Tom Sangeloty	Community Collaborations - YMCA Sloper Staff. The Sloper crew filmed the workshops that they would have presented in person as part of the canceled fourth grade Science Day at Camp Sloper. The videos, a 4th grade science curriculum collaboration, assisted teachers for 4th grade distance learning lessons.
Nick Charnysh	Community Collaborations - YMCA Sloper Staff. The Sloper crew filmed the workshops that they would have presented in person as part of the canceled fourth grade Science Day at Camp Sloper. The videos, a 4th grade science curriculum collaboration, assisted teachers for 4th grade distance learning lessons.

Attachment #2

**BREAD FOR LIFE**

2ND ANNUAL

**FOOD DRIVE**



*In Memory of  
Cheryl A. Jankura*

**SUPPORTING THE SUMMER LUNCH PROGRAM**

Our help is needed more than ever! Donations of non-perishables can be brought to the CONTACTLESS EXPRESS DRIVE-UP in the Bread For Life parking lot! Here are the most-needed items:

- ★ Water bottles and juice boxes
- ★ Single fruit cups, applesauce
- ★ Granola bars
- ★ Single-serving instant mac-and-cheese
- ★ Single-packaged fruit snacks, chips, cookies, pudding, etc.

PLUS monetary donations to help fund perishable goods can be made securely at [SouthingtonBreadForLife.org](http://SouthingtonBreadForLife.org)!



Help us reach our goal by donating in memory of 2020 Southington Legacy honorees



*Karen Smith  
& MaryLou Derynoski*



**SATURDAY, JULY 11 10-1 P.M.**

**31 VERMONT AVENUE, SOUTHINGTON**

Donations can also be dropped off at the main entrance weekdays from 8 a.m. to 4 p.m.

**Board of Education**

**Administrative Report**

**August 13, 2020**



**1. Graduation – SHS – Saturday August 8, 2020**

**2. Summer Work**

**a. Custodial and Maintenance**

**3. Reopening Planning**

**a. Sub-committees**

**b. Administrative Leadership Team**

**4. SPS Coalition for Social Justice Community Conversations**



# SOUTHINGTON PUBLIC SCHOOLS



**TIMOTHY F. CONNELLAN**  
SUPERINTENDENT  
OF SCHOOLS

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

**REBECCA CAVALLARO**  
DIRECTOR OF PUPIL SERVICES

**SHERRILIN P. DiNELLO**  
DIRECTOR OF BUSINESS  
& FINANCE

**PETER J. ROMANO**  
DIRECTOR OF OPERATIONS

**JAMIE OLANDER**  
DIRECTOR OF TECHNOLOGY

**MICHELLE PASSAMANO**  
HUMAN RESOURCE MANAGER

**JENNIFER S. MELLITT**  
ACCOUNTING MANAGER

## BOARD OF EDUCATION FINANCE COMMITTEE MEETING

Monday, August 10, 2020, 6:30 p.m.

Video Conference

This meeting will convene as a combined video and teleconference. Instructions to access the BOE Finance Committee Meeting in real time via teleconference are noted below:

1. Call 1-347-450-2947
2. Follow the prompts.
3. The PIN is 661 154 425#
4. Please mute your phone.
5. Refrain from using the "speaker phone".

## AGENDA

1. Self-Insurance
2. Award of RFP 2020-109 Replacement of High School Auditorium Lighting System
3. Organic Recycling
4. Financial Update 2019-20/Non-lapsing Account FY 20
5. Miscellaneous

200 NORTH MAIN STREET  
SOUTHINGTON, CT  
06489

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

OFFICE TELEPHONE  
(860) 628-3200

BUSINESS &  
OPERATIONS FAX  
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PERSONNEL FAX  
(860) 628-3211

GENERAL FAX  
(860) 621-8056

SD/jp



SOUTHINGTON BOARD OF EDUCATION  
Southington, Connecticut

**FINANCE COMMITTEE MEETING**

Monday, August 10, 2020, 6:30 p.m.

Video Conference

Board Members Present: Zaya Oshana, Chair; Colleen Clark; Joseph Baczewski; James Chrzanowski  
Present from Administration: Sherri DiNello, Director of Business & Finance; Jennifer Mellitt, Accounting Manager

The Finance Committee meeting was called to order 6:32 p.m.

1. **SELF-INSURANCE:**

Mrs. DiNello reviewed the claims report through the end of June. Due to the COVID-19 pandemic and elective surgeries being cancelled along with dental offices closing, the Board of Education claims were \$2.5 million less than anticipated. The claims for the entire fund were \$2.4 million under budget.

The Self Insurance Committee anticipates expenses in 2020-21 to be higher than originally projected because of the back log of surgeries. Reporting in 2020-21 from the Town Finance office will be developed to ensure committee members understand that the additional claims would be covered by the increase in reserve due to the surplus in 2019-20.

2. **AWARD OF RFP 2020-109 REPLACEMENT OF HIGH SCHOOL AUDITORIUM LIGHTING SYSTEM:**

Ms. Mellitt reviewed the recommendation for awarding the bid to Supertech, Inc. of Wallingford in the amount of \$241,777 for the replacement of the High School Auditorium lighting system. She shared that the project would be funded from the Unexpended Funds Account FY2019. The prevailing wage and performance bond increased the cost of the project over the original estimate and some changes were made to the specifications to meet the needs of the primary auditorium users.

Committee members asked questions about the specifications and Ms. Mellitt responded. In addition, Mr. Baczewski raised a concern of spending the funds with so many unknowns about the costs of reopening schools and if the auditorium would be utilized this school year. His preference was to hold off on awarding the RFP because of the uncertainties. The consensus of the committee is that the Board of Education approve the bid award to Supertech, Inc.; however, the consensus was not unanimous.

3. **ORGANIC RECYCLING:**

Mrs. DiNello explained the need to delay the implementation of the Organic Waste Recycling program due to the social distancing requirements in the schools this fall. Committee Members agreed with the decision to delay.

**4. FINANCIAL UPDATE 2019-20/NON-LAPSING ACCOUNT FY 20:**

Mrs. DiNello reviewed the memo included in the meeting packet regarding the close out of the 2019-20 fiscal year and anticipated balance of \$2.1 million. She reminded the committee that the Board of Finance agreed to establish the Non-lapsing Fund FYE 20 in the amount not to exceed 2% of our operating budget which equals \$1,963,779.

A list of potential reopening costs was included in the packet for the committee based on the work of the COVID-19 Return & Recovery Team. Mrs. DiNello reviewed the line items in more detail and explained that the administration has not committed to the staffing or transportation costs. The Board of Education will be receiving more information regarding the reopening plan at the BOE meeting on August 13th. The ESSER, Cares Act funding was used to purchase Chromebooks for the 1-1 initiative. The district has been participating in surveys with the CSDE to share potential costs as they are working with OPM to establish additional funding through the Governor's office. On Friday, Governor Lamont announced an additional \$110 million in funding was being approved for districts to help offset a variety of COVID expenses such as cleaning supplies, PPE, and additional staff. We anticipate more information on how this will be distributed later in the week.

In addition, costs have been included with the Town filing for FEMA funding and the administration will continue to do this quarterly. Currently, the administration is looking for flexibility to utilize the Non-lapsing Fund to pay for these unanticipated costs to safely reopen schools. The committee agreed that flexibility was needed.

**5. MISCELLANEOUS:**

No miscellaneous items.

The meeting adjourned at 7:11 p.m.

Respectfully submitted,



Sheri DiNello  
Director of Business & Finance

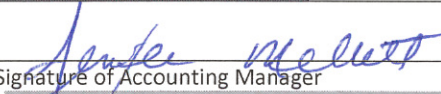
**Southington Public Schools  
Purchasing Department  
RFP AWARD REQUEST  
RFP 2020-109 Replacement of High School Auditorium Lighting System**

The above RFP is recommended for Award to Supertech, Inc. of Wallingford, Connecticut, by the Superintendent of Schools, Board of Education Finance Committee, and the Board of Education.

PROPOSED SUMMARY: This RFP sought pricing for the replacement of the high school auditorium lighting system. The RFP was advertised and a mandatory walk through was held at the high school on July 1, 2020. Supertech was the only vendor who attended the mandatory walk-through. RFPs were due on July 23, 2020. Please refer to the August 8, 2020 memo to the Finance Committee for further details on the project and on the recommended award to Supertech.

This project is being funded with the Unexpended Funds Account FY19.

Beginning Date of Project:	September 2020	Ending Date of Project:	January 31, 2021
Funding Sources:	BOE Unexpended Funds Account FY 19	Proposed Amount	\$241,777
		Budgeted Amount	\$190,000

  
 \_\_\_\_\_ 08/06/2020  
 Signature of Accounting Manager Date

Superintendent's Direction:

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

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

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

Finance Committee's Direction:

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

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

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

Board of Education's Direction:

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

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

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



# SOUTHINGTON PUBLIC SCHOOLS

*JENNIFER MELLITT  
ACCOUNTING MANAGER  
PURCHASING DEPARTMENT*

## **MEMO**

TO: Board of Education Finance Committee

Date: August 6, 2020

RE: **Recommendation for Award of RFP 2020-109  
Replacement of High School Auditorium Lighting System**

This Request for Proposals sought pricing for the replacement of the high school auditorium lighting system. The bid was advertised and a mandatory walk through was held at the high school on July 1, 2020 at 8:00 am. One vendor, Supertech, Inc. from Wallingford, CT, attended the walk through.

The original project specifications used to develop the budget for this project did not include adequate fixtures and did not include prevailing wage or a performance bond. The lighting project specifications were revised and expanded during a meeting at the high school auditorium on February 19<sup>th</sup>. The meeting included the users of the auditorium including Sara Ossias, from our HS music department, the drama club staff from both the high school and the middle school programs, electricians from our maintenance department, the high school head custodian and Rit Campbell from Technology. The scope of the project was expanded to include additional color source spotlights based on staff experience in the auditorium as well as adjustments for prevailing wages and a performance bond. Due to the size of the project, both prevailing wages and a performance bond are required as part of the RFP and increased the cost of the project by approximately \$22,000. The additional lighting fixtures also contributed to an increased cost.

Supertech is a vendor known to the Southington Schools and has made several repairs to the lighting equipment over the years to keep the system functioning. The drama clubs and music booster clubs have relied on their services over the years. Therefore, the recommendation of the SPS Administration is to award the RFP to Supertech, Inc., in the amount of \$241,776.75.

The project is being funding with the Unexpended Funds Account for YR19.



# SOUTHTON PUBLIC SCHOOLS

*Sherri DiNello*  
*Director of Business & Finance*

## MEMO

**TO:** Board of Education Finance Committee  
**DATE:** August 6, 2020  
**RE:** Agenda Item – Non-lapsing Fund FY 2020

The 2019/20 Operating budget will be closed out in mid-August. We anticipate a year-end balance of approximately \$2.1 million. The Board of Finance approved the creation of the Non-lapsing Fund FYE 2020 for an amount not to exceed 2% of our operating budget which equals \$1,963,779.

The administrative team is working alongside the committee members representing our COVID-19 Return & Recovery Team. It is very clear additional funds will be needed to meet the health and safety guidelines to safely reopen schools. Attached is a draft document of the additional staffing and costs that are being considered and that have been shared with the CSDE as part of their data survey collection. We have not committed to the staffing or transportation costs, however, I anticipate the Superintendent to provide more information at the BOE meeting on August 13<sup>th</sup> as to the approvals needed from the BOE.

The CSDE is working with Office of Policy & Management (OPM) to establish COVID Relief Funds. In addition, we are sharing costs with the Town Finance Department quarterly to be included in the FEMA funding requests. We do not know what funds may become available. Therefore, it is critical that the administration is provided the flexibility to utilize the Non-lapsing Fund to pay for these unanticipated reopening costs.

## COVID19 Return Recovery Items

<b><u>Staffing:</u></b>		
<b>Teachers</b>	FTE to be determined once family and staff surveys are completed	\$ 2,650,000
<b>Custodians</b>	FTE to be determined possibly 8 FT & 6 PT, currently working with union regarding MOU for Interim hires	\$ 350,000
<b>Nurses</b>	FTE to be determined possibly 1 FT and 5 PT, currently working with union regarding MOU for Interim hires	\$ 143,000
<b>Food Service Staff</b>	To be determined based on hybrid model at SHS	\$ 113,000
<b>Bus Monitors (2 weeks)</b>	To be determined once family surveys are completed. Increase in hours of existing staff	\$ 31,000
<b>Paras-additional time</b>	Additional hours to assist with arrival & dismissal for social distancing	\$ 130,000
<b><u>Purchased Services:</u></b>		
<b>Technology</b>	Items need to successfully provide remote instruction such as Go Gaurdian, Parent Square, Single source-class link	\$ 293,700
<b>Transportation</b>	Hybrid model at SHS to be determined and if a mid day run is needed for am/pm additional costs would be incurred.	\$ 550,806
<b>Training-PD</b>	Staff training video on safe reopening	\$ 5,000
<b><u>Supplies/Furniture</u></b>		
<b>Furniture/Signs</b>	Classroom desks and chairs needed in the middle schools to retrofit science rooms. Smaller items needed for spacing in cafeteria. Carts needed for teachers to move between classrooms.	\$ 177,000
<b><u>Totals</u></b>		<b>\$ 4,443,506</b>

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date August 13, 2020

Decision Requested X Agenda Code 8a

**AGENDA REPORTING FORM**

**Agenda Topic:** Personnel Report

**Summary of Issue:** This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel that affects the 2019-2020 and 2020-2021 school years. This report includes activity for the month of June 2020 and July 2020.

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

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

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

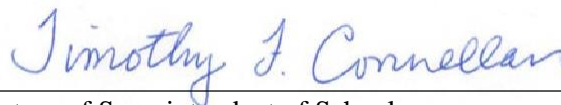
**Beginning Date of Program or Project:** N/A

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

**Recommendation or Comment:** Recommend that the Board of Education approve the Personnel Report as submitted by the human resource department.



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



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

**Included:**

1. Personnel Report

**Personnel Report  
June/July 2020**

<b>APPOINTMENTS</b>							
	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>	<b>DEGREE</b>	<b>SALARY</b>
CLASS	Alexander, Elizabeth	Paraeducator-F/T	JAD	1.0	8-24-2020	N/A	\$17.03
CERT	Aras, Jacqueline	Special Ed Teacher	SHS	1.0	8-24-2020	MA	\$57,986
CERT	Battaglia, Amy	Special Ed Coordinator	SHS	1.0	7-1-2020	6th	\$128,605
CERT	Bradley, Samantha	Special Ed Teacher	TES	1.0	8-24-2020	MA	\$52,262
CERT	Ceballos, Nancy	Special Ed Teacher & Transition Specialist	SHS-STELLAR	1.0	8-24-2020	MA	\$90,828
CLASS	Cody, Lisa	Paraeducator-P/T	SES	.88	8-24-2020	N/A	\$17.03
CLASS	Coleman, Maureen	Nurse-LPN	District	.54	8-31-2020	LPN	\$23.68
CERT	Connolly, Maxwell	Social Studies	SHS	1.0	8-24-2020	MA	\$52,262
CLASS	Crandall, Aretha	Paraeducator-P/T	OES	.83	8-24-2020	N/A	\$17.03
CLASS	DiValentino, Myles	Custodian-P/T	JAD	.49	6-15-2020	N/A	\$15.32
CERT	Durso-Smith, Margaret	Special Ed Teacher	JFK	1.0	8-24-2020	BA	\$50,099
CERT	Eisele, Bethany	Science	JAD	1.0	8-24-2020	BA	\$48,462
CERT	Flannery, Kathleen	School Psychologist	FES/SHS	1.0	8-24-2020	6 <sup>th</sup>	\$65,151
CLASS	Gerrish, Emily	Paraeducator-P/T	JFK	.88	8-24-2020	N/A	\$17.03
CLASS	Glenn, Jillian	Paraeducator-P/T	KES	.88	8-24-2020	N/A	\$17.03
CERT	Hamel, Patrick	Special Ed Teacher	JAD	1.0	8-24-2020	BA	\$48,462
CLASS	Lalla, Kyle	ABA Therapist	HES	1.0	8-24-2020	N/A	\$17.03
CERT	Kelly, Kimberly	Teacher Grade 3	TES	1.0	8-24-2020	MA	\$52,262
CERT	Mazzotta, Christina	Special Ed	HES	1.0	8-24-2020	MA	\$60,554
CLASS	McLaurin, Kimberly-Jo	Paraeducator-P/T	DES	.88	8-24-2020	N/A	\$17.03
CLASS	Nadeau, Jacqueline	Payroll, Sec/Class I	CO	1.0	8-3-2020	N/A	\$24.41
CERT	Ouellette, Zachary	Physics	SHS	1.0	8-24-2020	BA	\$47,387
CLASS	Pellegren, Haley	BCBA	District	.50	8-24-2020	N/A	\$40,206
CLASS	Spak, Molly	Music	FES/TES	1.0	8-24-2020	BA	\$48,462
CLASS	Twombly, Serena	ABA Therapist	HES	1.0	8-24-2020	N/A	\$17.03
CLASS	Truss, Alexandra	Lead ABA Therapist	HES	1.0	8-24-2020	N/A	\$26.27
CLASS	VanLinter, Ryan	Custodian-P/T	CO	.38	7-8-2020	N/A	\$15.63
CERT	Volpe, Elvira	Social Studies	JAD	1.0	8-24-2020	MA	\$51,065
CLASS	Zima, Heather	ABA Therapist	DES	1.0	8-24-2020	N/A	\$17.03
CERT	Zimmitti, Carrie	Social Studies	SHS	.40	8-24-2020	MA	\$24,221.66

**Personnel Report  
June/July 2020**

**RESIGNATIONS/RETIREMENTS**

<b>CERT</b>	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>EFFECTIVE</b>	<b>YRS</b>	<b>RET/RES</b>
CERT	Battles, Chelsea	School Psychologist	OES/SES	7-8-2020	1	RESIGN
CLASS	Caggiano, Maureen	Lead ABA Therapist	HES	6-17-2020	4	RETIRE
CLASS	Centoni, Gail	Paraeducator-F/T	KES	6-17-2020	18	RETIRE
CLASS	Hill, Brittany	Paraeducator-P/T	JAD	7-29-2020	1	RESIGN
CERT	Maringola, Laura	Science	JFK	7-1-2020	19	RETIRE
CLASS	Nielsen, Heidi	Paraeducator-F/T	FES	7-6-2020	6	RESIGN
CERT	Nobou, Patrick	French	SHS	7-25-2020	5	RESIGN
CLASS	O'Keefe, Stephanie	Paraeducator-P/T	JFK	7-18-2020	1	RESIGN
CLASS	Oliva, Tianna	Paraeducator-P/T	DES	7-29-2020	1	RESIGN
CLASS	Orofino, Rose Ann	Paraeducator-F/T	JFK	6-17-2020	21	RETIRE
CLASS	Robillard, Nancy	Crossing Guard	SEES	7-9-2020	25	RETIRE
CLASS	Schaffer, Mari	Secretary-Spec Ed	SHS	6-26-2020	35	RETIRE
CERT	Seeger, Samantha	Teacher Grade 3	TES	6-23-2020	6	RESIGN
CERT	Suprenant, Raechel	Earth Science	SHS	6-17-2020	3	RESIGN
CLASS	Uliasz, Sharon	Paraeducator-F/T	JAD	6-30-2020	6	RETIRE

**ASSIGNMENT CHANGE**

<b>NAME</b>	<b>FROM (PREVIOUS ASSIGN)</b>		<b>TO (NEW ASSIGN)</b>		
	<b>POSITION/SCHOOL</b>	<b>FTE</b>	<b>POSITION/SCHOOL</b>	<b>FTE</b>	<b>EFFECTIVE</b>
Bass-Lamberto, Heidi	Social Studies-JAD	1.0	Social Studies-JFK	1.0	8-24-2020
Belanger, Jacqueline	Guidance Secretary-SHS	1.0	Secretary to AP-SHS	1.0	9-8-2020
Brzozowski, Cassie	Math Teacher-JAD	1.0	MS Math Specialist-JAD/JFK	1.0	8-24-2020
Burkell, Scott	Special Ed Teacher-SHS	1.0	Special Ed Teacher-JFK	1.0	8-24-2020
Christensen, Lisa	Paraeducator-P/T-KES	.88	Paraeducator-F/T-KES	1.0	8-24-2020
DiLorenzo, Michael	Technology Assistant	.67	Technology Assistant	1.0	7-1-2020
DiValentino, Jessica	Special Ed Teacher-SHS	1.0	Vocational-Transition Teacher-SHS	1.0	8-24-2020
Duffy, Gail	Math Specialist-JAD/JFK	1.0	Math Specialist-OES	1.0	8-24-2020
Feldhouse, James	Technology Assistant	.67	Technology Assistant	1.0	7-1-2020
Ferla, Samantha	Paraeducator-P/T-HES	.88	ABA Therapist-HES	1.0	8-24-2020
Hayles, Miltonette	ABA Therapist-KES	1.0	Teacher in Residence-FES	1.0	7-1-2020
Iasevoli, Linda	Special Ed Teacher-JAD	1.0	Special Ed Teacher-SHS	1.0	8-24-2020
Jernigan, Richard	Paraeducator-P/T-HES	.88	Teacher in Residence-FES	1.0	7-1-2020
Mullins, Amy	Paraeducator-P/T-JFK	.88	Paraeducator-F/T-JFK	1.0	8-24-2020
Savage, Kelly	SLP-DES	.60	SLP- DES	.50	8-24-2020
Spagnoletti, Laura	Special Ed Teacher-HES	1.0	Special Ed (SPACE) -HES	1.0	8-24-2020
Thom-Dunphy, Lisa	ABA Therapist-HES	1.0	ABA Therapist-HES	1.0	8-24-2020
Velsor, Susan	Special Ed Teacher-JFK	1.0	Special Ed Teacher-SHS	1.0	8-24-2020
Weisman, Jamie	Earth Science -SHS	.60	Earth Science -SHS	1.0	8-24-2020
Wilson, Kim	Special Ed Secretary-CO	1.0	Special Ed Secretary-SHS	1.0	8-12-2020

**Personnel Report  
June/July 2020**

**TRANSFERS**

<b>CERT NAME</b>	<b>FROM (PREVIOUS ASSIGN)</b>		<b>TO (NEW ASSIGN)</b>		<b>EFFECTIVE</b>
	<b>POSITION/SCHOOL</b>	<b>FTE</b>	<b>POSITION/SCHOOL</b>	<b>FTE</b>	
<i>None to report</i>					

**COACHING / STIPENDS**

*Coaching Stipends*

Garry, Michael	Red/White Team Leader	Stipend	JAD
Palko, Robert	Boys Freshman Soccer Coach	Resign	SHS
Perlini, Nicole	Cheerleading Asst. Coach	Resign	SHS
Velsor, Susan	Department Leader-Special Education	Stipend	SHS

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  \_\_\_\_\_ Board Meeting Date August 13, 2020

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

**AGENDA REPORTING FORM**

**Agenda Topic:** Town Government Communications

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

**Background:** N/A

**Alternative Strategies:** N/A

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

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

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

**Recommendation or Comment:** N/A

*Timothy J. Connellan*

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date August 13, 2020

Decision Requested X Agenda Code 9 b

**AGENDA REPORTING FORM**

Agenda Topic: SHS Citizenship Curriculum - Second Reading

Summary of Issue: The Board of Education Curriculum & Instruction Committee reviewed the SHS Citizenship Curriculum

Background: \_\_\_\_\_

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

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: The Board of Education Curriculum & Instruction Committee is bringing the SHS Citizenship Curriculum to the full Board for approval.

1. **Supporting documents provided under separate cover.**

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

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date August 13, 2020

Decision Requested X

Agenda Code 9 c

**AGENDA REPORTING FORM**

**Agenda Topic:** Science Curriculum Units for Grades 4, 7, 8, and HS Forensics I - Second Reading

**Summary of Issue:** The Board of Education Curriculum & Instruction Committee reviewed the Science Curriculum Units for Grades 4, 7, 8, and HS Forensics I

**Background:** \_\_\_\_\_

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

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

**Funding Source:** N/A

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

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

**Recommendation or Comment:** The Board of Education Curriculum & Instruction Committee is bringing the Science Curriculum Units for Grades 4, 7, 8, and Forensics I to the full Board for approval.

1. **Supporting documents provided under separate cover.**

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

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date August 13, 2020

Decision Requested X

Agenda Code 9 d

**AGENDA REPORTING FORM**

**Agenda Topic:** Policy 3323 – Soliciting Prices (Bids and Quotations) – Second Reading

**Summary of Issue:** The Policy & Personnel Committee has reviewed and revised Policy 3323

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

**Alternative Strategies:** N/A

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

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

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

**Recommendation or Comment:** The Board of Education Policy & Personnel Committee  
is bringing the revised draft Policy 3323 to the full Board for approval.

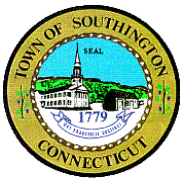
**Titles of Attachments:**

1. DRAFT Policy 3323

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

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

**Policy 3323**  
**Soliciting Prices (Bids and Quotations)**  
*Draft*



# SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

## **SOLICITING PRICES (BIDS AND QUOTATIONS)**

Purchases of supplies, materials, equipment and contractual services shall be based whenever possible on competitive bids.

All expenditures in excess of twenty-five thousand (\$25,000) dollars, except where emergency conditions prevail, shall be brought before the Board and if approved, offered for bid. The Purchasing Department shall obtain firm quotes from all suppliers of record, for all items to be purchased of less than ~~\$5,000~~ **\$10,000** value.

The Board shall award the purchase order to the lowest responsible qualified bidder, taking into consideration the quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirement of the educational system and the delivery terms.

The Board at its discretion may vote to waive the requirement to bid if, in its judgment, the best interest of the school district will be served. A move to waive will pass if a two-thirds vote in favor is recorded in a roll call vote of the full membership of the Board.

The Superintendent of Schools shall award bids for the purchase of budgeted goods or services in the amount of \$25,000 or less after receiving bids for such goods or services. A summary of all bids received for purchase of goods or services exceeding \$25,000 will be forwarded to the Board of Education for action with a recommendation from the Superintendent for approval or disapproval.

Cross Reference: Policy 3313

Policy adopted: October 1988  
Policy revised: August 2020



# SOUTHTON PUBLIC SCHOOLS

Series 3000 Business and Non-Instructional Operations

## **SOLICITING PRICES (BIDS AND QUOTATIONS)**

### **Procedures Related to Bidding**

1. The purchasing agent shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.
2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. The purchasing agent shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
4. The bids shall be opened in public at the prescribed time and place and tabulated for review. Whether or not the bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.
5. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. They shall not, however, be removed from the purchasing office.
6. Purchase orders or contracts for bid items shall be issued within thirty (30) days of the bid award unless an unusual circumstance exists which warrants a delay. Such delays are to be approved by the business manager.

Regulation approved: January 1989  
Regulation reviewed: August 2020

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

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

Board Meeting Date August 13, 2020

Decision Requested X

Agenda Code 9 e

**AGENDA REPORTING FORM**

**Agenda Topic:** Policy 5131.2 – Use of Private Technology Devices by Students –Second Reading

**Summary of Issue:** The Policy & Personnel Committee has reviewed draft Policy 5131.2 – Use of Private Technology Devices by Students

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

**Alternative Strategies:** N/A

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

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


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

**Recommendation or Comment:** The Board of Education Policy & Personnel Committee is bringing the draft Policy 5131.2 to the full Board for approval.

**Titles of Attachments:**

1. DRAFT Policy 5131.2

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

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

**Policy 5131.2**  
**Use of Private Technology Devices by Students**  
*Draft*



# SOUTHINGTON PUBLIC SCHOOLS

Series 5000 Students

## USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

Students may possess privately-owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

### **Definitions**

#### Board Technology Resources

For the purposes of this policy, “Board Technology Resources” refers to the Board’s computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

#### Privately Owned Technological Devices

For the purposes of the this policy, “Privately Owned Technological Devices” refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, , radios, personal audio players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices.

### **Use of Privately-Owned Technological Devices**

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyberbullying;



# SOUTHINGTON PUBLIC SCHOOLS

Series 5000 Students

## USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

### **Search of Privately-Owned Technological Devices**

A student's privately-owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Responsibility for Privately Owned Technological Devices**

Students are responsible for the safety and use of their privately-owned technological devices. If a privately owned technology device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

### **Disciplinary Action**

Misuse of the Board's technology resources and/or the use of privately-owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

### **Access to Board Technology Resources**

It is the policy of the Southington Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these



# SOUTHINGTON PUBLIC SCHOOLS

Series 5000 Students

## USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

resources while using privately-owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures for using school accounts. No user may deviate from these log-on/access procedures. **Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately-owned technological devices while they are logged on to the network.** Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so *despite* the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and any privately-owned technological devices that access the same.

### **Harm to Board Technology Resources**

Any act by a student using a privately-owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.



# SOUTHINGTON PUBLIC SCHOOLS

Series 5000 Students

## USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

### **Closed Forum**

This policy shall not be construed to establish a public forum or a limited open forum.

### Legal References:

Conn. Gen. Stat. § 10-233j

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250, *et seq.*

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 28 U.S.C. §§ 2510 through 2520

ADOPTED:  
7/11/16

DRAFT

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date August 13, 2020

Decision Requested X Agenda Code 9 f

**AGENDA REPORTING FORM**

**Agenda Topic:** Illustrative Math Units for Grades 6, 7, 8 - Second Reading

**Summary of Issue:** The Board of Education Curriculum & Instruction Committee reviewed the Illustrative Math Units for Grades 6, 7, 8.

**Background:** \_\_\_\_\_

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

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

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

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

**Recommendation or Comment:** The Board of Education Curriculum & Instruction Committee is bringing the Illustrative Math Units for Grades 6, 7, 8 to the full Board for approval.

1. **Supporting documents provided under separate cover.**

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

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

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only \_\_\_\_\_ Board Meeting Date August 13, 2020

Decision Requested x Agenda Code 9 g.

**AGENDA REPORTING FORM**

**Agenda Topic:** Revised School Calendar 2020-2021

**Summary of Issue:** The proposal is to delay the start of school to provide addition time for preparation given the complexity of the issues related to reopening schools.

**Background:** The original calendar was adopted in January 2020 and revised in May 2020

**Alternative Strategies:** Maintain the May 2020 version.

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

**Beginning Date of Program or Project:** August 24, 2020

**Ending Date of Program or Project:** June 14, 2021

**Recommendation or Comment:** Move to adopt the revised calendar as proposed by the Administration.

Attachment

1. Draft Revised Calendar 8/13/20

*Timothy J. Connellan*

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

# Southington Public Schools

2020



2021

FIRST DAY OF SCHOOL: SEPT 8

M	T	W	TH	F
<b>AUGUST 2020</b>				0 DAYS
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

<b>SEPTEMBER 2020</b>					17 DAYS
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	<PD>	23	24	25	
28	29	30			

<b>OCTOBER 2020</b>					21 DAYS
			1	2	
5	6	7	8	9	
12	13	14*	15	16	
19	20*	21	22	23	
26	27	28	29	30	

<b>NOVEMBER 2020</b>					16 DAYS
2	3	4	5	6	
9	10	11	12	13	
16	17	18*	19	20	
23	24	25	26	27	
30					

<b>DECEMBER 2020</b>					17 DAYS
	1*	2*	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	<23>	24	25	
28	29	30	31		

<b>JANUARY 2021</b>					19 DAYS
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26*	27	28	29	

- AUG 24- AUG 28 Up to 4 virtual Professional Development Days AUG 24 – AUG 28
  - AUG 31- SEPT 4 In-person Workdays / Professional Development Days Aug 31 – Sept 4
  - SEPT 7 Labor Day
  - SEPT 8 First Day - Student Orientation Day
  - SEPT 9 Student Orientation Day
  - SEPT 10 Student Orientation Day
  - SEPT 11 FIRST FULL DAY OF SCHOOL
  - SEPT 22 Professional Development Day—Early Dismissal
  - OCT 12 School Holiday
  - OCT 14\* SHS Early Dismissal PSAT Administration
  - OCT 20\* Elem/Mid School Prof. Dev. - Early Dismissal
  - NOV 3 Election Day - No School
  - NOV 11 Veterans Day
  - NOV 18\* High School Conferences - Early Dismissal
  - NOV 25-27 Thanksgiving Recess
  - DEC 1\* Elem/Mid.School Conf./HS PD – Early Dismissal
  - DEC 2\* Elementary School Conferences - Early Dismissal
  - DEC 23 Early Dismissal for Students
  - DEC 24 - Holiday Recess
  - JAN 1 (Includes Christmas and New Year's Day)
  - JAN 18 Martin Luther King Day
  - JAN 26\* Elem/Mid School Prof. Dev. - Early Dismissal
  - FEB 12 Professional Development Day - Early Dismissal
  - FEB 15 Presidents' Day
  - FEB 16 No School
  - MAR 2 Professional Development - Early Dismissal
  - MAR 15-16\* Elementary School Conferences - Early Dismissal
  - MAR 24 SAT Day Southington High School- Full Day
  - APR 2 Good Friday
  - APR 12-16 Spring Break
  - APR 27 Professional Development – Early Dismissal
  - MAY 18 Professional Development – Early Dismissal
  - MAY 31 Memorial Day
  - JUNE 14 Projected Last Day
- = Holiday/School Recess - No School for Students and Staff  
 PD = Professional Development – No School for Students  
 <PD> = <PD> Professional Development – Early Dismissal for Students  
 < > = Early Dismissal for Students  
 \* = Early Dismissal Only for Designated School

SCHOOL ENDS: JUNE 14				
M	T	W	TH	F
18 DAYS <b>FEBRUARY 2021</b>				
1	2	3	4	5
8	9	10	11	<PD>
15	16	17	18	19
22	23	24	25	26

23 DAYS <b>MARCH 2021</b>				
1	<PD>	3	4	5
8	9	10	11	12
15*	16*	17	18	19
22	23	24	25	26
29	30	31		

16 DAYS <b>APRIL 2021</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	<PD>	28	29	30

20 DAYS <b>MAY 2021</b>				
3	4	5	6	7
10	11	12	13	14
17	<PD>	19	20	21
24	25	26	27	28
31				

10 DAYS <b>JUNE 2021</b>				
	1	2	3	4
7	8	9	10	11
<LD>	15	16	17	18
21	22	23	24	25
28	29	30		

**Projected Last Day ~ JUNE 14**  
 If weather or other emergencies require the closing of school, these days will be made up after the projected last day to June 30<sup>th</sup>. If additional weather-related days are needed beyond these 14 days, we will begin with April 16<sup>th</sup> and move backward.

**BOARD OF EDUCATION  
SOUTHINGTON, CONNECTICUT**

Informational Only  Board Meeting Date August 13, 2020

Decision Requested \_\_\_\_\_ Agenda Code 10 a.

**AGENDA REPORTING FORM**

**Agenda Topic:** School Reopening Plans

**Summary of Issue:** The administration will provide an overview of the Draft SPS Learning Plan 2.0

**Background:** All school districts are required to develop plans for reopening schools.

**Alternative Strategies:** N/A

**Cost (if applicable):** TBD      **Funding Source:** TBD

**Beginning Date of Program or Project:** September 8, 2020

**Ending Date of Program or Project:** June 14, 2020

**Recommendation or Comment:** Discussion

*Timothy J. Connellan*

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

# ***SOUTHINGTON PUBLIC SCHOOL DISTRICT***

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Office of the Superintendent

August 12, 2020

Good afternoon SPS Families and Staff,

I hope this finds you all well and safe. I am writing today with a brief update about the planning process for reopening Southington Schools this fall.

The effects of the Tropical Storm interfered with the efforts to provide an update last week. The District experienced power outages and network disruptions as did most of us in the community. Consequently, it seemed prudent not to send important information out and wait until this week to do so.

Attached you will find the District's Learning Plan 2.0 for reopening schools. There is a good deal of specific information included that we hope provides answers to some of the questions posed. This continues to be a working document. As new information and guidance from the State becomes available, it will be necessary to adjust the plan accordingly. Also, addenda or appendices will be added for the following four areas; 1) Nursing and School Health protocols; 2) Special Education services; 3) Preschool services; and 4) Cleaning and Custodial protocols. Specific information regarding individual school schedules and routines will be disseminated directly from the schools.

It is important to remember that this pandemic is still a Public Health Emergency. As such, we continue to rely on the guidance and direction of the medical professionals and public health professionals. The State Department of Public Health has been providing much needed guidance on the criteria for school reopening and on when to shift from in-person to hybrid and/or online learning. Also, DPH has recently provided guidance on criteria to address cases in schools in which an individual has been exposed potentially to a confirmed case of the virus. We anticipate additional guidance from DPH to continue and they are participating in weekly webinars with local school officials, sponsored by the State Department of Education.

The second version of the school learning option survey will be sent out by the end of this week with a response date by the middle of next week. The format will be similar to the last survey. It will ask families to commit to their child's learning option to start the school year, either in-person or online/remote and the transportation questions will be included once again. Individual schools will follow up with families. At the present time, the plan still calls for a full in-person option for grades K-8 with a hybrid model for the high school. As noted above, conditions and circumstances are changing at a rapid pace. If it becomes necessary to change the basic model and to move to a full hybrid K-12 to open school, we will be prepared to do so.

Information on the four items noted above will be disseminated in the coming week. Families and staff will continue to receive updates regarding new information, guidance, or changes on a regular basis. Please know that our first priority always is the health and safety of our students, families, and staff.

Respectfully,



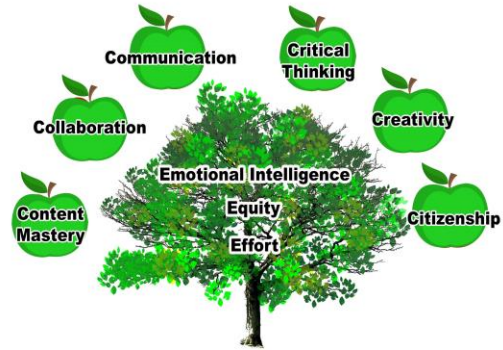
Timothy F. Connellan, Superintendent



*A graduate of the Southington Public Schools will be college or career ready and prepared for life beyond by mastering the knowledge and demonstrating the skills to communicate effectively, think creatively and critically, and contribute to the global community.*

# Southington Public Schools

## Vision of a Graduate



# Southington Public Schools 2020-2021 Learning Plan for Students and Families

Iteration 2.0

August 14, 2020

Timothy Connellan, Superintendent of Schools

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*The following plan was developed in collaboration with many surrounding school districts. Special thanks to Wallingford, Cheshire, Meriden, Berlin and Glastonbury school districts specifically for sharing and permission to use text and information within each of their plans where outcomes aligned with intentions of the Southington Public Schools.*






*True partnerships have emerged during these trying times!*

## DAILY OPERATIONS

- Approximately 2 weeks prior to the first day, each school will post, on its respective website, detailed information regarding arrival and dismissal procedures as well as daily building procedures to be followed such as procedures for hallway travel, lunchrooms, etc.
- Mockup images of classroom layouts and setup will also be shared at that time.

Procedures will vary slightly given the ages of students as well as the size, layout and vintage of each school and its surrounding property.

The district expectations below will be followed across schools.

	<p><b>Stay home if feeling ill.</b></p> <p>All staff and students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19. For additional information, click on the following link : <a href="#">When to Quarantine, What to Do if you are Sick</a></p>
	<p><b>Morning health check by parents required.</b></p> <p>To prevent transmission among the school population, parents are instructed to screen students before leaving for school. Check to ensure temperature is below <b>100.0 degrees Fahrenheit</b> and observe for symptoms associated with COVID 19 outlined by public health officials. For additional information, click on the following link: <a href="#">Symptoms of Covid-19</a></p>
	<p><b>Face coverings or masks required.</b></p> <p><b>Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus,</b> with exceptions only for those students for whom it is not safe to do so due to medical conditions. <b>“Mask Breaks” will be provided during the day.</b> The district will provide each student with two masks to supplement face coverings or masks provided by parents/families. Parents/families will be responsible for ensuring that students are wearing face coverings or masks when they arrive at their bus stop or are dropped off at school. Schools will have backup disposable masks available for students who forget them. <a href="#">Click here for some child friendly information and a short video explaining face mask use upon return.</a></p>
	<p><b>Social distancing required.</b></p> <p>Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school by following established routines and procedures.</p>
	<p><b>Frequent hand washing or hand sanitizing expected.</b></p> <p>Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>

## **Cleaning, Sanitizing, Ventilation, and Staff Protective Equipment**

**Cleaning and Sanitizing.** There will be enhanced cleaning and sanitizing of common high touch surfaces throughout school such as classrooms, bathrooms, etc. Drinking fountains will be closed. Students are asked to bring water bottles from home. Custodial services have been increased to assist with routine sanitization during school hours. All products that will be used for cleaning and sanitizing are safe for students and staff and will eliminate COVID-19 on surfaces.

**Ventilation.** We will increase the circulation of fresh, outside air and air filtration as appropriate for each type/size of school space. We will use the highest filtration levels allowable within our air handlers. This includes the use of increased outside air and filtration for air conditioning in the fall and heating when the weather turns colder.

**Protective Equipment.** Protective equipment provided to teachers and staff include masks (clear masks, when available, will assist our special education and our youngest students). You can also expect that some teachers may choose to use face shields (along with masks). In addition, staff will have access to gloves and hand sanitizer. Wipes will be available to help clean as well.

### **Classrooms**

- All desks facing forward
- Remove extra furniture to allow for distancing whenever possible
- Class size limits
- Hand sanitizer in all classrooms
- Classroom doors will be kept open to minimize touchpoints
- Student supplies will be individualized or bundled whenever possible
- All classrooms will have disinfectant available

### **Hallways**

- Directional signage for foot traffic
- Water fountains will be turned off (students encouraged to bring personal water bottles)

### **Restrooms**

- All sinks will have soap and paper towels
- Hand dryers will be disconnected

### **Food Service**

School meals with limited options will be available for students learning at school. There will also be grab and go meals provided from a designated school site for meal pick up for those learning at home (probably 2-3 times a week as well). More information will follow. In the event of a transition to full remote learning, a meal distribution plan similar to Spring 2020 will be implemented. Specifics on times, days and location will be communicated at that time.

***Specific details relative to lunch procedures in individual schools will be shared prior to the opening of school and posted on each respective school's website.***

# Transportation



## **Students may not change buses.**

Students will be expected to ride the same bus to school in the morning and the same bus to home in the afternoon every day. Face coverings or masks should be in place prior to entering the bus.

The following guidance as provided by the CT State Department of Education will be utilized to determine transportation status the district will operate within contingent upon local health data.



### **Safe Status**

Bus transportation can operate with no restrictions.



### **Low Status**

Bus transportation can operate up to full status with mask requirements and loading and unloading restrictions.



### **Moderate Status**

Bus transportation can operate with seating and spacing restrictions, mask requirements, and loading and unloading restrictions.

## **To begin the school year, Southington will operate on Low Status.**

Where either a vaccine is available or effective treatments for COVID-19 are available, bus transportation can operate as it did prior to the pandemic with no restrictions.

Where there is low transmission risk in the community and some restrictions are in place in schools, buses will be able to operate up to full capacity. Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The passenger's face covering must be in place prior to boarding the bus and must be kept in place until he/she is completely off the bus. Passengers should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat. This will reduce the number of people passengers walk by as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.

Passenger density should be significantly reduced when there is moderate spread because schools will be employing hybrid learning when in this status. Bus passengers should be spaced with family members sitting together and non-family members should be spaced 6 feet apart utilizing alternating diagonal seating. Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The rider's face covering must be in place prior to boarding the bus and must be kept in place until he/she is completely off the bus. Students should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat. This will reduce the number of people passengers pass by as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.

# Monitoring Health

The following information was provided within Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts will guide the district response to presumed or confirmed cases.

The Connecticut State Department of Education (CSDE) and State Department of Public Health (DPH) have collaborated to provide school districts with guidance and protocols for responding to specific COVID-19 scenarios that may occur with school reopening for the 2020–21 school year. Information from the Centers for Disease Control and Prevention (CDC) informs the specific scenarios and actions that follow. CDC guidance and public health data are evolving and therefore, this guidance may be updated accordingly.

This guidance addresses issues when a student or staff person has or develops possible signs and symptoms of COVID-19; a diagnosis of COVID-19; or exposure to a person diagnosed with COVID-19. It describes immediate actions for removing an individual from the school setting and when to return them to school safely. School district leaders are encouraged to use this as a guide, in consultation with public health experts, including school nurses, school medical advisors, local health directors and in consideration of all specific circumstances on a case-by-case basis.

Event	Location of Event	Testing Result	<b>Isolation/Quarantine</b> <b>Isolation</b> = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19 <b>Quarantine</b> = when you have been exposed but you are not experiencing symptoms
<b>Individual has COVID-19 symptoms<sup>1</sup> but has NOT had close contact<sup>2</sup> to a person diagnosed with COVID-19</b>	<b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.	Individual tests <sup>3</sup> <b>negative</b>	Return to school once there are no symptoms for 24 hours.
	<b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), stay in the isolation room (with adult supervision), until picked up to go home, consult a healthcare provider, and get tested. If symptoms arise <b>on the bus</b> , students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, assist the school in contact tracing efforts <sup>4</sup> , and answer phone calls from public health officials/contact tracing staff.  Stay in self-isolation <sup>5</sup> for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever <sup>6</sup> (without fever-reducing medications) and with improvement in other COVID-19 symptoms.
	<b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.  If a staff or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern.	Individual <b>is not tested</b>	Stay in self-isolation for at least 10 days since the onset of symptoms <b>and</b> until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.  Can return to school earlier if obtains note from healthcare provider with alternate diagnosis.

## Monitoring Health cont.

Event	Location of Event	Testing Result	Isolation/Quarantine <b>Isolation</b> = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19 <b>Quarantine</b> = when you have been exposed but you are not experiencing symptoms
<b>Individual has COVID-19 symptoms<sup>1</sup> AND had close contact<sup>2</sup> to a person diagnosed with COVID-19</b>	<b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.	Individual tests <b>negative</b>	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.
	<b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), stay in the isolation room (with adult supervision), until picked up to go home, consult a healthcare provider, and get tested. If symptoms arise <b>on the bus</b> , students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts.  Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.
	<b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.  If a staff or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern.	Individual <b>is not tested</b>	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.

Event	Location of Event	Testing Result	Isolation/Quarantine <b>Isolation</b> = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19 <b>Quarantine</b> = when you have been exposed but you are not experiencing symptoms
<b>Individual does not have COVID-19 symptoms BUT had close contact<sup>2</sup> to someone diagnosed with COVID-19</b>	<b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.	Individual tests <b>negative</b>	Remain home in self-quarantine <sup>7</sup> for 14 days from last exposure to the person diagnosed with COVID-19.
	<b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), be picked up to go home, consult a health care provider, and get tested. Students who do not have symptoms may remain in the health room until they are picked up, they do not have to be sent to the isolation room. They must not be sent home on the bus.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts.  Stay home until 10 days have passed since date of the positive COVID-19 test.
	<b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.	Individual <b>is not tested</b>	Remain home in self-quarantine for 14 days from last exposure to the person diagnosed with COVID-19.

## Instructional Models

### **Opting Out**

Students opting out will be assigned to a teacher(s) who may be the same teacher they would be with even if they were attending in person, or to a teacher designated solely to the assignment of teaching remotely. This will vary depending on grade level, certification areas and courses students have selected.

The district will be working to finalize student assignments utilizing data collected from the **August 14<sup>th</sup> Commitment Survey** and through collaboration with the Teacher's Association.

Given the complexity of cohorting, staffing and scheduling it is strongly encouraged that families utilize natural breaks such as school vacations (i.e. winter and spring breaks) or marking periods to opt in or out in order to allow the district appropriate time to process such changes. In the event an immediate change is needed, the district will work closely with families but there may be delays and lag time during such transitions.

Students will be assigned a daily schedule that most closely mirrors the daily in-person learning that accounts for the direct explicit instruction, guided practice and independent learning that would take place during a typical school day.

The schedules developed for each grade level will take the following into account:

- The developmental level of students
- The amount of screen time required of students
- The natural breaks that would occur during a typical, in-person school day including:
  - mask breaks
  - transitions and routines such as passing times, arrival, and dismissal
  - lavatory breaks
  - recess
  - lunch
  - center time

Given the above-mentioned variables, students in the elementary levels will be required to log on for shorter, more frequent lessons totaling a shorter synchronous school day than that of students at the secondary level. Additionally, the district will utilize recorded lessons and asynchronous learning to supplement live instruction.

Early in the academic year, this teaching and learning model will be new for both the student and the teacher. Stumbles, challenges, and adjustments should be anticipated. Teachers will be utilizing new pedagogy (teaching strategies), software and technology and students will be adjusting to digital life and the learning management systems utilized to provide instruction.

A most difficult challenge of remote learning is the cycle of feedback and exchange of ideas between the teacher and student. Virtual learning will pose challenges in reviewing student work in real time, asking and answering questions, assessment, and on the spot remediation or enrichment that might occur if attending in person. Staff working with remote learners will be designating specific times to address this challenge beyond the live synchronous instruction that will occur.

## **Opting Out cont.**

Occasionally the district will utilize, where available, vetted and culled recorded lessons such as mini-lessons provided by Teacher's College of Columbia, Ready Classroom or Illustrative Math lessons, or various other professionally recorded content instruction to supplement the live instruction provided to your child. This medium of instruction is not intended to supplant the actual teaching and learning process that will occur with the teacher on that given day but rather to supplement it. Although the instruction from the source or vendor may be pre-recorded, it will be streamed during the scheduled synchronous learning time assigned to students as staff may pause and ask questions during lessons, answer questions posed by students in chat tools, or simply promote collaboration and discourse amongst students in the classroom or at home.

For students opting out, all current Board of Education policies and regulation still have the full force and expectation of adherence as if attending in person including the opportunity to participate in athletics and extracurricular clubs and activities.

### **Further, the following norms and expectations will apply to students engaged in Voluntary Remote Learning:**

- Students are still enrolled in Southington Public Schools and are expected to adhere to all district policies and guidelines.
- Students will participate in a mix of live Google Meets (synchronous learning) and previously recorded sessions with learning activities (asynchronous learning).
- Students will be required to use an assigned, district-issued device for distance learning purposes. Tech support will not be provided for personal devices.
- Students must actively engage in remote learning sessions per the schedules, signing on, being present and participating in synchronous learning during the designated times.
- Students are required to attend the distance learning classes per the district's attendance policy and are required to be on camera during live sessions.
- Students will use the norms for online learning during all live instructional sessions.
- Students will communicate with their teachers and peers via email, chat and Google Meet using their Southington Public Schools account.

Additionally, the following information and expectations regarding the Opt Out Remote Learning Option excerpted from the State of Connecticut’s **Adapt, Advance and Achieve** guidance document (Addendum 1) should be understood:

**Temporary Nature of the Remote Learning Programming**

Should public health data support a changed approach, the policy directives from CSDE related to the provision of this option may change to determine there is no longer a need for this temporary option. It is important to notify families that the school district’s remote learning programming is temporary, and it may not be available the full year

**Assessments**

Students participating in remote learning programming will be expected to access statewide assessments in-person unless the assessments are available remotely. Other optional district assessments that are not mandated by federal or state laws/regulations are subject to local decision, depending upon whether those assessments are available online and can be administered remotely.

Below are **samples** of what Voluntary Distance Learning schedules could look like across grade levels.

**R=Recorded      S=Synchronous      A=Asynchronous**

<b>Student Schedule K-2</b>			
<b>Time</b>	<b>Subject</b>	<b>Time Allocated</b>	<b>Type of Learning</b>
9:05-9:10	School-wide Message - Attendance	5	R
9:10-9:25	Morning Meeting (SEL Focus)	15	S
9:25-9:50	<b>Reading</b>	25	S
9:50-10:20	<b>Phonics</b>	30	A/S
10:20-10:40	<b>Writing</b>	20	S
10:40-11:10	<b>Break/lunch</b>	30	OFF CAMERA
11:10-11:55	<b>Mathematics</b>	45	S
11:55-12:25	Flex Time (small group/one to one instruction)	30	A/S
12:25-12:45	<b>Social Studies/Science</b>	20	A/S
12:45-12:55	Closing Circle (SEL Focus)	10	S
12:55-1:35	Specials (Art, Music, PE)	40	A

<b>Student Schedule Grades 3-5</b>			
<b>Time</b>	<b>Subject</b>	<b>Time Allocated</b>	<b>Type of Learning</b>
8:55 - 9:00	School-wide Message - Attendance	5	R
9:05 - 9:20	Morning Meeting (SEL Focus)	15	S
9:20-10:20	<b>English Language Arts</b>	60	S
10:20-10:40	Flex Time (small group/one to one instruction)	30	A/S
10:40-11:10	<b>Break/Lunch</b>	30	OFF CAMERA
11:10-11:55	<b>Math</b>	45	S
11:55-12:25	Flex Time (small group/one to one instruction)	30	A/S
12:25-1:00	<b>SS/Science</b>	40	A/S
1:00-1:15	Closing Circle (SEL Focus)	10	S
1:15-2:00-	Specials (Art, Music, Spanish, Comp. Science, PE)	45	A

<b>Student Schedule Grades 6-12</b>			
<b>Time</b>	<b>Subject</b>	<b>Time Allocated</b>	<b>Type of Learning</b>
8:05-8:13	School message	8	Recorded
8:15-9:03	<b>Period 1</b>	48	S
9:05-9:51	<b>Period 2</b>	46	S
9:53-10:39	<b>Period 3</b>	46	S
10:41-11:27	<b>Period 4</b>	46	S
10:41-11:27	<b>Grade 6 Break/Lunch</b>		Off camera
11:29-12:15	<b>Period 5</b>	46	S
11:29-12:15	<b>Grade 8 Break/Lunch</b>		Off camera
12:17-1:03	<b>Period 6</b>	46	S
12:17-1:03	<b>Grade 7 Break/Lunch</b>		Off camera
1:05-1:51	<b>Period 7</b>	46	S
1:53-2:40	<b>Period 8</b>	47	S

*In addition to the synchronous instruction provided, students in grades 6-12 may be expected to complete and submit assignments outside of class time in accordance with timelines established by teachers.*

## Attending

For families planning on attending, continuous collaboration with state and local health officials regarding local health data along with County Data utilizing the matrix below will guide decision-making regarding which of the following models will be employed at any given time.

Leading Indicator	LOW Favors more In-Person Learning	MODERATE Favors moving to Hybrid Learning	HIGH Favors moving to Remote Learning
<b>Number of new cases of COVID-19</b> (7 day rolling average of new cases per 100,000 population per day)	< 10 new cases per 100,000 population	10 to < 25 new cases per 100,000 population	25+ new cases per 100,000 population

Secondary Indicators	LOW Favors more In-Person Learning	MODERATE Favors moving to Hybrid Learning	HIGH Favors moving to Remote Learning
<b>Percent positivity rate</b> (# of positive tests/ # of total tests, 7-day rolling avg.)	<b>Direction of Change:</b> Secondary Indicators trending down to flat	<b>Direction of Change:</b> Secondary Indicators trending flat to upward	<b>Direction of Change:</b> Secondary Indicators trending upward
<b>Number of new COVID-19 hospitalizations per 100,000 population</b> (7-day rolling avg.)	<b>Speed of Change:</b> No statistically significant changes to Secondary Indicators	<b>Speed of Change:</b> Any statistically significant changes upward to Secondary Indicators	<b>Speed of Change:</b> Consistent, statis- tically significant changes upward to Secondary Indicators
<b>COVID-like and Influenza-like Illness (CLI and ILI) Syndromic Surveillance</b>			

## Learning Models

### Full In-Person

Students will follow the typical daily schedule established for each of their levels with all necessary safety and health protocols in place.

#### **Cohorting at the Elementary Level**

- Students will be placed in a classroom cohort.
- Specials (art, music library-media) will be in the classroom.
- PE- outside when possible or in gym.
- Instrumental music lessons- in band room by classroom cohort.
- Tiered interventions and supports will be provided following social distancing guidelines. This may be in the form of push-in or pull-out support, keeping cohorts in mind

**Lunch** will be in the classroom or in a setting where at least 6 ft. distancing is available.

**Recess-** children will have recess with their classroom cohort. (Further information regarding recess procedures will be forthcoming)

### **Bathroom Facilities**

- Students will distance in the multi-stall bathrooms.
- Students will be trained on how to minimize contact on surfaces when using any bathroom.
- Cohorts will use the same bathroom.
- Scheduled bathroom breaks will be made by classroom cohorts.
- Bathrooms will maintain increased cleaning and sanitization schedules

### **Hallway Traffic**

Flow of traffic will be one-way when possible and consistent with signage.

### **Cohorting at Middle Level**

#### **Classrooms:**

- Desks/students will all face in the same direction.
- Desks will be placed six feet apart where feasible. If teacher removes mask during instruction, he/she will need to increase distance beyond six feet.
- Classroom doors remain in locked position but remain open.
- Teachers will rotate to the students instead of the students moving for all Team classes including language arts, math, science, social studies, and world language (if possible).

#### **Hallways:**

Students will walk single file to the right in hallways during arrival and dismissal, passing to and returning from unified arts, and passing to and returning from lunch

#### **Stairwells:**

- Stairs by rooms 111 & 124 will be up only
- Stairs by rooms 117 & 104 will be down only
- Main Staircase single file up or down

#### **Lunch:**

• To achieve the six-foot spacing between students not wearing masks, the cafeteria, library/media center, and the band room shall be used during each lunch wave. Students will remain in cohorts and be seated in this manner. Other feasible locations may also be used.

#### **Bathrooms:**

- Will be assigned by team with increased cleaning and sanitization schedules

## Hybrid

In a hybrid model, the district will divide students into separate cohorts and rotate which students attend in person and which students attend remotely as dictated by the cohort each student is assigned to.

Increased custodial support has been assigned to afterschool and evening crews to allow for a deep cleaning and sanitization throughout after each cohort's attendance.

**Cohorting-** The district is going to begin the cohorting process by assuring that families with multiple students in our elementary and middle schools are grouped in the same cohort. Families with only one child attending in the district in elementary and middle will then be assigned to a cohort with the goal of equal and balanced numbers maintained in each cohort.

### Special Education and English Learners

Special consideration, allowing for daily attendance, will be given to students with significant disabilities and language barriers if the district deploys a hybrid model which limits in-person student participation each day.

### Elementary and Middle

In a hybrid model, once broken into 2 cohorts with each student's cohort designation communicated by his or her respective school (Cohort A and B), students will attend using the following schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday (Rotating weekly)
<b>In person</b>	Cohort A	Cohort B	Cohort A	Cohort B	Cohort A/B
<b>Remote</b>	Cohort B	Cohort A	Cohort B	Cohort A	Cohort A/B

## High School

### Alternating Days

<b>start time</b>	7:32
<b>end time</b>	2:15
<b>period length</b>	45
<b>pass time</b>	6

Students with Last Name **A - K** attend SHS in person on Letter Days **A, C, E**  
Students with Last Name **L - Z** attend SHS in person on Letter Days **B, D, F**

## High School Bell Schedule During Hybrid Learning

<i>Period</i>	<i>Times</i>	<i>Minutes</i>
<b>1</b>	<b>7:32 - 8:18</b>	46
passing	8:18 - 8:24	6
<b>2</b>	<b>8:24 - 9:09</b>	45
passing	9:09 - 9:15	6
<b>3</b>	<b>9:15 - 10:00</b>	45
passing	10:00 - 10:06	6
<b>4</b>	<b>10:06 - 10:51</b>	45
passing	10:51 - 10:57	6
<b>5</b>	<b>10:57 - 11:42</b>	45
passing	11:42 - 11:48	6
<b>6</b>	<b>11:48 - 12:33</b>	45
passing	12:33 - 12:39	6
<b>7</b>	<b>12:39 - 1:24</b>	45
passing	1:24 - 1:30	6
<b>8</b>	<b>1:30 - 2:15</b>	
	dismissal	

### Full Remote (All students)

In Full Remote, school buildings will be closed and students will engage in eLearning from home. In this case we expect that grades 6-12 will primarily follow the same schedule they would follow if attending in person with synchronous learning (students logging in to each class at the proper time). Elementary classes would also move to more synchronous learning (logging in as a class together) as well with classrooms schedules communicated by each student's individual teacher.

Schedules may be adjusted contingent on local health data and whether local and state health officials determine it is still safe for staff to report daily to buildings to deliver instruction remotely to students.

In the event it is deemed unsafe to do so, it should also be understood that our teaching staff will be home with children and families quarantining and due to lack of childcare available in such an instance, modifications to the typical daily schedule followed during Full In-Person or Hybrid model will need to be made.

## **Learner Expectations For Students During Full Remote Learning**

- Students will participate in a mix of live Google Meets (synchronous learning) and previously recorded sessions with learning activities (asynchronous learning).
- Students will be required to use an assigned, district-issued device for remote learning purposes. Tech support will not be provided for personal devices.
- Students must actively engage in remote learning sessions per the schedules, signing on, being present and participating in synchronous learning during the designated times.
- Students are required to attend the distance learning classes per the district's attendance policy and are required to be on camera during live sessions.
- Students will use the norms for online learning during all live instructional sessions. To be communicated in upcoming guidance.
- Students will communicate with their teachers and peers via email, chat and Google Meet using their Southington Public Schools account.

## **Athletics, Clubs and Extracurricular Activities**

### **Athletics**

Currently the district has not yet determined if middle school, freshmen, and junior varsity athletics will occur for the fall season.

Varsity athletics will follow the linked guidance here provided by the [Connecticut Interscholastic Athletic Conference](#).

### **Clubs & Extracurricular Activities**

It is our goal to have high school clubs run in person when possible with appropriate social distancing protocols and face coverings worn by all participants and facilitators.

If in person is not possible clubs may run remotely at the discretion of the building principal.

Middle school clubs will be run virtually to reduce the intermingling of established cohorts.

## **Before and Aftercare Programming**

If deploying In-Person or Hybrid Models, YMCA programming will be available for our elementary schools before and after school. Their protocols for safety and wellness will be provided to participating families.

# Southington Public Schools

## 2020



## 2021

FIRST DAY OF SCHOOL: SEPT 8

M	T	W	TH	F
<b>AUGUST 2020</b> 0 DAYS				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

<b>SEPTEMBER 2020</b> 17 DAYS				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	<PD>	23	24	25
28	29	30		

<b>OCTOBER 2020</b> 21 DAYS				
		1	2	
5	6	7	8	9
12	13	14*	15	16
19	20*	21	22	23
26	27	28	29	30

<b>NOVEMBER 2020</b> 16 DAYS				
2	3	4	5	6
9	10	11	12	13
16	17	18*	19	20
23	24	25	26	27
30				

<b>DECEMBER 2020</b> 17 DAYS				
	1*	2*	3	4
7	8	9	10	11
14	15	16	17	18
21	22	<23>	24	25
28	29	30	31	

<b>JANUARY 2021</b> 19 DAYS				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26*	27	28	29

- AUG 24- AUG 28 Up to 4 virtual Professional Development Days AUG 24 – AUG 28
- AUG 31- SEPT 4 In-person Workdays / Professional Development Days Aug 31 – Sept 4
- SEPT 7 Labor Day
- SEPT 8 First Day - Student Orientation Day
- SEPT 9 Student Orientation Day
- SEPT 10 Student Orientation Day
- SEPT 11 FIRST FULL DAY OF SCHOOL
- SEPT 22 Professional Development Day–Early Dismissal
- OCT 12 School Holiday
- OCT 14\* SHS Early Dismissal PSAT Administration
- OCT 20\* Elem/Mid School Prof. Dev. - Early Dismissal
- NOV 3 Election Day - No School
- NOV 11 Veterans Day
- NOV 18\* High School Conferences - Early Dismissal
- NOV 25-27 Thanksgiving Recess
- DEC 1\* Elem/Mid.School Conf./HS PD – Early Dismissal
- DEC 2\* Elementary School Conferences - Early Dismissal
- DEC 23 Early Dismissal for Students
- DEC 24 - Holiday Recess
- JAN 1 (Includes Christmas and New Year's Day)
- JAN 18 Martin Luther King Day
- JAN 26\* Elem/Mid School Prof. Dev. - Early Dismissal
- FEB 12 Professional Development Day - Early Dismissal
- FEB 15 Presidents' Day
- FEB 16 No School
- MAR 2 Professional Development - Early Dismissal
- MAR 15-16\* Elementary School Conferences - Early Dismissal
- MAR 24 SAT Day Southington High School- Full Day
- APR 2 Good Friday
- APR 12-16 Spring Break
- APR 27 Professional Development – Early Dismissal
- MAY 18 Professional Development – Early Dismissal
- MAY 31 Memorial Day
- JUNE 14 Projected Last Day

- = Holiday/School Recess - No School for Students and Staff
- PD = Professional Development – No School for Students
- <PD> = <PD> Professional Development – Early Dismissal for Students
- < > = Early Dismissal for Students
- \* = Early Dismissal Only for Designated School

SCHOOL ENDS: JUNE 14

M	T	W	TH	F
<b>18 DAYS FEBRUARY 2021</b>				
1	2	3	4	5
8	9	10	11	<PD>
15	16	17	18	19
22	23	24	25	26

<b>23 DAYS MARCH 2021</b>				
1	<PD>	3	4	5
8	9	10	11	12
15*	16*	17	18	19
22	23	24	25	26
29	30	31		

<b>16 DAYS APRIL 2021</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	<PD>	28	29	30

<b>20 DAYS MAY 2021</b>				
3	4	5	6	7
10	11	12	13	14
17	<PD>	19	20	21
24	25	26	27	28
31				

<b>10 DAYS JUNE 2021</b>				
	1	2	3	4
7	8	9	10	11
<LD>	15	16	17	18
21	22	23	24	25
28	29	30		

**Projected Last Day ~ JUNE 14**  
 If weather or other emergencies require the closing of school, these days will be made up after the projected last day to June 30<sup>th</sup>. If additional weather-related days are needed beyond these 14 days, we will begin with April 16<sup>th</sup> and move backward.