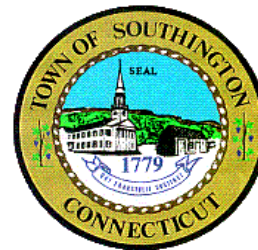


Southington Board of Education Meeting



Thursday, May 13, 2021 6:30 PM

This meeting will convene virtually. Instructions to access the BOE meeting in real time via teleconference are noted below: 1. Call 1-646-558-8656 2.

Follow the prompts. 3. The Meeting ID: 869 0411 4644 4. Passcode:

800683 5. Please mute your phone. 6. Refrain from using the "speaker

phone". 7. Public comments on the agenda items may be submitted via email and will be read

into the record. Email comments to: tconnellan@southingtonschools.org COMMITTEE OF THE WHOLE ~ OPERATIONS

200 North Main Street

Southington, CT 06489

SOUTHINGTON BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session
 - a. Student Matters
3. Reconvene Meeting - Regular Session - 7:00 p.m.
4. Pledge of Allegiance
5. Appointment of Director of Business & Finance
6. Celebration of Excellence
 - a. FBLA State Competition Winners
 - b. CCC Champion SHS Girls Gymnastics Team
7. Approval of Minutes - April 22, 2021
8. Public Communications
 - a. Communications from Public
 1. Alpha Gamma Chapter of Alpha Delta Kappa Organization Presentation by Joyce McAloon, Alpha Gamma President
 - b. Communications from Board of Education
 - c. Communications from Administration
 - d. Communications from Student Representatives
9. Committee Reports
 - a. Elementary Facilities Committee Report - April 27, 2021
10. Superintendent's Report
 - a. Personnel Report
11. Old Business
 - a. Town Government Communications
 - b. Appointment of Representative on the Town Cable Advisory Council
 - c. Policy 3281 - Code of Conduct, Child Nutrition Programs - Second Reading
 - d. Policy 3320 Purchasing Procedures - Second Reading
 - e. SHS Mandarin 2,3,4 Course Proposal and Curriculum Review - Second Reading
12. New Business

- a. 2021-2022 Operating Budget Reallocation/Adoption
 - b. Exemptions for Vaccines - Discussion
 - c. Return to Full In-person Learning - Fall, 2021
13. Adjournment

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 13, 2021

Decision Requested X Agenda Code 5.

AGENDA REPORTING FORM

Agenda Topic: Appointment of Director of Business and Finance

Summary of Issue: The Director of Business and Finance position will become vacant due to Sherri DiNello's retirement effective June 30, 2021. The Board must appoint a new Director of Business and Finance effective July 1, 2021

Background: The Board of Education interviewed candidates for the position of Director of Business and Finance on Monday, May 10, 2021.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2021

Ending Date of Program or Project: TBD

Recommendation or Comment: Move to appoint a new Director of Business and Finance



Signature of Superintendent of Schools

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

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

APRIL 22, 2021

The regular meeting of the Southington Board of Education was held on Thursday, April 22, 2021, at 7:00 p.m. as a Zoom and teleconference meeting with an Executive Session held prior as a Zoom video meeting at 6:30 p.m.

1. CALL TO ORDER

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

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

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

2. EXECUTIVE SESSION ~ CONTRACT NEGOTIATIONS – NIPSEU & AFSCME

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

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

Motion carried unanimously by voice vote.

Executive Session recessed at 6:56 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

Mrs. Carmody reconvened the Board of Education Regular Session at 7:04 p.m.

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

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

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

4. PLEDGE OF ALLEGIANCE

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

5. APPOINTMENT OF ASSISTANT SUPERINTENDENT OF SCHOOLS

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

“Move to appoint Mr. Frank Pepe as Assistant Superintendent of the Southington Public Schools, effective July 1, 2021 at a salary of \$185,000.”

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

Motion carried unanimously 8-0.

Mrs. Carmody stated that the Board was confident that Mr. Pepe would continue the work that he has been doing in the Southington school district for the last 16 years and that he would continue to support the vision of a Southington graduate to be both college and career ready working with Mr. Madancy as Superintendent of Schools (*as of 07-01-21*). The Board members all congratulated Mr. Pepe who introduced his family and thanked the Board for the opportunity.

6. CELEBRATION OF EXCELLENCE – FOOD SERVICE

Mrs. DiNello stated that the Board wanted to recognize and celebrate the Food Service Director, Ms. Nya Welinsky, Kitchen Managers, and Food Technicians of the Food Service Program for their hard work meeting the changing needs and challenges during the pandemic by providing nutritious meals including a remote Grab & Go Program and remote Evening Meal Program. The program did not go one day without offering meals to families. Everyone was flexible when staff had to be shifted to other schools due to school closures and staff shortages. Mrs. DiNello also recognized the work of the Food Service Program office staff Marcia and Marina.

Ms. Nya Welinsky thanked the Board for the recognition and the entire Food Service team for their adaptability to all the new safety protocols and their teamwork effort. The program continues evening remote meal handouts at DePaolo Middle School on Monday, Wednesday, and Friday from 5:00-6:00 p.m. serving 500-2,000 meals per night. Since the first day of school through March 31, 2021, they handed out 79,762 free meals to the community for students. Ms. Welinsky personally named and thanked all the Food Service staff who packaged and gave up their evenings to hand out and carry on the meal distribution program during these unprecedented times.

Mrs. Carmody recognized Student Representative Jhalissa Vincent who was recently accepted into the All-State Choir after completing two virtual auditions. She will be representing Southington and singing soprano with the virtual All-State Choir this weekend.

7. APPROVAL OF MINUTES – March 25, 2021

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

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

Motion carried unanimously by voice vote.

8. PUBLIC COMMUNICATION

a. Communications from Public

There was no communication from the public.

b. Communications from Board Members

Board members discussed the following:

- Mr. Oshana thanked Mr. Connellan and administration for the work that they did in coordinating an opportunity for Southington students age 16 and older to sign up to get vaccinated against Covid-19. The survey that was sent had an overwhelmingly positive response from the families with 600 students showing interest, which is 80% participation of those students that are eligible. The vaccine would be given on Friday, April 23, 2021 by Hartford Healthcare at the Oakdale Theater. He thanked Mrs. Michelle Passamano, Human Resource Manager, who worked relentlessly to pursue this opportunity.
- Mrs. Cipriano, a Director of Bread for Life, thanked the School Food Service staff for their hard work serving students and the community during the pandemic, which brought relief and less stress to many Southington families knowing that food was provided.
- Mr. Brown updated the Board on the Social Justice Committee Coalition initiatives and the \$10,000 grant that they received for marketing purposes. He and Mr. Madancy would be meeting with a marketer on Friday, April 23, 2021 regarding helping people in need know where they could go for help.

c. Communication from Administration

Administration reported on the following:

1. **Recruiting Fairs Participation:** Mr. Connellan reported that the district, through the leadership of Mrs. Passamano, participates in a number of recruiting fairs including the NEAG School of Education (UConn) and CREC Minority Recruitment Fair, which are virtual.
2. **Best Communities for Music Education Designation:** Mr. Connellan announced that the Southington Public Schools was honored as one of the Best Communities for Music Education from the NAMM Foundation (National Association of Music Merchants). The district has won this award for many years in a row.

3. Ocean State Job Lot Donation: Mr. Connellan announced that Ocean State Job Lot donated PPE (Personal Protective Equipment) items to the Southington Public Schools such as face shields, hand sanitizers and disinfecting wipes. The estimated value was approximately \$24,000. Mrs. Mellitt, Accounting Manager, would be sending a thank you on behalf of the district.

4. FBLA State Leadership Conference: Mr. Connellan announced that the Future Business Leaders of America had students who placed in all levels of categories at the State Leadership Conference. Of the 28 students who participated, 21 students placed in the top five in the state and earned first place in five events. Twenty students qualified to compete at the national level in June. Mr. Connellan congratulated Mrs. Joy Cooney and the students and announced that the students would be invited to a Celebration of Excellence at the May 13 Board of Education meeting.

5. ADNET Technology Donation: Mr. Madancy explained the support the district receives for technology from ADNET. He stated that ADNET was downsizing and moving to a new location in Hartford where they are retrofitting offices and reducing their space. They had very large office space in Farmington and a lot of gently used furniture and office equipment that they gave to the Southington school district. Mr. Madancy and Mr. Romano, Director of Operations, selected high-end office cubicle arrangements and partitions for the high school teacher's room. There were conference tables, office desks, file cabinets, flat screen monitors, which are being stored in trailers at the high school temporarily until the summer. He thanked Mr. Romano and the Maintenance Department for moving these items and Mr. Luise, CEO of ADNET, for supporting the school system.

Mrs. Carmody called for a Moment of Silence in memory of the following:

- 1) Ada Peterson, who was an elementary teacher at North Center School for 39 years from 1963 to 2002 and passed away on April 2, 2021.
- 2) Shelly Ayn Hatheway, who was a hall monitor at Derynoski School from 2009 to 2012 and passed away on March 31, 2021.
- 3) Thad Weaver, who was a special education teacher at Southington High School and most recently The Karen Smith Academy since 2004. He passed away on April 5, 2021.
- 4) Pearl R. Bennett, who was a former secretary at DePaolo Middle School and passed away on April 18, 2021.

d. Communication from Students Representatives

Mr. Brett Sheldrick reported on the following:

- On behalf of the Student Representatives, he congratulated Mr. Pepe for the position of Assistant Superintendent and was thankful that he and Amrit were ending their senior year with Mr. Pepe as principal of SHS.
- Brett reported on the athletic season results to date and previous and upcoming games / meets for SHS Baseball, Girls Softball, Boys Volleyball, Girls Lacrosse, Boys Lacrosse and Girls/Boys Track.
- The SHS Academic Awards program is Wednesday, May 5 with the rain date May 6 at 6:00 p.m. on Fontana Field.

Miss Amrit Kaur reported on the following:

- Amrit reported on the athletic season results to date and previous and upcoming matches for the Golf Team and Boys Tennis.

- Senior events are still in the process of being planned.
- Scholarship Night is on May 20 and the rain date is May 21 at 6:00 p.m.

Miss Jhalissa Vincent reported on the following:

- Jhalissa reported on the athletic season results to date and previous and upcoming games / matches for the Girls Tennis Team, Boys and Girls Rugby Club Teams, and middle school baseball / softball teams at Kennedy and DePaolo.
- Advanced Placement (AP) testing will start at the beginning of May and will end at the end of May. It will be administered either in person, on paper, or digital in person. Testing will be held at St. Aloysius Church and at the high school.
- April break was last week and much needed.
- On April 27 there will be a SHS Wind and Orchestra Concert and a SHS Band and Symphonic Concert on April 28 and SHS Jazz and Choir Concert on April 29.

9. COMMITTEE REPORTS

Mrs. Carmody thanked her fellow Board members for all their time and hard work that they do serving on the committees.

a. Policy & Personnel Committee Meeting ~ April 6, 2021

Mrs. Clark reported that the Policy & Personnel Committee met and reviewed the changes in job descriptions that will come before the full Board later on the agenda. The change in the Director of Business and Finance job description is that the position no longer is assigned as the primary representative for negotiations and will shift to the Human Resource Manager and Board Attorney with the Director of Business and Finance providing financial information and support. The Accounting Manager description only had minor language updates. The Library Media Specialist was not reviewed or revised since 1996 and reflects the changes in the job. The Production Secretary was reviewed and revised and did not have any substantive changes. The Associate Athletic Director had one proposed change with the requirement of an 092 Certification due to supervisory responsibilities. Mrs. Clark explained in detail the Elementary Science Specialist, Interventionist-Elementary Schools, and World Language Specialist job descriptions that have no impact to the operating budget and are covered by the ESSR Grant Funds or Title II Grant funds.

Mrs. Clark explained the revisions to Policy 3281-Code of Conduct, Child Nutrition Programs and to Policy 3320-Purchasing Procedures based on additions or deletions as advised by Shipman & Goodwin legal counsel.

b. Curriculum & Instructions Committee Meeting ~ April 6, 2021

Mr. Brown reported that the committee met and discussed the Mandarin curriculum and adding Mandarin 2, 3, 4 at no extra cost to the district due to class sizes and using current teachers. Mandarin 1 is already offered. African and Caribbean Studies in French was already approved but students will now be getting three (3) UConn credits for this course, which very few districts offer. There is no change to the curriculum for Italian 4 CCP Conversation and Composition 1; however, three (3) college credits can now be earned. The committee was updated by Mr. Pepe on SHS Credit Recovery Modules and putting together a program to offer credit recovery during the second half of the year for students who are failing and need help.

ESSR II funds will be used for staffing. The committee received an update from Mr. Pepe and Ms. Diane Holst-Grubbe on the design and implementation of the SHS Capstone requirement. Ms. Rebecca Migliaro provided the committee with an update on the end of junior year work on Essay Writing for Junior English and tying it into the process of applying to colleges and for students who are not planning to go to college to work on their spoken and writing skills needed for career readiness. Mr. Brown reported that Ms. Holst-Grubbe and Ms. Mary Lynne Osborn gave a presentation on Food Service Certification and connecting to area restaurants to ensure students receive proper certification in food handling and manager certification. Perkins Grant funds will be used to pay for it. The committee received a presentation from Mrs. Stephanie Lawlor and Mrs. Josie Rogala on a new Grade 5 Civics Unit called *“Reading in the Content Areas: How Key Events Shape Nations, with a focus on the Civil Rights Movement and the continuing fight for Equity.”* Mrs. Lawlor connected this work to the Black History IS American History Institute that she attended with 27 Southington teachers. Mrs. Sue Vitcavage, JFK Assistant Principal, gave a presentation to the committee on the Middle School Scheduling Pilot for next year that would include a daily intervention block. She will report back to the Curriculum and Instruction Committee after the school year on the success of the pilot.

Mrs. Clark commented on the Essay Writing and was happy that this real-life skill was offered to college-bound students and students entering into the work world for career readiness.

Mr. Derynoski questioned if the ESSR Grant funding for some of these initiatives was for one year or multiple years. Mr. Brown believed that it was about the credit recovery work, and it is not something they have to do in the future once the curricula is created. Mr. Madancy added that only the SHS Credit Recovery Modules were using the ESSR II funds, which is a requirement that is associated with the use of the funds to address learning lost during the pandemic.

c. Elementary Facilities Committee Report

There was no report. The committee does not meet until April 27, 2021 at 4:00 p.m.

10. SUPERINTENDENT’S REPORT

a. Personnel Report

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

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

Motion carried unanimously by voice vote.

11. OLD BUSINESS

a. Town Government Communications

1. Appointment of Representative on the Town Cable Advisory Council

Mrs. Carmody explained that the name given to her to serve on the Advisory Council was Mr. Jacob Gorski. Mr. Oshana was not familiar with that name and questioned if he was associated with the school system. Mr. Connellan explained that

after the last election there was an organizational meeting and committee positions were proposed. Mr. Rick Campbell formerly had this position and works at the high school as a Tech Analyst. He is no longer interested in serving as a representative on the Town Cable Advisory Council. At that time, Mrs. Carmody asked if anyone was interested in the position and no one volunteered, which left the position open. Mr. Oshana stated that if it is a Board appointment, then it should be someone associated with the Board of Education. He stated that many years ago former Board member Mr. Leonard Marcheselle served on this committee. Mr. Oshana requested to table this appointment to see if a Board member or someone within the school system was interested in this position.

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

“Move to Table.”

Motion carried unanimously by voice vote.

Mrs. Carmody asked if there was a Board member willing to serve on the Town Cable Advisory Council. Mr. Baczewski recommended that the Board receive more information on Mr. Gorski who may be suitable for the job. Mr. Derynoski suggested that from now until the next Board meeting to see if anybody from within the school system would be willing to participate rather than fill the position right now. Mr. Brown added that the person recommended might be qualified and should be looked into. Mr. Baczewski stated that the Board did not really know what exactly the Town Cable Advisory Council does and asked that something be emailed to the Board members about the role of the Cable Council. Mrs. Carmody stated that she would contact the Town Council Chair for more information. Mr. Connellan stated that he would call the Town manager to provide a job description of the role and the charge of the Town Cable Advisory Council and send it to the Board members.

12. NEW BUSINESS

a. Adoption of 2022 Board of Education Meeting Dates

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

“Move to adopt the 2022 Board of Education Meeting Dates, as presented.”

Motion carried unanimously by voice vote.

b. Approval of Job Descriptions ~ Director of Business & Finance, Accounting Manager, Library Media Specialist, Production Secretary, Associate Athletic Director, Elementary Science Specialist, Interventionist- Elementary, and World Language Specialist.

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

“Move to approve the job descriptions as recommended by the Policy and Personnel Committee.”

Motion carried unanimously by voice vote.

- c. **Policy 3281- Code of Conduct, Child Nutrition Programs – First Reading**
- d. **Policy 3320 – Purchasing Procedures – First Reading**
- e. **SHS Mandarin 2, 3, 4 Course Proposal and Curriculum Review – First Reading**

Mrs. Clark stated that the above agenda items were first reads and that if anyone had questions to reach out to her or Mr. Madancy.

- f. **2021-2022 Healthy Food Certification**

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

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

Motion carried unanimously by voice vote.

- g. **2021-2022 Food and Beverage Exemption**

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

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

Motion carried unanimously by voice vote.

13. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

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

“Move to go into Executive Session.”

Motion carried unanimously by voice vote.

The regular meeting ended at 8:12 p.m.

The recessed Executive Session started at 8:13 p.m.

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The Executive Session ended at 8:32 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

Thursday, May 13, 2021

Good Evening

I would like to take this opportunity to introduce myself, as well as others, and give some information about our organization.

My name is Joyce McAloon, President of Alpha Gamma and a retired teacher of this town. Here tonight with me are a few of my sisters in Alpha Gamma – Retired teachers –Cheryl Robertson, Ellen Bellinger, Donna McBride, and an active teacher Bri Reney.

Alpha Gamma Chapter is part of an organization that is called Alpha Delta Kappa. Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding throughout the United States as well as 5 countries Canada, Jamaica, Australia, Mexico, and Puerto Rico.

Alpha Delta Kappa provides the opportunity to make a difference. Around the world, Alpha Delta Kappa members combine their energies and talents to enrich their lives and the lives of others through thousands of heartwarming, community-based altruistic projects.

To go along with our mission, our organization provides different activities within our community. To name a few that we support in our town are:

- Each month, we provide snacks for Southington Community Services for the Alpha Gamma Snack Shelf
- In addition to providing snacks each month, during our Alpha Delta Kappa Month in October --- we honored our Southington Public School staff with an additional donation to Community Services for a job well done during this pandemic.
- Each May, we give a scholarship to a young lady who is going into the field of education.

Now, we are providing resources for our teachers to use with the topic of world understanding. We hope that these books will provide additional support for understanding the world around us.

Each elementary school will receive 4 books titled-----

- The Rabbit Listened by Cori Doerrfeld
- You are enough -A book about Inclusion – by Sofia Sanchez
- The Little Red Kite by Ellie Brown

- Empathy is your Super Power – A book about understanding the feelings of others – by Cori Buysolari

Each middle school will receive 4 books titled-----

- The Boy, the mole, the fox, and the horse by Charlie Mackery
- The Skin I'm In by Sharon G. Flake
- George by Alex Gino
- Drita My Homegirl by Jenny Lombard

High School will receive the following 3 books-----

- Under the mesquite by Guadalupe Garcia McCall
- The Name sake by Jhumpa Lahiri
- Homecoming by Cynthia Voigt

Inside each book is written ---A gift to -----School to promote World Understanding from Alpha Gamma, the Southington Chapter of Alpha Delta Kappa.

We are hoping that our Schools' Principals will share this information about the donated books to each of their staff members, so that they are aware of new resources available to them for promoting world understanding.

During the first week of June, I will deliver our donation of books to each of the schools.

Alpha Gamma Chapter thanks you and appreciate your time and support with our presentation of these books.

Joyce McAloon
President – Alpha Gamma Chapter of Alpha Delta Kappa

Board of Education

Administrative Report

May 13, 2021



1. STEPS – DMHAS Grant Award
2. Handwritten Thank You Cards for Staff
3. Senior Class Events - Update
4. STEM Without Boundaries



SOUTHINGTON PUBLIC SCHOOLS

Board of Education Elementary Facilities Committee
Meeting Minutes Tuesday April 27, 2021

Call to Order: 4:00 p.m.

Members Present: Colleen Clark, Committee Chairperson, Zaya Oshana, Robert Brown, Terri Carmody, Board Chairperson

Administration Present: Timothy Connellan, Superintendent, Steven Madancy, Assistant Superintendent, Sherri DiNello, Director of Business and Finance

The Committee Chairperson noted that no feedback, input, or questions have been received from other Board of Education members. The Collier presentation was discussed in depth, with special regard for the possible options and costs outlined. In addition, the Committee discussed the need for additional dialogue and input, citing specifically the possibility of a presentation to the Town Council.

The location of Karen Smith Academy was discussed and the possibility of developing education specifications that could be used for an analysis of the project costs should the eventual decision involve moving KSA. Redistricting will be a necessary component of any elementary project and the district will plan to reengage SLR, formerly Milone and MacBroom.

Tasks:

The Superintendent will discuss with the Town Manager regarding a presentation at a Town Council meeting.

The administration will continue to work with Colliers regarding additional information needed.

Submitted,

Timothy F. Connellan
Superintendent of Schools

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

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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.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 13, 2021

Decision Requested X Agenda Code 10 a

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for the 2020-2021 school year. This report includes activity for the month of April 2021.

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


Alternative Strategies: _____

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

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



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Included:

8. Personnel Report

**Personnel Report
April 2021**

APPOINTMENTS

	NAME	POSITION	SCHOOL	FTE	EFFECTIVE	DEGREE	SALARY
CLASS	Dagata, Kathleen	P/T paraeducator-EAS	JFK	.88	4-26-2021	N/A	\$17.03
CLASS	Garcia, Idalis	P/T paraeducator	STELLAR	.88	4-22-2021	N/A	\$17.03
CERT	Niebrzydowski, Monica	Grade 7 science teacher	JFK	1.0	8-26-2021	MA	\$52,262
CERT	Northcutt, Erica	Asst. Principal	SHS	1.0	4-12-2021	6th	\$139,219
CLASS	Ruggiero, Michael	Security Attendant	SHS	1.0	4-19-2021	N/A	\$20.44
CERT	Simone, Kimberly	Grade 7/8 math teacher	JAD	1.0	8-26-2021	MA	\$66,185

RESIGNATIONS/RETIREMENTS

	NAME	POSITION	SCHOOL	EFFECTIVE	YRS	RET/RES
CLASS	Bonilla, Zuleyka	P/T Paraeducator-EASE	JFK	4-10-2021	3 mo.	RESIGN
CLASS	Nyerick, Beth	F/T Paraeducator	KES	6-30-2021	3 yrs.	RETIRE
CERT	Raposa, Kristen	Grade 5 teacher	FES	6-30-2021	11 yrs.	RESIGN

ASSIGNMENT CHANGE

NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		EFFECTIVE
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	
Graff, Abigail	Math-JAD	1.0	Math -JFK	1.0	8-26-2021
Kellnhauser, Lauren	Grade 6 -Remote	1.0	Grade 6 ELA/Math-JAD	1.0	8-26-2021
Maley, Marigrace	Music-KES/OES	1.0	Vocal Music-JAD	1.0	8-26-2021
McKirryher, Christina	Grade 5 -OES	1.0	Elem Math Specialist-OES	1.0	8-26-2021

TRANSFERS

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

None to report

COACHING / STIPENDS

Coaching Stipends

Reney, Brianna Girls' Lacrosse Freshman Coach STIPEND SHS

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 13, 2021

Decision Requested X Agenda Code 11c

AGENDA REPORTING FORM

Agenda Topic: Policy 3281 – Code of Conduct, Child Nutrition Programs -Second Reading

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 3281–
Code of Conduct, Child Nutrition Programs

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 3281 to the full Board for a Second Reading.

Titles of Attachments:

1. DRAFT Policy 3281



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policy 3281
Code of Conduct, Child
Nutrition Programs
Draft



SOUTHINGTON PUBLIC SCHOOLS

Series 3000

Code of Conduct-Child Nutrition Programs

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

Article I. Purpose

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

Article II. Code of Conduct Provisions

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

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



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Series 5000

Code of Conduct-Child Nutrition Programs

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

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

Legal References:

Federal Regulations and Guidance

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

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

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

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

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

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

Connecticut Statutes, Regulations, and Guidance

Conn. Gen. Stat. § 1-79 Definitions.

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

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



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Code of Conduct-Child Nutrition Programs

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

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

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

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

(August 2016).



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Series 5000

Code of Conduct-Child Nutrition Programs

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 13, 2021

Decision Requested X Agenda Code 11 d

AGENDA REPORTING FORM

Agenda Topic: Policy 3320 – Purchasing Procedures -Second Reading

Summary of Issue: The Policy & Personnel Committee has reviewed Policy 3320– Purchasing Procedures

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 3320 to the full Board for a Second Reading.

Titles of Attachments:

1. DRAFT Policy 3320



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Policy 3320
Purchasing Procedures
Draft



SOUTHTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Definitions

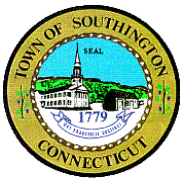
For the purposes of this policy:

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

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

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

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



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

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

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

II. COMPETITIVE BIDDING PROCESS

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

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

B. Bid Specifications

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

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

C. Advertising

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



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Purchasing Procedures

D. Bid Openings and Awards

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

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

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

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

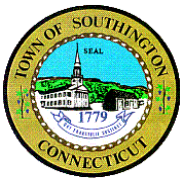
E. Bid Security

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

F. Requirements Governing Bid Awards

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

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



SOUTHINGTON PUBLIC SCHOOLS

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Purchasing Procedures

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

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

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

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



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

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

G. Rejection Of Bids

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

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

H. Advisement Of Bid Award

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

III. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

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



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Series 3000 Business and Non Instructional Operations

Purchasing Procedures

B. Process For Obtaining Quotations

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

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

IV. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

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

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

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



SOUTHINGTON PUBLIC SCHOOLS

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Purchasing Procedures

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

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

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

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

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

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

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

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



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

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

V. WAIVERS

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

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

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



SOUTHINGTON PUBLIC SCHOOLS

Series 3000 Business and Non Instructional Operations

Purchasing Procedures

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

VI. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

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

VII. AUDITS

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

Legal References:

State Law:

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

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

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

Federal Law:

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

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

Adopted 10.88

Revised 5.13.21

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date May 13, 2021

Decision Requested X

Agenda Code 11 e

AGENDA REPORTING FORM

Agenda Topic: SHS Mandarin 2, 3, 4. Course Proposal and Curriculum Review- Second Reading

Summary of Issue: All proposals for high school course program changes have been reviewed by the administration and Curriculum and Instruction Committee.

Background: As part of the curriculum design process, all proposals for new courses must be presented to the Board for approval. The Curriculum and Instruction Committee reviewed these courses and recommend approval from the full Board.

Alternative Strategies:

1. Accept or modify the proposal as presented. 2. Reject the proposal presented.

Cost (if applicable): Textbooks, Resources **Funding Source:** Textbook/Workbook Funds

Beginning Date of Program or Project: _____

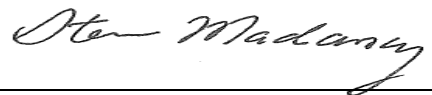
Ending Date of Program or Project: N/A

Recommendation or Comment:

The Board of Education approves the SHS Mandarin 2, 3, 4 Course Proposal and Curriculum Review as recommended by the Curriculum and Instruction Committee.

Titles of Attachments:

1. Proposed Course Program Change Forms



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

New Course Proposal

SHS Mandarin
2, 3, 4

PROPOSED COURSE/PROGRAM CHANGE FORM

Southington Public Schools Southington, Connecticut

School: Southington High School

Department: World Language

Please check appropriate item:

New Course:

Revised Course:

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

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

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

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

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

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

Students who have completed year 1 Mandarin.

PROPOSED COURSE/PROGRAM CHANGE FORM

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

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

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

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

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

Comments: _____

Principal: Approved Denied


Signature

PROPOSED COURSE/PROGRAM CHANGE FORM

Southington Public Schools Southington, Connecticut

School: Southington High School

Department: World Language

Please check appropriate item:

New Course:

Revised Course:

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

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

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

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

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

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

Students who have completed year 2 Mandarin.

PROPOSED COURSE/PROGRAM CHANGE FORM

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

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

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

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

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

Comments: _____

Principal: Approved Denied

Frank Roper

Signature

PROPOSED COURSE/PROGRAM CHANGE FORM

Southington Public Schools Southington, Connecticut

School: Southington High School

Department: World Language

Please check appropriate item:

New Course:

Revised Course:

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

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

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

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

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

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

Students who have completed year 3 Mandarin.

PROPOSED COURSE/PROGRAM CHANGE FORM

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

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

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

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

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

Comments: _____

Principal: Approved Denied


Signature

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 13, 2021

Decision Requested X Agenda Code 12 a.

AGENDA REPORTING FORM

Agenda Topic: 2021-2022 Operating Budget Reallocation/Adoption

Summary of Issue: The Town Council adopted the Board of Education budget on Monday, May 10, 2021 for the 2021-2022 school year.

Background: Administration will provide their recommended reallocation cut list to the Board under separate cover.

Alternative Strategies: N/A

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

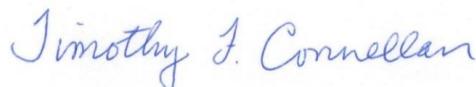
Beginning Date of Program or Project: July 1, 2021

Ending Date of Program or Project: June 30, 2022

Recommendation or Comment: Recommend that the Board of Education adopt the 2021-2022 Operating Budget with adjustments.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. 2021-2022 Budget Recommended Adjustments