

Southington Board of Education Meeting

Thursday, January 9, 2014 7:00 PM
Municipal Center Public Assembly Room 200 North Main Street
Southington, CT 06489
200 North Main Street
Southington, CT 06489



BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session to Discuss Personnel ~ 7:00 P.M.
3. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
4. Pledge of Allegiance
5. Approval of Minutes ~ December 12, 2013
6. Communications
 - a. Communications from Audience
 - b. Communications from Board Members and Administration
 - c. Communications from Student Representatives
7. Report of the Superintendent
 - a. Personnel Report
8. Committee Reports
 - a. Curriculum & Instruction Committee Meeting ~ December 19, 2013
 - b. Finance Committee Meeting ~ January 6, 2014
 1. Transfer of Funds
 2. Bid Award - 2014-BID-18 - Bus for Ag-Science Tech. Dept.
 3. Bid Approval - 2014-BID-20 - Lawn Mowing & Trimming (SHS, JAD, JFK, KES, PES, SEES)
9. Old Business
 - a. Town Government Communications
 - b. Construction Update
 - c. Proposed 2014-2015 School Calendar ~ Second Reading
 - d. Enrichment Update ~ Talcott Mountain Science Center
10. New Business
 - a. Naming of Two AFSCME Negotiating Committees
 - b. Southington Board of Education / Veterans Partnership Long Range Planning - Vision Statement
 - c. Overnight / Out of State Field Trip
11. Adjournment

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

DECEMBER 12, 2013

The regular meeting of the Southington Board of Education was held on Thursday, December 12, 2013 at 6:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

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

Present from the administration were Dr. Joseph Erardi, Jr., Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; Mr. Fred Cox, Director of Operations, and Kimberly Hunt, Personnel Manager.

1. CALL TO ORDER

2. EXECUTIVE SESSION TO DISCUSS CHRO PERSONNEL ISSUE, RETIRED PARA CONCERN, TRANSPORTATION CONTRACT AND SUB PAY ~ 6:30 P.M.

An Executive Session meeting was held 6:34 p.m. through 7:00 p.m.

3. MUSIC CELEBRATION ~ 7:00 P.M. – 7:15 P.M.

The J. A. DePaolo Middle School Concert Choir, under the direction of choral music teacher Mrs. Patricia Altieri, entertained those present with a holiday festival of songs.

4. BOARD OF EDUCATION RECOGNITIONS ~ 7:15 P.M.

State Senator Joseph Markley and State Representatives Al Adinolfi, Rob Sampson, and David Zoni were present to recognize the 2013-2014 Connecticut Association of Public School Superintendents' (CAPSS) Superintendent / Student Award recipients along with the Board of Education. The awardees were Alexis Dziubek, a senior at Southington High School, and Ariana Gazaferi, Grade 8 student at John F. Kennedy Middle School. This award was designed by school administrators to recognize students who have served their schools and communities while maintaining exceptional academics. Dr. Erardi noted that Alexis scored a perfect 36 on her ACT exam for college admission. Both Alexis and Ariana were presented with citations from the State of Connecticut General Assembly, which was submitted on their behalf by the entire Southington legislative delegation. The recipients also received plaques from the Southington Board of Education.

The Board members recognized the Joseph A. DePaolo Middle School Free Runners, which is a charitable group of students. The Free Runners raise money and awareness to help the Mill Foundation for Kids in Southington. Over the past year, they have made candies, baked goods and crafts to sell at school to fund their charity. They ran in relays during the 2012 and 2013 Hartford Marathon and Sandy Hook 5K. The students also made stuffed animals to be delivered to patients at CCMC. The Free Runners, who were awarded Certificates of Excellence by the Board of Education, were: William Barmore; Emily, Matthew and Megan Biscoglio; Zachary Burleigh, Cameron Clynes, Trevor Dufresne; Bryce and Olivia Fournier; Matthew and Tyler Garry; Taylor Hubert; Isabella and Lily Scalise; Autumn and Chaise Swain.

In Celebration of Excellence, the Board recognized retiring South End Elementary School custodian, Tony Falco, who has worked in the district for 27 years. The Board presented Mr. Falco with a plaque.

Chairman Goralski called for a recess at 7:40 p.m.

5. RECONVENE MEETING ~ REGULAR SESSION

The regular session was reconvened at 7:50 p.m. by Chairperson, Mr. Brian Goralski. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen. Absent was Mrs. Patricia Johnson.

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

Student representatives present were Gabrielle Baker and Stephanie Krar.

There were approximately 26 people in the audience.

6. PLEDGE OF ALLEGIANCE

The audience recited the Pledge of Allegiance led by the student representatives.

Mr. Goralski called for a moment of silence in memory and honor of the 26 educators and students who lost their lives one year ago in the Sandy Hook tragedy. Also, in memory of Mrs. Judy Delahunty, a retired Southington High School art teacher, who had served the district for many years and recently passed away.

7. APPROVAL OF MINUTES ~ November 14, 2013

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

“Move to approve the Board of Education minutes of November 14, 2013, as submitted.”

Motion carried unanimously by voice vote.

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

“Move to approve the Board of Education Special Meeting Minutes of December 11, 2013, as submitted.”

Motion carried unanimously by voice vote.

8. COMMUNICATIONS

a. Communications from Audience

Art Cyr, 103 Berlin Avenue, addressed the Special Needs Registry in the town of Southington established by the Commission on DisAbilities in conjunction with the Southington Police Department. He requested that a notice be affixed to school bulletin boards and included in school newsletters in January informing people of the Special Needs Registry. This registry is to assist residents with special needs in the event of an emergency or evacuation. Mr. Cyr also addressed that which Mr. Labieniec mentioned at the last Board of Finance meeting: what it would take to get the Board of Finance to pass a Board of Education budget as presented.

Robert Brown, 587 Burritt Street, addressed the Board’s open process and transparency with the Board of Education budget. He thanked the Board for the opening music celebration and recognitions honoring and highlighting the students. He noted that the biggest issue around the school district with teachers is “time.” Teachers need time do to assessments, create new curriculum, integrate the Common Core, etc. He felt that the most cost effective and common sense way to provide more time next year is what has been proposed in the 2014-2015 school calendar with a half-day of school one-day a month, on a Wednesday, when students would have a shortened day and teachers would be able to work on all the things that they have to do. He strongly encouraged the Board to consider it and noted that other school districts are successfully doing it.

b. Communications from Board Members and Administration

Communication from the Board Members:

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

“Move Agenda Item 12.b, ‘Appointment of Assistant Principal of John F. Kennedy Middle School,’ to Agenda Item 8.d.”

Motion carried unanimously by voice vote.

Mrs. Notar-Francesco reported that she had sent an e-mail to Board members about a CREC Board meeting last month focused on a new Legislature Committee for special education funding, which is part of the M.O.R.E Commission (Municipal Opportunities and Regional Efficiencies). M.O.R.E. is a bi-partisan panel that is charged with helping towns to reduce costs and increase efficiencies. She noted that Dr. Erardi had requested inclusion on the Special Education Select Working Group sub-committee. The group will work to develop a list of

recommendations to put forward to the legislature by May. Mrs. Notar-Francesco reached out to Rep. Joe Aresimowicz to facilitate Dr. Erardi's seat on this sub-committee.

Mrs. Notar-Francesco also reported that Rep. Aresimowicz had appointed Tony D'Angelo from Southington to serve on the Legislature's Education Mandate Relief Task Force. She thought that the Board should connect with Mr. D'Angelo regarding the mandates, which have been an ongoing concern with the Board. Dr. Erardi commented that Mr. D'Angelo had connected with him recently. He noted that this group had a daunting task in front of them.

Mrs. Lombardi reported that she visited Thalberg School to see the pilot Tech-Sperts Program. The program is comprised of 15 students who are the Tech-Sperts. They teach, design, and problem-solve in their own classrooms, and out of the classroom with technical issues, software or projects that they present to the rest of the school. The Tech-Sperts create Prezi's, i-Movies, Bloggsters, PowerPoints, and Storyboards, etc. and share this learning with the teachers and students. She thought that the program should be offered across the district. There is no cost and it is a program whereby students are teaching other students and teachers.

Mrs. Lombardi had previously requested that the Board look at the technology utilization at the high school and the return on it. Dr. Erardi replied that two aspiring administrators were collecting the data, which will be available in January. Mrs. Lombardi noted that she will be travelling in January and asked Mr. Goralski to make that an agenda item for the first meeting in February after the budget meetings.

Mrs. Queen encouraged the townspeople to support the local merchants and noted that the more local the purchase, the greater the percentage of the money will stay and support the local economy. The stronger the local economy is the greater Southington's ability will be to invest in public education this coming budget season.

Mrs. Queen reported that on November 15, 2013 she attended the Connecticut Project Lead-the-Way STEM Conference in New London where four Southington High School students were invited to present because, as juniors, they took two national exams, and on one exam scored the best in the entire state of Connecticut and second best on the second exam. She noted that she was very proud of how well the students represented Southington.

Mr. Goralski reported that the STEPS Community Forum will be held on March 4, 2014 where they will discuss the study that they just conducted on how the community can be best served.

Mr. Goralski explained that a Board member was concerned about the big gap between the last Board meeting in January 2014 and the first meeting in February. He will ask Mrs. Albaitis to poll the Board about moving the February meeting up one week on the calendar from February 27 to February 20. The decision will be made at the January meeting.

Mr. Goralski announced that the Polar Plunge will be take place on January 18, 2014 at the YMCA Camp Sloper's Pond, which is for a worthy cause for the children of Southington. He asked the community to donate to this cause.

Communication from Administration:

Dr. Erardi reported on the following:

1. Retreat Date and Agenda: Dr. Erardi reported that he would have Mrs. Albaitis poll the Board for the best Saturday date (January 25, February 1, or February 8) to hold the retreat. He suggested having a couple of items on the agenda that are part of the Board's long-term planning.
2. Safety Advisory Committee: Dr. Erardi reported that the first meeting of the committee, which is comprised of K-12 parents, will be on January 8, 2014 at 6:30 p.m.
3. CIAC Concussion Education and Awareness: Dr. Erardi reported that the CIAC is now requiring every school district to have a program in place regarding the district's protocol.
4. SHS Library Advisory Committee: Dr. Erardi explained that an advisory committee was being put together and will meet for the first time in January. They will be extracting the library needs out of the Capital Plan until they have a good understanding of what a 21st Century library on the high school level would look like. In two or three months, the committee will present to the Board. Mr. Cox will be an integral part of this as far as the facility, fixtures and equipment. Dr. Erardi will have Mrs. Albaitis poll the Board for a liaison to serve on this committee.
5. District and School Performance Index: Mrs. Smith was happy to report that the latest data that came in was very favorable for the town of Southington compared to the state of Connecticut. The State of Connecticut Department of Education recently released the school and district performance reports that are known as "score cards" that informs parents and communities of their schools' and district's progress especially as it relates to CMT and CAPT assessments. The reports were also designed to provide information to school and district leaders on school improvement areas and areas of strength. The performance reports are part of Connecticut's Secondary Education Act Waiver, which is a new accountability system to replace No Child Left Behind. It is a system that recognizes that higher expectations are the goal rather than proficient expectation. While the School Performance Index (SPI) is one indicator of a school's classification, additional criteria, such as graduation rates at the high school and the size of the achievement gaps, also influence a school's classification. The SPI and the District Performance Index (DPI) will evolve over the next few years as we move from a Connecticut Mastery and CAPT system of testing into the Smarter-Balanced assessment also called "SBAC." The School Performance Index runs from 0-100 with the state goal of 88. High schools must also reach a graduation rate of 94%. There are six classifications that the state holds for school systems which are: 1) excelling, 2) progressing, 3) transitioning, 4) review, 5) focus, and 6) turnaround. All of our schools scored in the top three categories, which is a wonderful accomplishment. We have five schools excelling (DES, PES, SES, TES, JAD), three schools in the progressing category (KES, JFK, FES), and three schools in the transitioning category (HES, SEES, SHS). While we are delighted as a district, Mrs. Smith noted that, going forward, they may be comparing a SPI score based on CMT to a different scoring system once the Smarter-Balance field test has ended. What has prevented a school from falling into one of the top three ranges happened to be the data in the particular sub-groups and the rate of improvement. Being a member in the top three categories indicates that our

trajectory is clearly moving in the right direction in the areas of sub-groups and closing gaps. Mrs. Smith noted that the strategies, interventions and professional development that are required to close the academic achievement gaps will be reflected in the budget.

Mrs. Carmody requested a list of all the acronyms in education for the Board members and parents. Mrs. Smith stated that her office would work on it. Mrs. Clark thought that it would be good to put it on the school district's website as well.

Mrs. Lombardi explained that, for those who read the BOE minutes and who follow the budget process, this is an important meeting to take note. The question on the grid several times last year was in regard to the school system's results, where the money was going, and the impact of the money that the BOE is spending. She asked the media to take note of Mrs. Smith's report. It is published information and Southington has results that most districts would envy because not one Southington school is under transitioning. When it is budget season, she suggested showing this report.

c. Communications from Student Representatives

Miss Gabrielle Baker reported on the following:

- She congratulated Alexis and Arianna for receiving the CAPSS award.
- The Powder Puff games were held the past two weeks. They lost to New Britain, but won the Cheshire game.
- The football championship game was moved from 6:00 p.m. to 1:30 p.m.
- People can go to the SHS home webpage and vote for the Knight Crew because they are competing for a state title. She encouraged everyone to vote because it is very close.
- Winter sports are starting next week.
- The Drama Club show was this past Friday and Saturday. The auditions for the spring show "Aida" start this coming Wednesday.
- December 12 was the ASVAB testing for those students interested in entering the military to see what area was best suited for them.

Miss Stephanie Krar reported on the following:

- The sophomores and juniors recently took the PSAT test, which will help them prepare for their upcoming SATs. School Counselors will be going into their English classes to tell them how to go onto the College Board's website to access their scores under My College QuickStart.
- On December 3, 2013, Progress Reports were available on PowerSchool for parents. Dr. Semmel sent an all-call to the parents because paper copies are no longer sent home.
- The high school recently hosted the December 7 SATs.
- This past week was Southern Connecticut State University's onsite decision day. All the students who were interviewed were accepted (including Miss Krar).
- The National Honor Society and National Junior Honor Society Toiletry Drive were held this week at the high school and middle schools. The students will be wrapping and shipping the items that they received on Saturday.

Dr. Erardi thanked Dale Riedinger, Math and Science Coordinator, for assuming the dual role of K-12 Math and Science Coordinator for a district the size of Southington for many years, and for producing professional development that was so important to get the achievement results that Mrs. Smith just spoke about. He noted that it happened because of the extraordinary dedication and work of Ms. Dale Riedinger.

Dr. Erardi stated that the Board made a courageous decision last year in a very difficult budget season to go forward with hiring a Pre-K through Grade 12 Science Coordinator. Under the direction of Kim Hunt and Karen Smith, they were pleasantly surprised with the competition within a high-level group of applicants. After a rigorous process of multi-levels, Dr. Erardi was proud to announce that Mr. John Duffy was Southington's new Pre-K-Grade 12 Science Coordinator. Mr. Duffy came to the podium and thanked the Board for the opportunity. He appreciated the importance the Board puts upon science. In considering the position, he talked to several people, and what came through time and time again was how both the Board and parents support education in Southington. He looked forward to building upon the work of Ms. Riedinger who has done a great job, and hoped to bring new ideas in instruction in science and building upon what is already a high performing school district.

d. Appointment of Assistant Principal of John F. Kennedy Middle School
(formerly Agenda Item 12.b)

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

“Move to appoint Susanne Vitcavage to the position of Assistant Principal at John F. Kennedy Middle School effective February 1, 2014 with an annual salary of \$118,606 prorated to her start date.”

ROLL CALL VOTE: YES – Mrs. Clark, Mr. Derynoski, Mrs. Lombardi, Mrs. Notar-Francesco, Mr. Oshana, Mrs. Queen, Mrs. Carmody, Mr. Goralski. **Motion carried unanimously.**

Mrs. Vitcavage came to the podium and thanked the Board for their confidence and support. She stated that she was the proud parent of two students who currently attend Southington High School and who previously attended Kennedy Middle School. She was proud to be part of that team now.

Chairman Goralski called for a short recess at 8:35 p.m.

The meeting reconvened at 8:45 p.m.

9. REPORT OF THE SUPERINTENDENT

a. Personnel Report

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

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

Motion carried unanimously by voice vote.

10. COMMITTEE REPORTS

a. Policy & Personnel Committee Meeting ~ November 18, 2013

Mrs. Clark reported that the committee met and discussed the Recess Policy #6112 and the proposed change at the state level regarding recess. The committee is now awaiting clarification from legal counsel concerning the district's ability to withhold recess for any purpose. Currently, the policy is, if a student is being recommended to miss recess for the purpose of making up homework, schoolwork, or for behavioral reasons, then parental support is needed. The committee is waiting for clarification whether or not that can continue. The committee is continuing to review the 3000 series regarding Business and Non-Instructional Operations. Prior to the next committee meeting, Mrs. DiNello and Mr. Cox will be reviewing the policies to see what is obsolete, outdated, and what needs to be revised, etc. These policies include purchasing, bids, budget, operations, and maintenance, etc. The committee will not be meeting in the month of December and the next meeting is scheduled for January 21, 2014.

b. Curriculum & Instruction Committee Meeting ~ November 21, 2013

Mrs. Carmody reported that the committee met with Dr. Semmel and Ms. Crowley who did an excellent job presenting a high school leveling system update to the committee, which was a recommendation by NEASC. A report was distributed to the committee that included survey information from staff, students and parents regarding the leveling changes. At the Board's next meeting in January, Dr. Semmel will be presenting a full report on leveling at the high school. The Board members will have that report previous to the Board meeting. Mrs. Carmody noted that, as a result of the leveling change, the disciplinary problems that previously existed in Level 1 classes have diminished. Mr. Goralski stated that he would like to keep the second meeting in January totally focused on the budget.

11. OLD BUSINESS

a. Town Government Communications

Mrs. Notar-Francesco reported that the Self-Insurance Committee met Wednesday, December 11, 2013 and decided what the funding level for the insurance fund for the town and Board of Education would be. The fund was brought to \$23,100,000, which is a 5.6% increase in insurance, which by insurance standards is a modest percentage increase because the industry is seeing upwards of 8%. The committee also adjusted the distribution of contribution into the fund. It previously was that the Board of Education contributed 76.5% of the total amount, and the Town contributed 23.5%. The committee adjusted the rate in favor of the Board of Education by one-half percent. Therefore, the Board of Education will be paying into the fund 76% and the Town 24% in 2014-2015. Mrs. DiNello noted that the 76% reflects the claims data for the Board of Education. She pointed out that Mrs. Notar-Francesco did an excellent job of gathering information to support her recommendation at the Self-Insurance meeting to decrease the Board of Education's percentage of contribution.

Mr. Goralski reported that following the town election Mr. DeFeo held a Turf Advisory Committee meeting on December 11. He noted that Town Council Chairman, Mike Riccio, kept all town committees as is, so all members of the Turf Advisory Committee returned. Mr. Goralski noted that the collaboration between Mr. Eric Swallow [Athletic Director] and Mr.

David Lapreay [Director of Parks and Recreation] is very good. Mr. Lapreay has a plan in place to support methods of raising funds to contribute to the turf fund. Mr. Swallow continues to be the point person overseeing the calendar. Mr. Goralski believed that Mr. DeFeo already published the minutes from that meeting. The committee will be meeting in January and focusing on what used to be called "Knightvertising." They received their first check of \$4,281 from the Board of Education for the events held on the turf field for September and October in generation of funds from ticket sales. Mrs. DiNello stated that she would inform the Board of the amount of the second check for November and December. Mr. Goralski noted that it was truly a community field and that the committee was pursuing fundraising opportunities.

Mr. Goralski reported that he spoke to the Board of Finance Chairman, Mr. Leary, because the budget season is now under way. He liked Mr. Labieniec's question of what has to happen to pass the Board of Education's budget "as is." Mr. Goralski thought that was the type of thinking that should belong in government versus being adversarial. Right now, Mr. Goralski believed the three biggest things that the Board of Education is focused on are 1) higher student achievement, 2) helping teachers and administrators better evaluate as they are required to do and, 3) technology. He informally shared these three things, which will impact the Board of Education, with the Chairman of the Board of Finance. The Board of Finance asked the Board of Education to present the budget to them on February 12; however, that is a holiday for some government offices. Mr. Goralski proposed that the Board of Finance start their meeting early at 6:30 p.m. on February 13 prior to their regular meeting, which Mr. Leary thought was a great idea. Mr. Goralski asked Mrs. DiNello to respond to Emilia Portelinha [Director of Finance] that the Board of Education will meet with them on February 13 at 6:30 p.m. and to inform the Board once it is finalized.

Mrs. Lombardi requested that the Board of Education Finance Committee have the conversation of the three things to impact the Board of Education budget. Mrs. DiNello stated that they will be having a Finance Committee meeting the first week of January and can have some of those conversations then. Mr. Goralski noted that the Board members already know that these are the three items that will impact the budget and that he did not share anything that the Board did not already know. He noted that the Board will be receiving the Superintendent's 2014-15 proposed budget before the holiday break. Dr. Erardi added that he followed the Priorities and Assumptions that the Board had worked on for the last couple of months, which was what guided the leadership team. Mr. Goralski noted that the public presentation of the budget will be Tuesday, January 14, 2014.

Mr. Derynoski felt that those three issues would be better served by the entire Board in a discussion during their normal budget review workshops where they can get the specifics.

Mr. Goralski pointed out that the Board of Education only has one meeting in February, which is February 27. Mrs. Albaitis will be polling the Board as to whether to move the February 27th Board meeting to February 20.

b. Construction Update

Mr. Cox reported that for the middle schools the builders are behind tarps putting up concrete block walls on the interior of the classroom and administration additions. This past Saturday, the new electrical distribution system was fired up at DePaolo and is scheduled to do the same at Kennedy on December 23. The old electrical systems will be retired at the middle

schools and they will be on the new electrical power at that time. Newfield Construction has informed Mr. Cox that they are on schedule for the April move into the new wings.

Mr. Derynoski asked if Mr. Cox had heard anything from the state regarding the closing out of the Plantsville and South End School projects. Mr. Cox replied that the state was still working on it and they should come to a close in the near future.

Mr. Goralski noted that the Building Committee was very happy with the work of Newfield Construction and their communication is keeping everyone very well connected on the middle school projects.

c. Administrator Evaluation Plan Update

Dr. Erardi reported that mid-year evaluations are taking place with the new Administrator Evaluation document. They continue to move forward as a team and stay united under the pretense that they are all learning together.

d. Teacher Evaluation Plan Update

Mrs. Smith reported that the Teacher Evaluation Committee continues to meet with all members committed to reviewing the process and procedures and adhering to the plan that the Board voted on and supported for this school year. At the end of this school year, when they survey all parties, they know that they will be making some changes with the plan based on one year's worth of experience. Mrs. Smith has been receiving requests from administrators to look at other districts' plans. As she contacted the other districts, she was warned that those districts were changing their plans too. They are in the same situation as Southington of living the plan for a year and then making modifications.

Mrs. Notar-Francesco questioned the pacing regarding the number of evaluations and observations, formal and informal, and questioned whether there were guidelines through the SEED model or through our own work that is being used as a guide. She was worried that there was not enough time between evaluations for the teachers to feel comfortable that they have made the necessary improvements before the next evaluation occurs. Dr. Erardi replied that it was an issue in all districts because there are no guidelines from the State of Connecticut Department of Education other than that the work must be completed and sent forward at the close of this school year. The teachers' concerns were how quickly they could be evaluated as they just returned to the new school year, which happened within the first two weeks of school. When Dr. Erardi presents his budget moving forward for 2014-2015, he is asking for more hands to relax that time and to make a better space between the post-observation concern and the next observation. Currently, they are doing the best that they can with it. Mrs. Notar-Francesco thought that would contribute to the jitters of the staff and the anxiety of the expectations for these evaluations. She felt that the overall school climate then begins to diminish. Dr. Erardi was proud that, in partnership and collaboration with the teachers union, they have met to address the issues of morale, staying united, and how to get this done. Dr. Erardi noted that they made a conscious decision to be explicitly clear with every teacher at mid-year evaluation of exactly what their performance looks like as far as what is good teaching and learning and that is what they will be sharing with a majority of the teachers just to mitigate that anxiety and the jitters. Dr. Erardi pointed out that they are calibrated in the district regarding the practice; however, they remain a very anxious teaching and administrative community.

e. Capital Plan 2014-2019

MOTION: by Mrs. Lombardi, seconded by Mrs. Clark:

Move to approve the Capital Plan, as presented.”

Mr. Derynoski asked if the projects were listed by priority. Mrs. DiNello replied that the items in the 2014-2015 column are what are currently considered as priorities. Upon adoption by the Board, it will be sent to the Town Director of Finance to be included within a town-wide plan and the priorities are then discussed with the Board of Finance. In the past, there has been a cover letter listing out what the Board of Education priorities were. Mr. Cox replied that previously he has been asked to list them in priority order; however, they are not listed that way on the sheet in front of the Board. From the standpoint of operations, the priorities are as follows:

- | | | |
|----|---------------------------------------|-----------|
| 1. | Derynoski Exterior Masonry Repointing | \$210,589 |
| 2. | SHS Football Bleachers Refurbishing | \$ 63,654 |
| 3. | SHS Atrium Roof Replacement | \$397,000 |

Mr. Goralski noted that these were the items that the Board agreed on and will be listed in the cover letter to the town. He thought all of these items should be in the town-wide Capital Plan now. Mrs. Notar-Francesco asked if the numbers were all up-to-date. Mr. Cox replied that vendors were contacted in all three cases and they are the latest numbers.

Mrs. DiNello thanked Ms. Lisa Jones [Accounting / Purchasing Manager] who worked on these numbers along with Mr. Cox and Mrs. Veilleux [Director of Technology] in preparing this document.

Motion carried unanimously by voice vote.

12. NEW BUSINESS

a. Technology Grant and Long-Term Planning Update

Mr. Christopher Richter distributed a Technology Survey (*Attachment #1*). Mr. Richter and Mrs. Karen Veilleux gave a PowerPoint presentation (*Attachment #2*) on a few things that have been happening this year regarding Southington Public Schools and technology. At the end of last year, Dr. Erardi and Mrs. Smith presented the Technology Committee with a task to revolutionize the way that Southington Public Schools addresses and provides professional development for the teachers and administration regarding technology. Through SurveyMonkey, the Technology Committee got baseline data of where the district currently is with technology. Mr. Richter noted that the successes were great; however, they wanted to know what some of the weaknesses were district-wide, school-wide, and in the content areas for the middle schools and high school. Mr. Richter noted that the Technology Survey did not tell the complete story because it was full-blown summary data of all of the schools. The committee looked at each school and what they could do to try to address the issues and weaknesses in each school.

The Technology Committee is comprised of 25-30 people, including representatives from every school and every level K-12 that addresses the needs of Southington teachers and administrators. The three big issues that the committee saw were:

1. Communication: How to communicate great professional development K-12? What is being done at the high school is different from what is being done at the elementary schools, etc. and the committee wanted to bring that together.
2. Show and Tell: When you show and talk to people about things it creates discussion and spurs innovation. It makes someone think about what other people have, what they are doing, and how someone could bring that into their own life in the things that they do.
3. Support Systems: For teachers and administrators to feel that they have someone to go to for help.

To start, the committee came up with an initiative design, which is in the planning stages. They created a comprehensive blog called "SPSTeachology." Mr. Richter explained that K-12 teachers around the district are uploading content to the site. He noted that basically it is "show and tell." This is the platform if a teacher wants to share something with other teachers. It is completely integrated with social media (Facebook pages, twitter pages, etc.) It allows for ongoing discussion because each post allows teachers to respond back about how they could use something in their classroom. The teachers are in the district; it is not someone from outside of town so they know they have a go-to person when it comes to some of these things that they are being shown. The other piece is the Tech-Sperts Program.

Mrs. Veilleux explained that the district has been moving to Google Docs this past year. Training has been offered in the schools and to cabinet administrators. It allows the students the ability to start work at school, and to login and finish the work at home because it is saved in the cloud. It allows teachers to access that work and share documents back and forth.

Mr. Richter explained that the Technology Committee is discussing what the best way is to roll out the SPSTeachology page. They do not want to overload teachers, and want to make it a gradual progression.

Mrs. Veilleux reported that on December 18 a trainer who is trained in Google Docs will be coming to the district to train the Technology Committee, including some teachers and principals. The plan is to Train the Trainer with the Technology Committee becoming the experts. At the district-wide August professional development, they plan to have the trainers be the experts and roll it out to the district. The hope is to make the teachers' lives easier with less paperwork. Mr. Richter added that with Google Docs the students and teachers can have access to it wherever they go. He added that the committee thought that it would be a great thing for teacher evaluation, and it offers up simple things that teachers can do to increase many aspects of their teaching.

Mr. Richter explained that the committee is trying to bring the Tech-Sperts district-wide. Kennedy Middle School is going to be running a Tech-Sperts pilot next year. It is project-based student centered learning which addresses the Vision 20/20 that was put out last February. Students have a chance to work on projects themselves in individualized learning space. Mr. Richter noted that in the survey data there are a lot of teachers in the school district who consider themselves basic or beginner users with technology. The committee is trying to create a more technologically literate district because that is what the students need and, if the students know

more than the teachers, they can flip the model and have the students sometimes teach the teacher when it comes to technology.

Mr. Richter added that they are trying to partner with the Southington Education Foundation and STEM University. He has been in contact with Mr. Sheffy about trying to work on that together as soon as it is up and running.

Mrs. Veilleux explained that a \$10 million Technology Grant came out this summer from the State of Connecticut geared towards bringing more computers into the classroom and increase Internet bandwidth. She applied with the help from her team, especially Debbie Miller and the district Grant Writer, Christine Boulanger. They requested \$450,000 dollars; however, because there were so many school districts that applied Governor Malloy increased the grant to \$24 million. Southington received an award of \$237,923 to prepare for the state testing. There is a Tech Readiness Report that she has been regularly submitting to the state where they have to list all the devices, what rooms are being used for testing, etc., and the state gives the district a health report of the district's network and computer situation for online testing. This grant cannot supplant Board of Education funds. Because the district did not get the full amount requested, which was to originally continue our infrastructure upgrade and to provide a laptop cart for every elementary school, it is being scaled back. They are going to continue the infrastructure work and going to get a laptop cart for Derynoski School. The high school will get one or two laptop carts, which most likely will be Chromebook Carts.

Mrs. Veilleux explained that it was important to note that, through the grant, they agreed that the school system would have to sustain this in the future. The Board has been very supportive in the computer replacement plan as they continue to lease going forward. That replacement plan helped with the grant showing that we do have a plan moving forward. Mrs. Veilleux received the letter today that it will be put on the bonding agenda in January.

Mr. Goralski requested that Mrs. Blanchard place the attachments associated with this on the CABE Portal for the Board to access at a later date.

Mrs. Carmody was happy that there were teachers on staff who were technology experts and willing to present to other staff on professional development days.

Mrs. Notar-Francesco commended Mrs. Veilleux for being the driving force behind the Technology Plan that the Board put forward.

Mrs. Lombardi was happy that the technology vision was coming to life. She commended both Mrs. Veilleux and Mr. Richter for leading that effort.

Mrs. Queen asked how the SPSTeachology and the STEM U are different. Mr. Richter replied that the STEM U is looking to increase to a higher level the STEM education that the students in the Southington Public Schools are getting through innovative lesson designs, partnerships, etc., and a web-based platform. The key is that it is mainly focused on just STEM and potentially the arts. What the SPSTeachology website will do is to teach the teachers about trends and things that are out there, such as creating discussions about a flipped classroom model. It tries to create more of a network of show and tell. It is about any K-12 teacher who wants to use it, such as an AP History teacher, a middle school math teacher, or a Kindergarten teacher.

Mrs. Queen asked for an example of Google Docs. Mrs. Veilleux explained that there is a document, a spreadsheet, and Google Forms. When you develop it, it looks a lot like SurveyMonkey. Up to 50 people can edit something at the same time. If you are online at the same time, other people can see it. Mrs. Veilleux and Mr. Richter gave lengthy examples of how it works, and how it saves teachers hours of time. Mr. Richter stated that he would e-mail the Board a copy of the vocabulary test that he created in Google Forms, so they can see exactly what it looks like.

Mrs. Queen had a concern about not having a mouse if the students had to use Chromebooks or iPads, and asked if that was resolved. Mrs. Veilleux replied that she believed a mouse could be used with Chromebooks, but not with an iPad. The concern with the iPad was that, when the keyboard comes up, half the screen disappears. They will do more testing with it, but she thought that it would work fine at the middle school and high school levels.

Mrs. Smith gave an example of how she had used Chromebooks and Google Docs with Alta students.

Mr. Goralski pointed out that Mr. Christopher Richter is a Grade 8 teacher at Kennedy Middle School.

b. Appointment of Assistant Principal of John F. Kennedy Middle School
(*Moved to Agenda 8.d*)

c. Board of Education / Town Council Partnership

Dr. Erardi gave a PowerPoint presentation on Shared Services between the Town of Southington and the Board of Education (*Attachment #3*). He explained that this was a collaborative approach with town and school officials since August 2013. It is done in joint partnership with the premise of better service and cost avoidance. The four areas in Phase I are Human Resources, Technology, Finance /Purchasing and Legal Services.

Human Resources:

In Human Resources they are looking at what they can do short term. Dr. Erardi explained that Kim Hunt was very influential and instrumental with this, along with Patricia Berardinelli [Executive Assistant to the Town Manager]. The Board of Education Human Resources Department went paperless with the application process using AppliTrack, which saves hundreds of man-hours. AppliTrack will allow the town to partner with our Human Resources Department. He noted that Mrs. Hunt will work with town officials to move their process of how people apply for town jobs. There will be joint training on sexual harassment, Bloodborne Pathogens, and OSHA. Where it makes sense, they will look at advertising. Dr. Erardi noted that long term is a much deeper conversation. They will be looking into and bringing to the Town Council, Board of Education and Board of Finance whether it would make sense to have one office representing the town and school district.

Technology:

Dr. Erardi noted that Mrs. Veilleux took an active part in this conversation. He pointed out that Mr. Jay Baker, former technology employee of the school district, is now the Technology Director for the Town and works in partnership with Mrs. Veilleux. Short term they

are looking at common specs for technology office hardware and supplies, combined projects, shared printing services with the town's color printer, and combined professional development training. Long term they are looking at shared support services under one roof.

Finance / Purchasing:

Mrs. DiNello stated that they looked at ways to work together with the Board of Education's Purchasing Office and our Accounting / Purchasing Manager because the Town does not have a Purchasing Agent. When needed, the Purchasing Office will assist in putting together bid documents and to look into potential contracts or bids where the pricing could be extended to the town. Right now, a number of Town departments do their own purchasing. The Board of Education will share any consortium pricing that we have electronically with the Town, so that they can jump on to some of our bids. Both the town and Board of Education have recently been hit with very large fees for banking services and, now that the Town has hired a treasurer, they will be putting out a banking RFP and will include the Board of Education accounts along with the town accounts. The Board of Education has a new large copier, and there are times that the town may have large print jobs that they are currently outsourcing, which could be done at the Board of Education. On the flip side, the town has a color printer that the Board of Education could use.

Legal:

Dr. Erardi noted that, with the Town and Board of Education's escalation in cost for legal counsel for special education, human resources, and Town Attorney Sciota's office, they are investigating whether it makes sense to retain or hire in-house labor.

The work was based on best practice and common sense. Dr. Erardi felt that this should be a recurring item coming before the Board of Education quarterly with continued updates. Mr. Goralski recommended that the Town Council see this PowerPoint.

d. Proposed 2014-2015 School Calendar ~ First Reading

Dr. Erardi reported that the first read of the calendar comes before the Board annually in December for Board members to formulate questions for research before their January action on the calendar. The calendar includes things that are brand new for the 2014-2015 school year. Mr. Goralski noted that Board members have received many e-mails from the teachers who have been respectful and direct. They have not heard from parents on the proposed calendar.

Mrs. Carmody thought that the calendar was wonderful and about time the Board recognizes that the teachers need this time for professional development because there are so many things that the state has mandated. She hoped that the professional development days are collaborative working days for teachers and not bringing in speakers. Dr. Erardi explained that Mrs. Smith had put together many ideas regarding next year's professional development, which will be sent to the Board.

Mrs. Notar-Francesco questioned the instructional hours per year and the state requirement of 900 hours. Dr. Erardi replied that he will send that document to the Board Friday morning and that they continue to meet all benchmarks with the State of Connecticut.

Mrs. Lombardi noted that she will be out-of-state in January and would not be attending the Board meeting. She fully supported the professional development timeframe every month

and that quality professional development takes place. She concurred with Mrs. Carmody that this should be time for teachers and to evaluate what the output is. She would like to see the feedback once it is put into place.

Mr. Oshana noted that teachers were having issues with time even before the recent evaluation mandates. He had the privilege of growing up with two teachers as parents and pointed out that the school day does not end when teachers leave school. They spend the night correcting papers and doing prep work, etc. He thought that the Board should look at what they could do to alleviate some of the time. He would like to have a follow-up study on time out of the classroom, and the impact and correlation the proposed calendar has on that study. Dr. Erardi stated that his thought with the follow-up was to do it at the end of the first semester of this school year for the third week in January. Mr. Oshana replied that would work.

Mr. Derynoski thought that everyone on the Board agreed that the half-day professional development was one of the wisest things in front of them. He had serious concerns about taking a teacher out from in front of the children for those half-days. If they tally up the hours associated with that, it is almost the equivalent of one week less classroom time for the students. There are 11 days associated with professional development and 13 total for the year including the two days prior to school starting. His concern was the lost time and what could be done to make that time up. Mr. Goralski thought that the response to Mrs. Notar-Francesco's question will cover Mr. Derynoski's concerns. Mr. Derynoski reiterated that he supported the professional development.

Dr. Erardi shared that in two years, with the present legislation, this conversation will no longer be at the local level. It would be a regional conversation with our RESC potentially setting our local calendar. He would hope that in January they would give that some thought and as a Board take a position whether to support that or whether it is most important for the Board to continue to set the calendar.

Mr. Goralski stated that Mrs. Johnson wanted to know the lost instruction time and what the cost would be associated with increasing the school year so the time would not be lost. She wanted to know what the cost would be to compensate teachers within the school day. She would like to be able to connect those costs for two purposes: 1) for the Board to know; and 2) to share with the Town Council, Board of Finance and state lawmakers. Dr. Erardi replied that he sent something to Mrs. Johnson today addressing the certified staff cost per day. If the Board of Education looked to add the day, it would be over \$200,000 per day.

Mrs. Clark was fully in support of the calendar. She has not received any comments from parents. Her concern mirrored what Mr. Derynoski asked of how many hours of instructional time the students would be losing through the course of the year.

Mrs. Queen also supported the proposed calendar.

Mr. Goralski told the Board to send their individual questions to Dr. Erardi who will compile the questions with responses to the Board as a group.

13. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary

Q1 I work at the following schools:

Answered: 325 Skipped: 0



Answer Choices

- Alta
- DePaolo Middle
- Derynoski Elementary
- Flanders Elementary
- Hatton Elementary
- Kelly Elementary
- Kennedy Middle
- Plantsville Elementary
- South End Elementary

Responses

0.91%	3
13.11%	43
6.10%	20
5.79%	19
7.93%	26
6.71%	22
15.55%	51
5.79%	19
5.18%	17

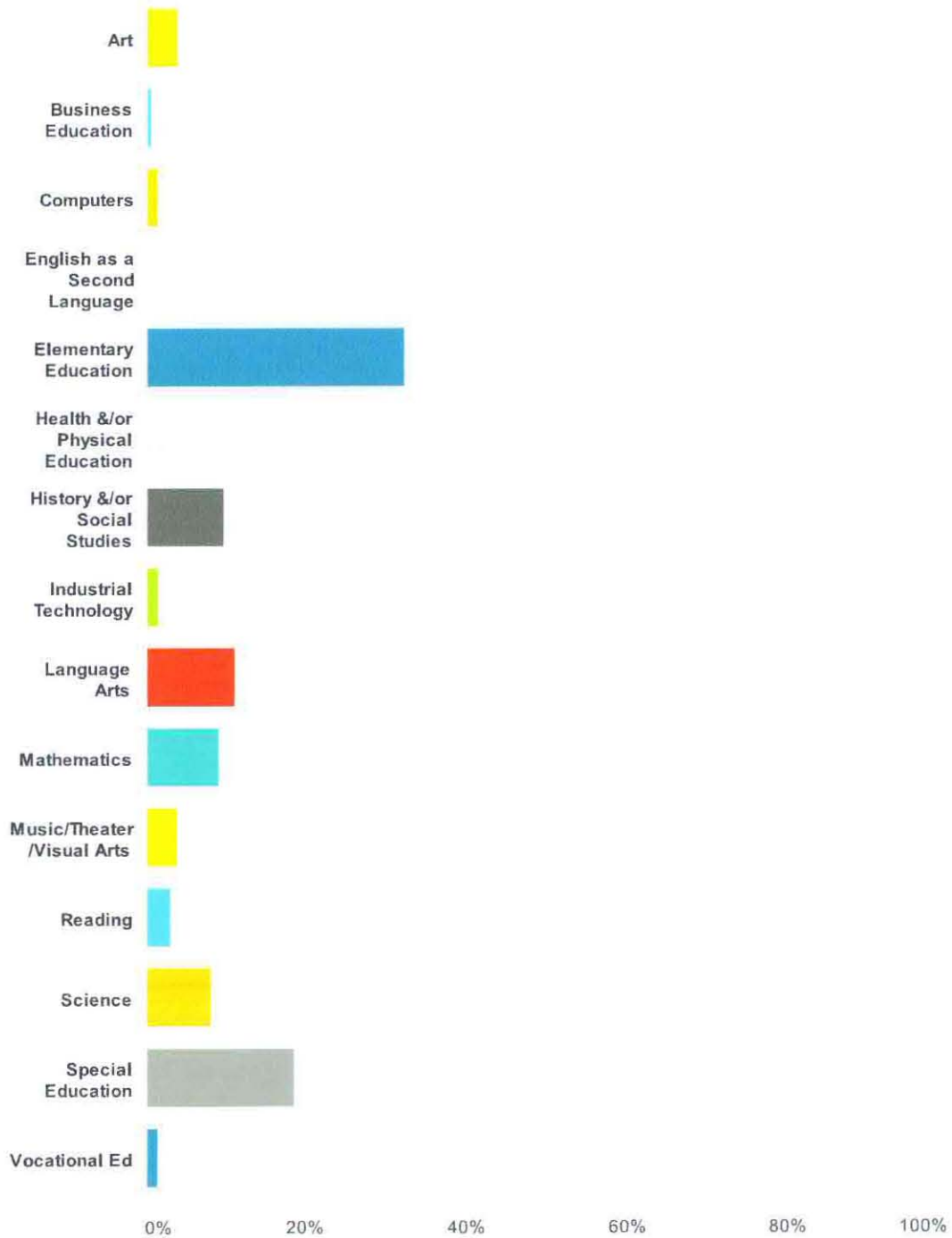
Technology Survey

Southington High	28.66%	94
Strong Elementary	5.18%	17
Thalberg Elementary	7.01%	23
Total Respondents: 328		

Technology Survey

Q2 I teach the following subjects:

Answered: 28% Skipped: 47



Answer Choices

- Art
- Business Education
- Computers
- English as a Second Language

Responses

Art	3.85%	11
Business Education	0.70%	2
Computers	1.40%	4
English as a Second Language	0.35%	1

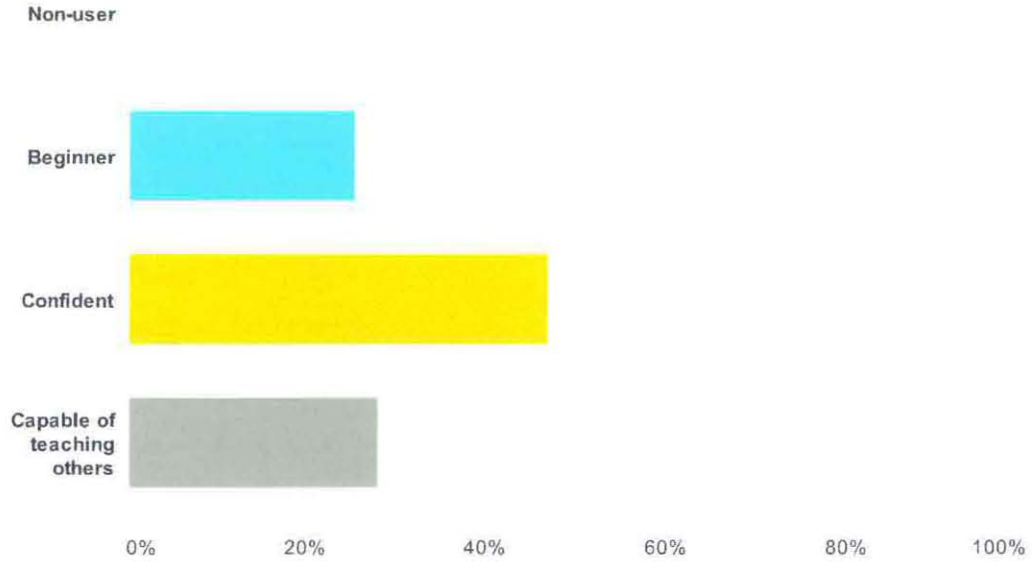
Technology Survey

Elementary Education	32.17%	92
Health &/or Physical Education	4.55%	13
History &/or Social Studies	9.79%	28
Industrial Technology	1.40%	4
Language Arts	11.19%	32
Mathematics	9.09%	26
Music/Theater/Visual Arts	3.85%	11
Reading	3.15%	9
Science	8.04%	23
Special Education	18.53%	53
Vocational Ed	1.40%	4
Total Respondents: 286		

Technology Survey

Q3 As a technology user, I would classify myself as:

Answered: 312 Skipped: 10

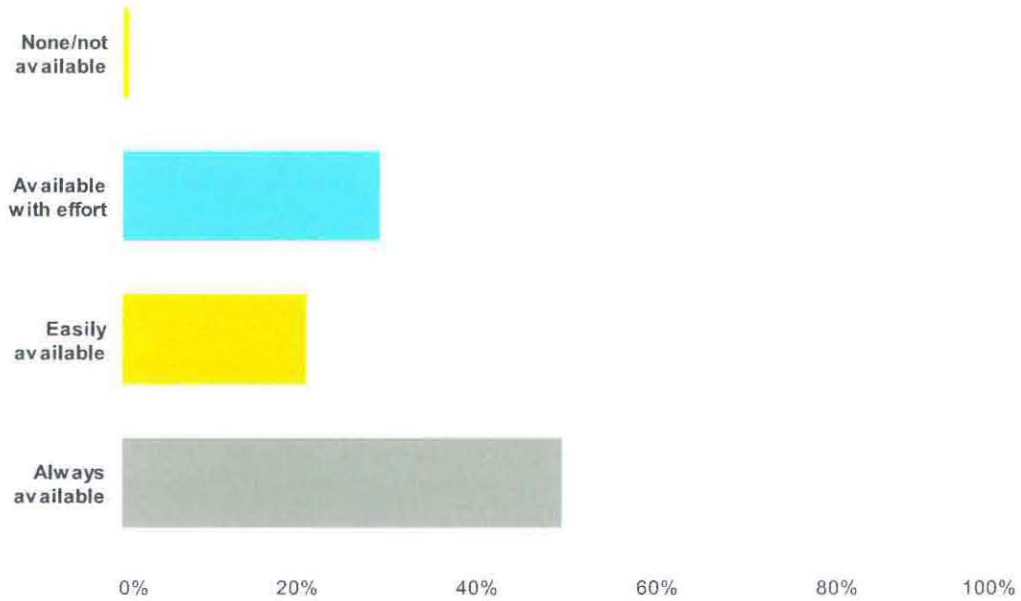


Answer Choices	Responses	
Non-user	0%	0
Beginner	25.32%	79
Confident	46.79%	146
Capable of teaching others	27.88%	87
Total		312

Technology Survey

Q4 At school, a computer for my professional work is:

Answers: 322 Skipped: 0

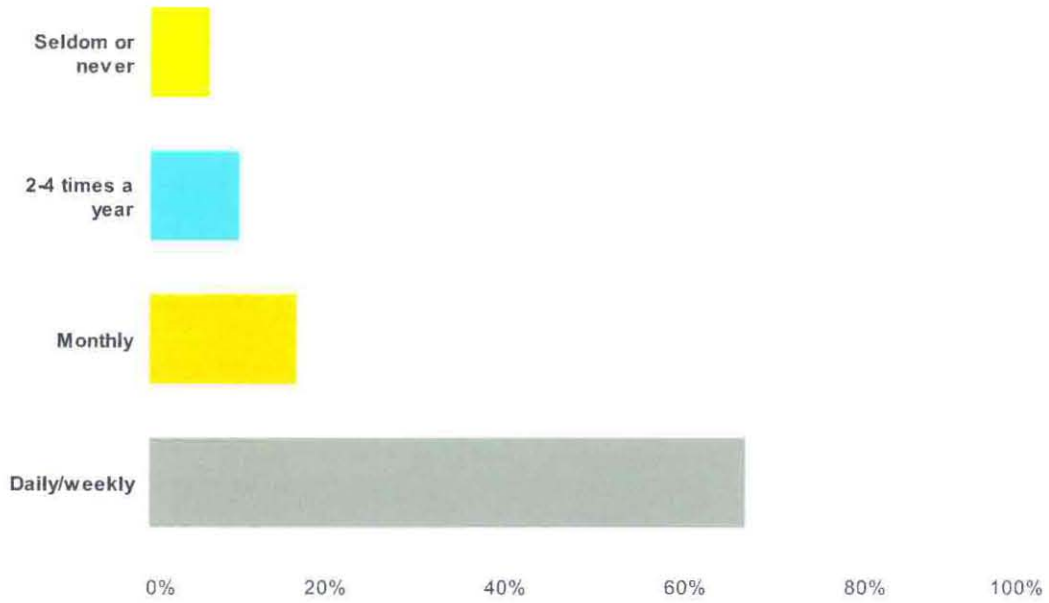


Answer Choices	Responses	
None/not available	0.93%	3
Available with effort	28.88%	93
Easily available	20.81%	67
Always available	49.38%	159
Total		322

Technology Survey

Q5 I rate my classroom use of technology for students:

Answered: 315 Skipped: 13

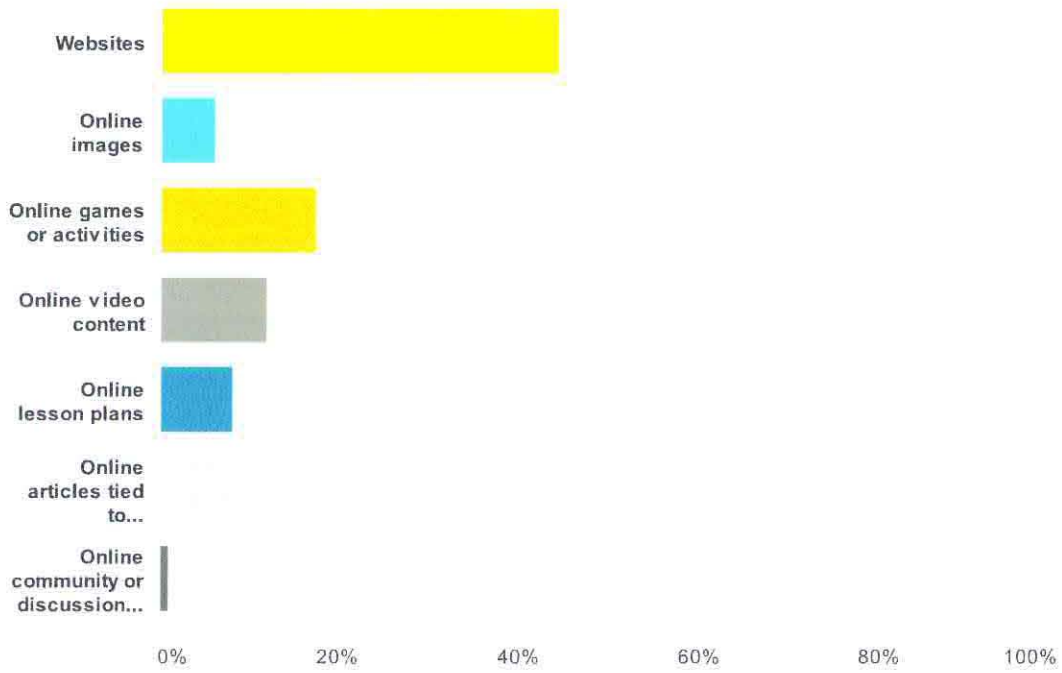


Answer Choices	Responses	
Seldom or never	6.67%	21
2-4 times a year	10.16%	32
Monthly	16.51%	52
Daily/weekly	66.67%	210
Total		315

Technology Survey

Q6 What is the most common tech resource in your classroom?

Answered: 260 Skipped: 68



Answer Choices

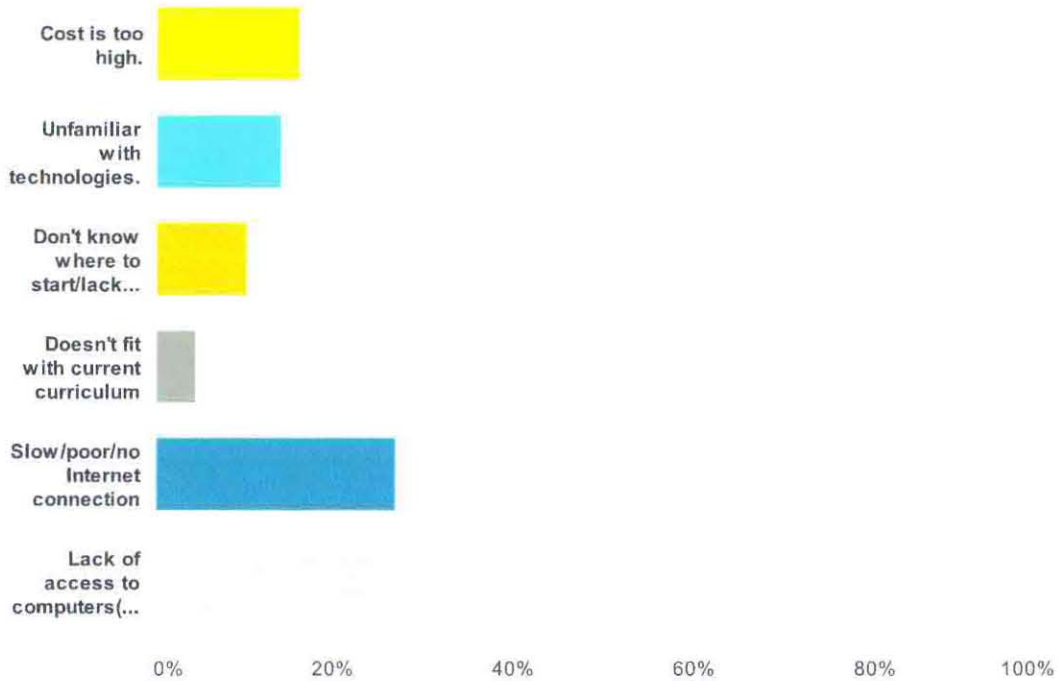
Responses

Websites	44.23%	115
Online images	6.15%	16
Online games or activities	17.31%	45
Online video content	11.92%	31
Online lesson plans	8.08%	21
Online articles tied to instruction	11.15%	29
Online community or discussion forums for teachers	1.15%	3
Total		260

Technology Survey

Q7 What do you feel is the biggest barrier to accessing technology in our classrooms?

Answered: 265 Skipped: 0



Answer Choices

- Cost is too high.
- Unfamiliar with technologies.
- Don't know where to start/lack of training.
- Doesn't fit with current curriculum
- Slow/poor/no Internet connection
- Lack of access to computers(Carts, computer labs, etc)

Responses

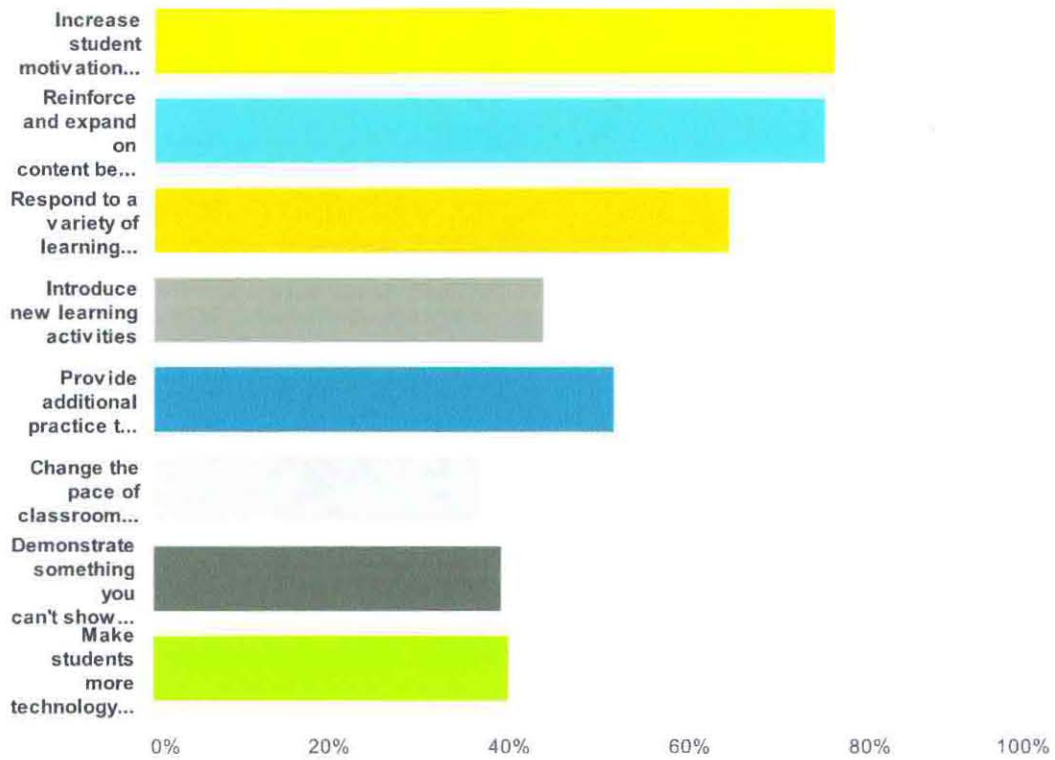
15.85%	42
13.96%	37
10.19%	27
4.53%	12
26.79%	71
55.85%	148

Total Respondents: 265

Technology Survey

Q8 What are some of your top reasons why teachers use technology in the classroom?

Answered: 315 Skipped: 13

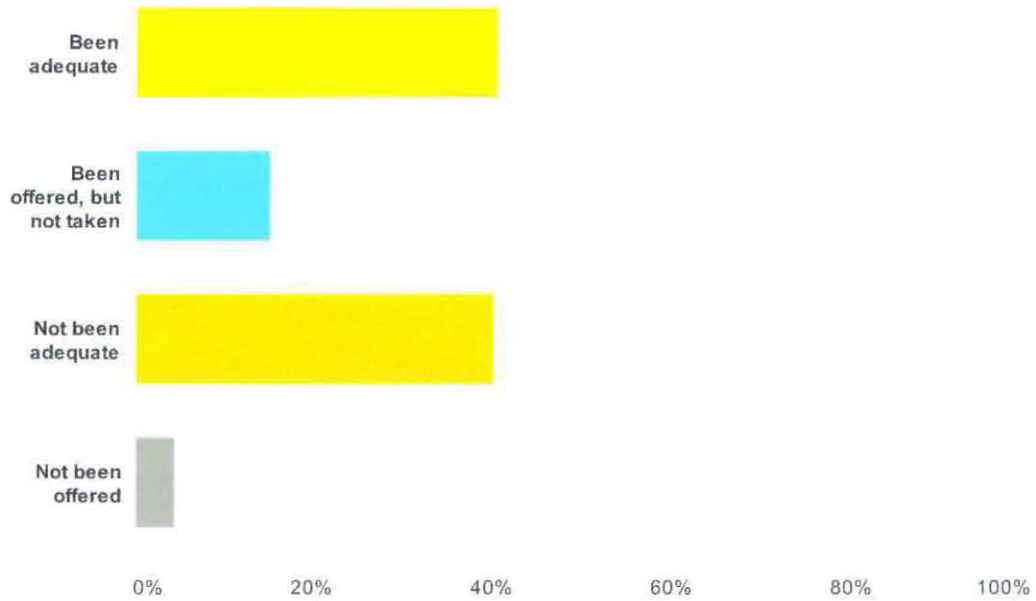


Answer Choices	Responses	Count
Increase student motivation to learn	75.87%	239
Reinforce and expand on content being taught	74.92%	236
Respond to a variety of learning styles	64.13%	202
Introduce new learning activities	43.49%	137
Provide additional practice to struggling learners/students	51.43%	162
Change the pace of classroom work	36.51%	115
Demonstrate something you can't show any other way	39.05%	123
Make students more technology literate	39.68%	125
Total Respondents: 315		

Technology Survey

Q9 Technology staff development offered by my school or the district has:

Answered: 317 Skipped: 11

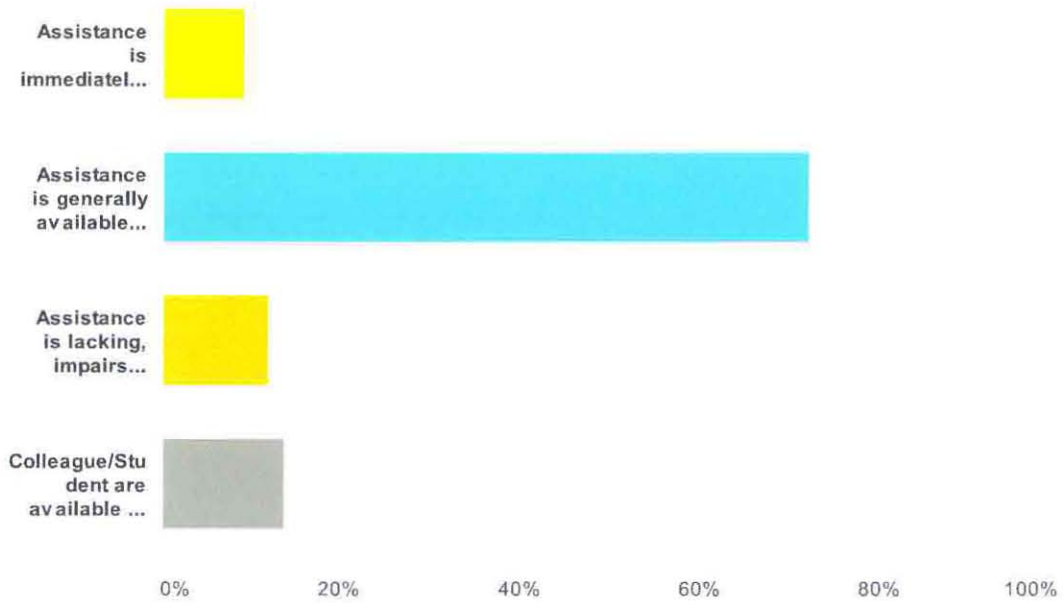


Answer Choices	Responses	
Been adequate	40.38%	128
Been offered, but not taken	15.14%	48
Not been adequate	40.06%	127
Not been offered	4.42%	14
Total		317

Technology Survey

Q10 When I have trouble with technology:

Answered: 321 Skipped: 7



Answer Choices

Assistance is immediately available

Assistance is generally available with time lapse

Assistance is lacking, impairs learning

Colleague/Student are available to fix the problem

Total Respondents: 321

Responses

9.03% 29

71.96% 231

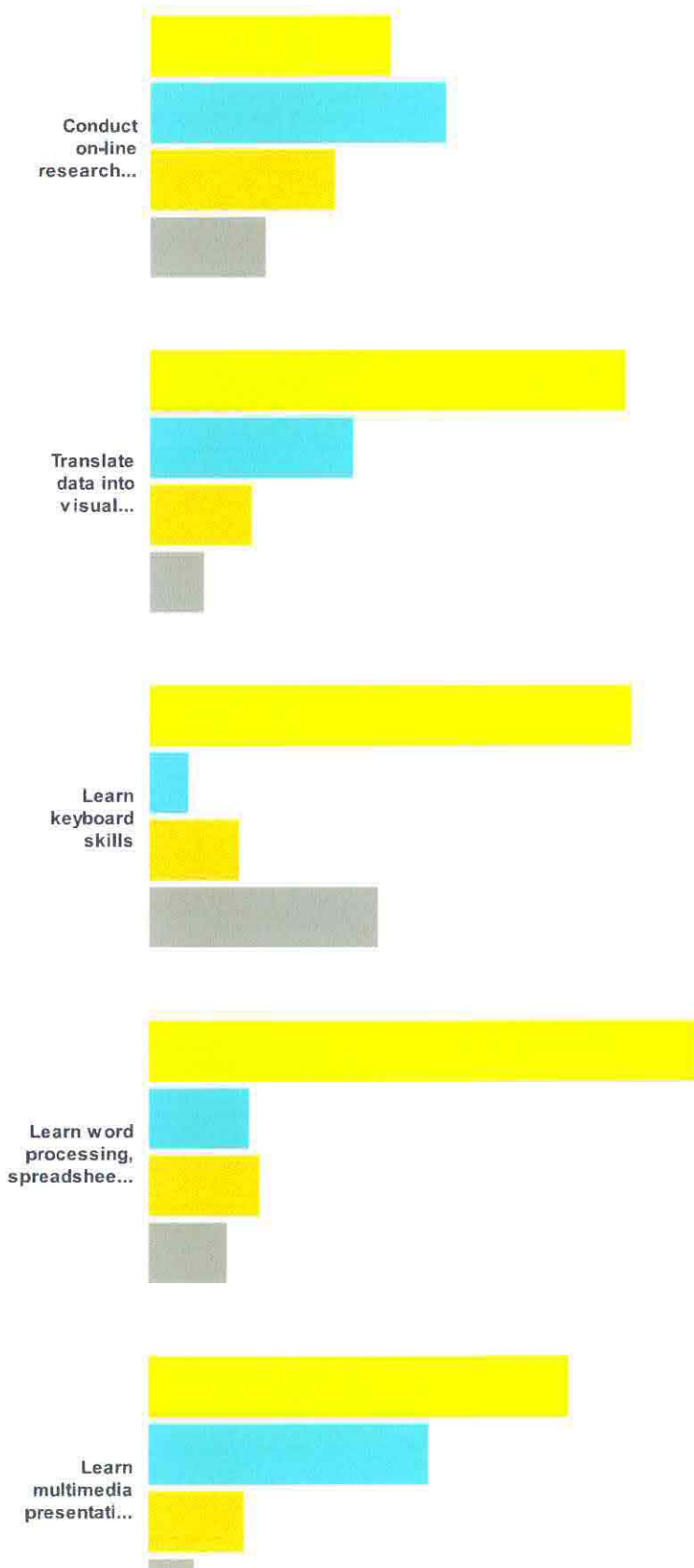
11.84% 38

13.71% 44

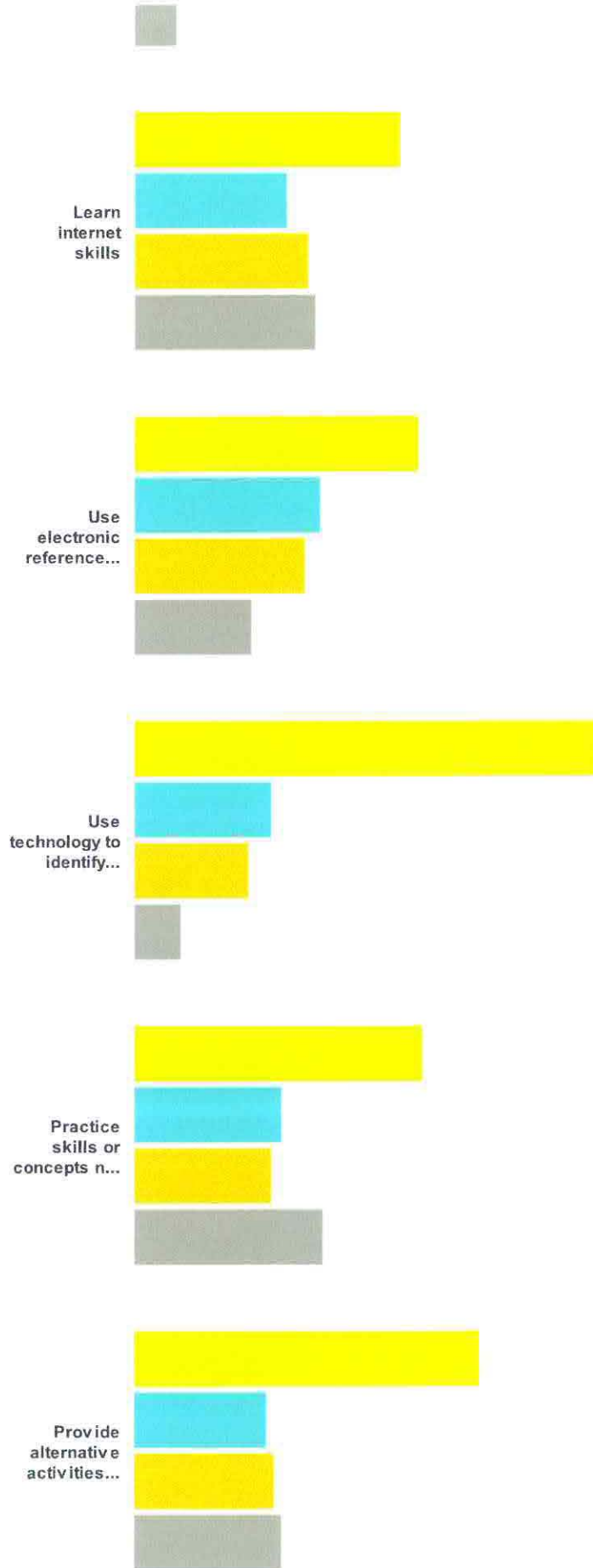
Technology Survey

Q11 How often are your students practicing with the following technologies:

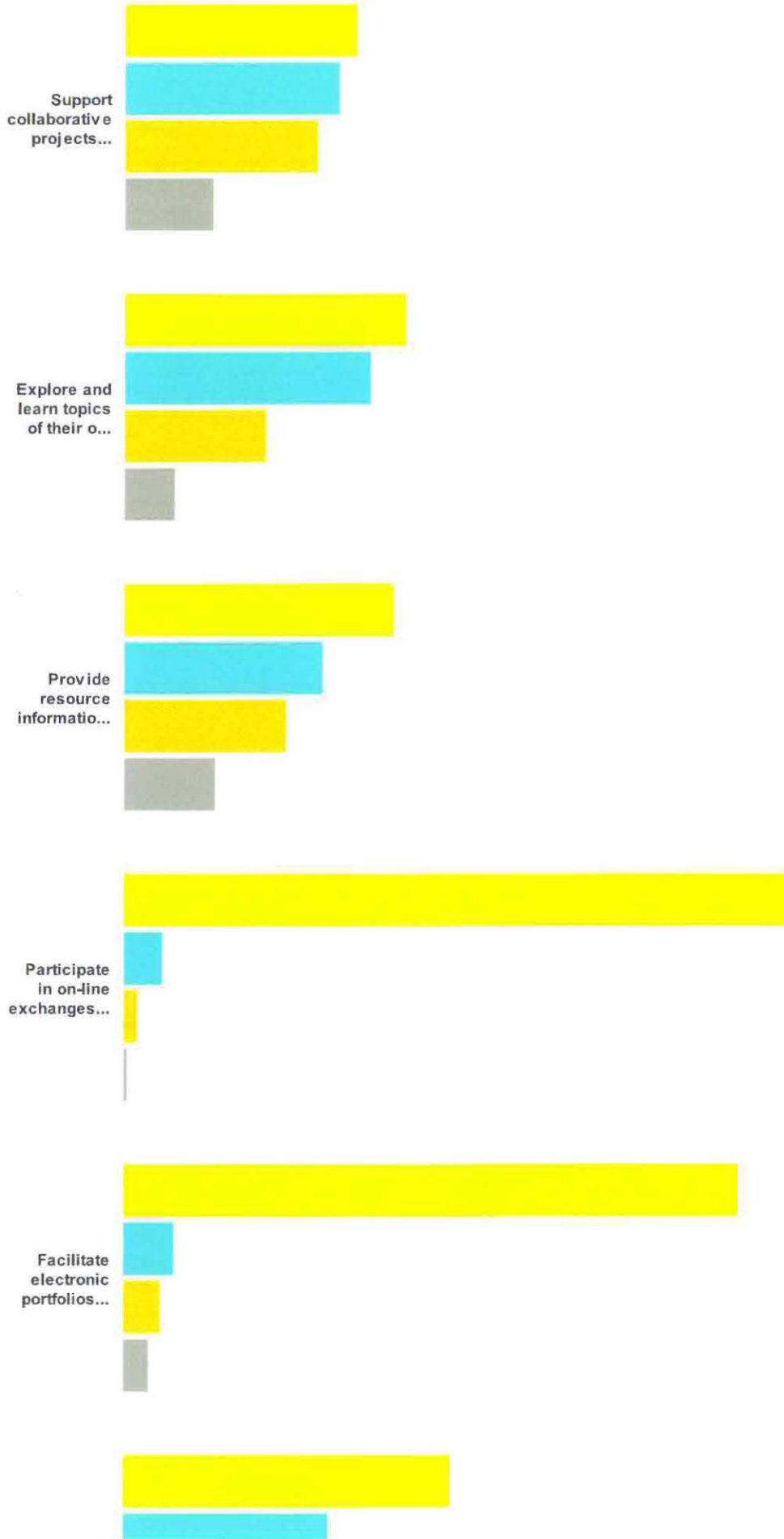
Answered: 310 Skipped: 18



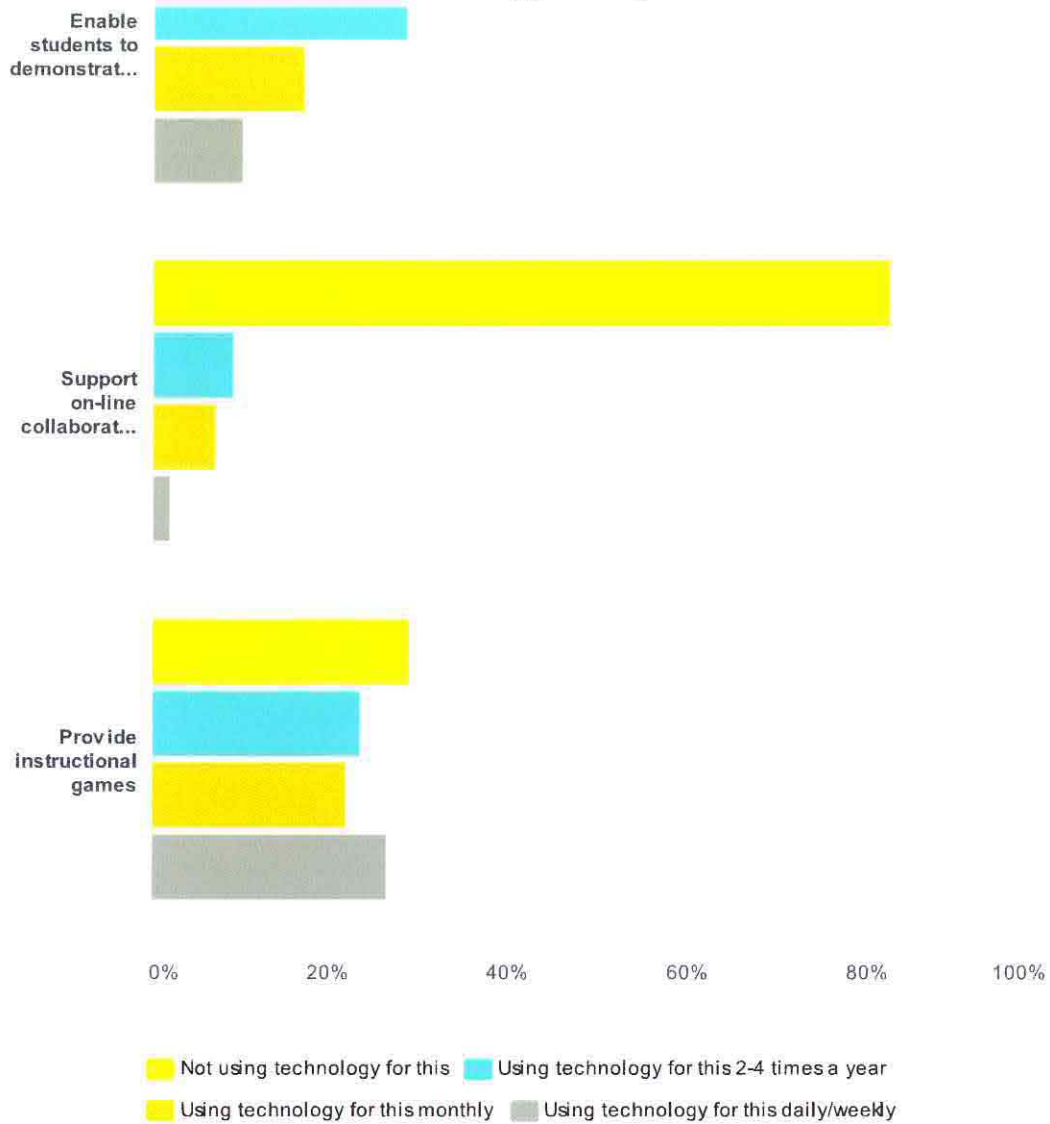
Technology Survey



Technology Survey



Technology Survey



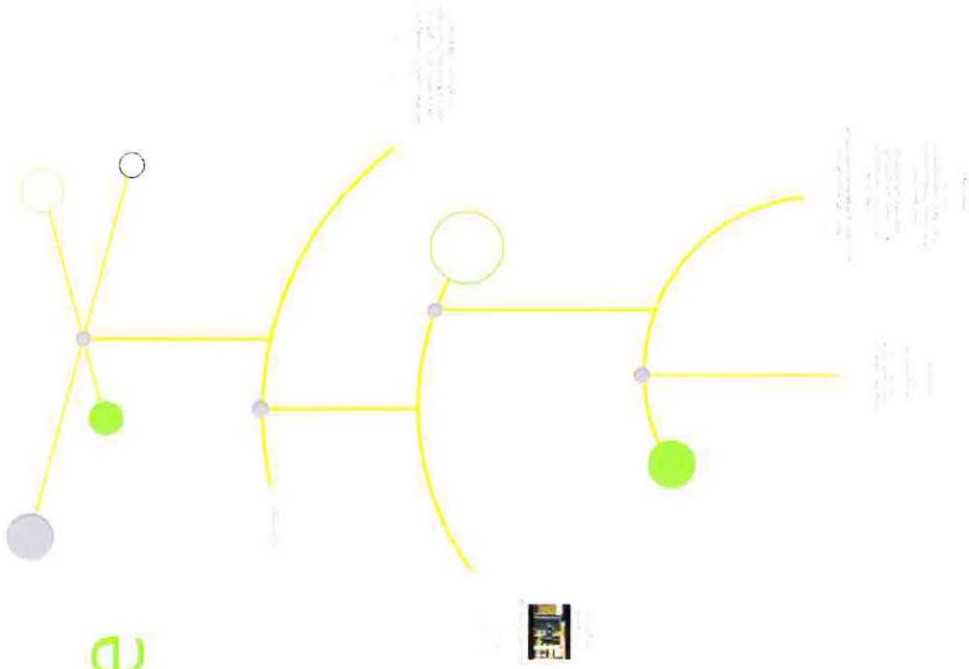
	Not using technology for this	Using technology for this 2-4 times a year	Using technology for this monthly	Using technology for this daily/weekly	Total Respondents
Conduct on-line research and/or investigations	28.71% 87	35.31% 107	22.11% 67	13.86% 42	303
Translate data into visual representations(charts, graphs)	56.67% 170	24.33% 73	12.33% 37	6.67% 20	300
Learn keyboard skills	57.33% 172	5% 15	11% 33	27.33% 82	302
Learn word processing, spreadsheets and/or database skills	65.42% 193	12.20% 36	13.22% 39	9.49% 28	296
Learn multimedia presentation skills	50% 147	33.33% 98	11.56% 34	5.78% 17	296
Learn internet skills	35.02% 104	20.20% 60	22.90% 68	23.91% 71	303
Use electronic reference tools(dictionaries, atlases, encyclopedias)	37.37% 111	24.58% 73	22.56% 67	15.49% 46	297
Use technology to identify problems and strategize possible solutions	60.54% 181	18.06% 54	15.05% 45	6.35% 19	299

Technology Survey

Practice skills or concepts not yet learned (drill/practice software, tutorials)	38.05% 113	19.53% 58	18.18% 54	24.92% 74	299
Provide alternative activities when "class work" is finished	45.30% 135	17.45% 52	18.46% 55	19.46% 58	300
Support collaborative projects within the classroom (composition, research, problem solving)	32.11% 96	29.77% 89	26.76% 80	12.37% 37	302
Explore and learn topics of their own choice	38.93% 116	34.23% 102	19.80% 59	7.05% 21	298
Provide resource information not available at the school site	37.37% 111	27.61% 82	22.56% 67	12.79% 38	298
Participate in on-line exchanges (pen-pals learning projects)	91.70% 265	5.54% 16	2.08% 6	0.69% 2	289
Facilitate electronic portfolios containing actual samples of student work in various media.	84.56% 252	7.05% 21	5.37% 16	3.69% 11	300
Enable students to demonstrate their achievement in alternative ways	45.12% 134	28.28% 84	16.84% 50	10.10% 30	298
Support on-line collaborative projects with groups beyond classroom	82.15% 244	9.09% 27	7.07% 21	2.02% 6	298
Provide instructional games	28.71% 87	23.43% 71	21.78% 66	26.40% 80	304

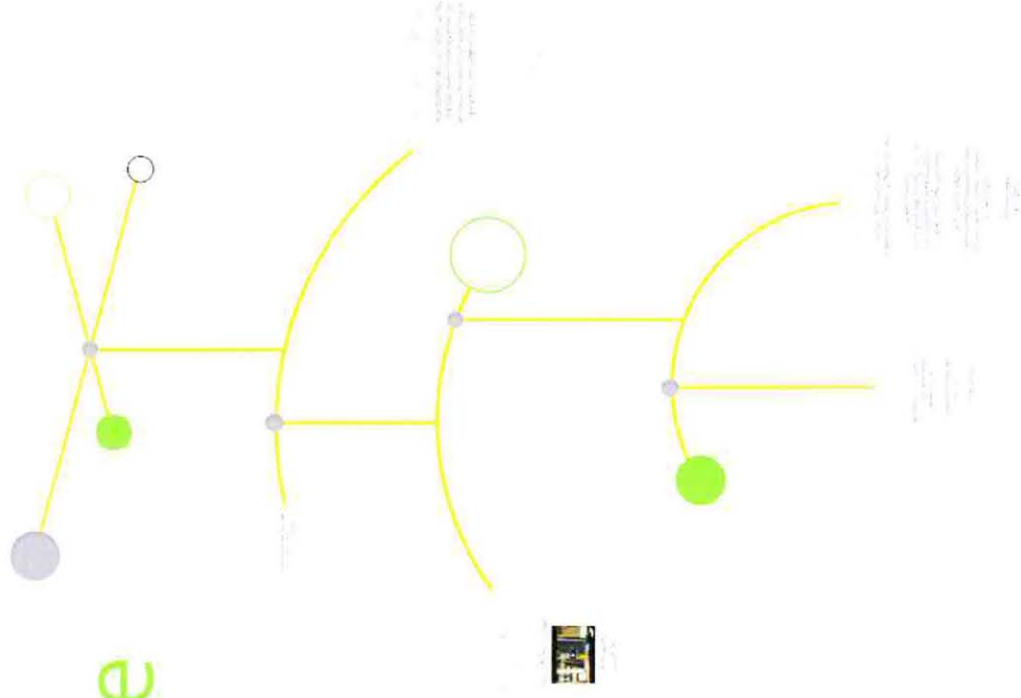
Technology 2013-Update

Christopher Richter
Karen Veilleux



Technology 2013-Update

Christopher Richter
Karen Veilleux



The Task

To revolutionize the way Southington Public Schools provides professional development for technology.



Step 1: Weaknesses

- District Wide
- School Wide
- Content Wide

 SurveyMonkey

Step 1: Weaknesses

-District Wide

-School Wide

-Content Wide





Create a Plan

Representatives from every school and all levels came together to address the needs of Southington teachers and administration.

Step 2: Aggressive Agenda

- Communication
- Show and Tell
- Support Systems

Step 2: Aggressive Agenda

-Communication

-Show and Tell

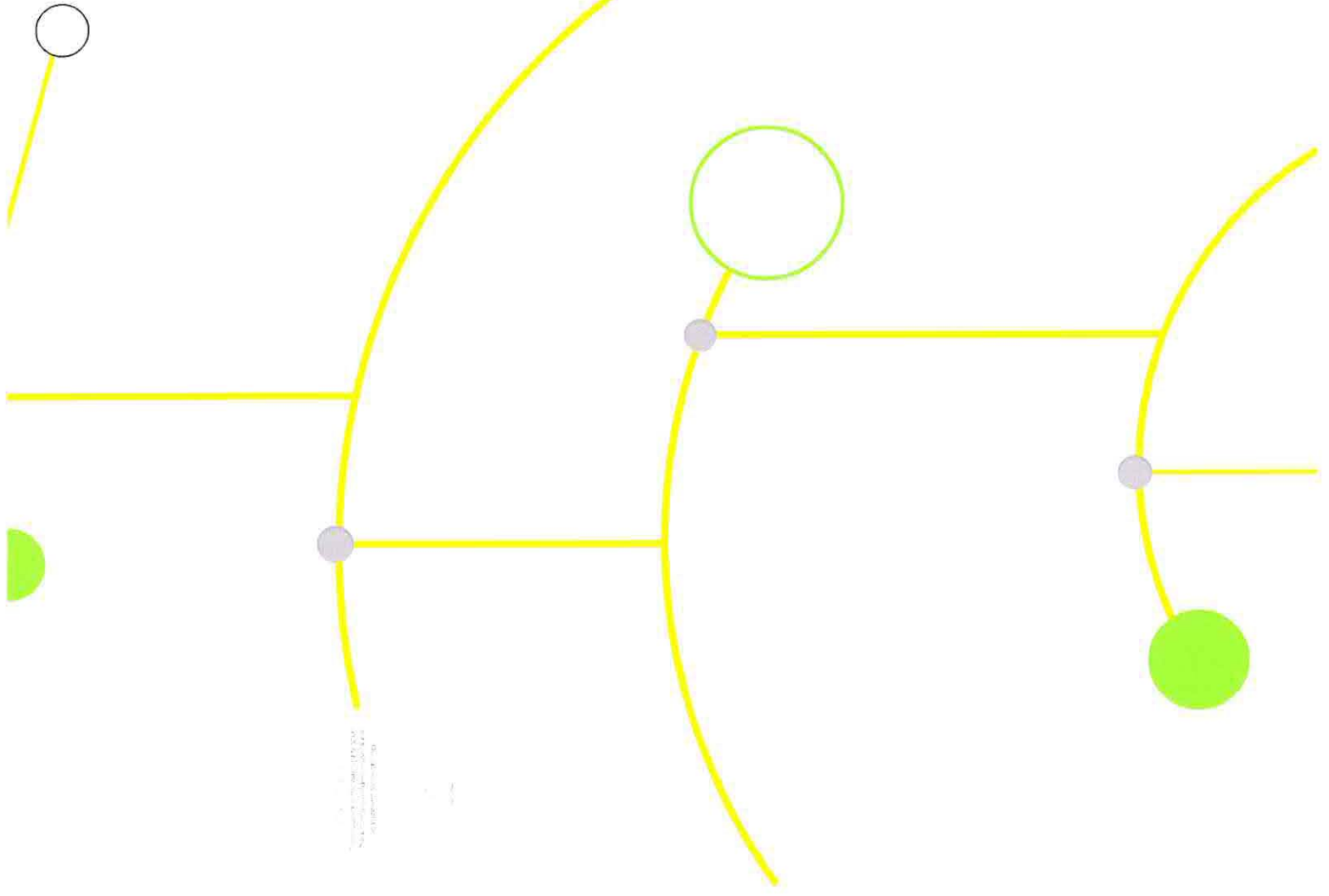
-Support Systems

Initiative Design

-Blog (SPSTeachology)



-Tech-Sperts
-Google Docs



Create a Plan

Representatives from every school and all levels came together to address the needs of Southington teachers and administration.

Initiative Design

Proe (SP5 Technology)



Tech Speeris (Google Docs)

Next Steps

-Roll out SPSTeachology.com
Social Media/Staff Meetings/Word of Mouth

-Google Training
Tech Committee Training Dec, 18
District Wide Training Aug 2014
Supported by SPSTeachology

-Tech-Sperts Initiative
District Wide? (Thalberg-Kennedy)
Project Based Student Centered
Vision 20/20

-Partnerships
SEF-STEM U

-Technology Grant for Schools

Bring more computers into
classrooms and increase
internet bandwidth.

Southington Awarded
\$237,923

Tech Readiness



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Tech Readiness



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Shared Services

Town of Southington & Board of Education

Phase I

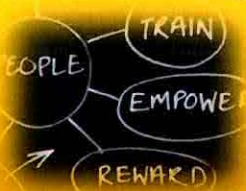
Human Resources

Technology

Finance and Purchasing

Legal

Human Resources



Paperless

Advertising

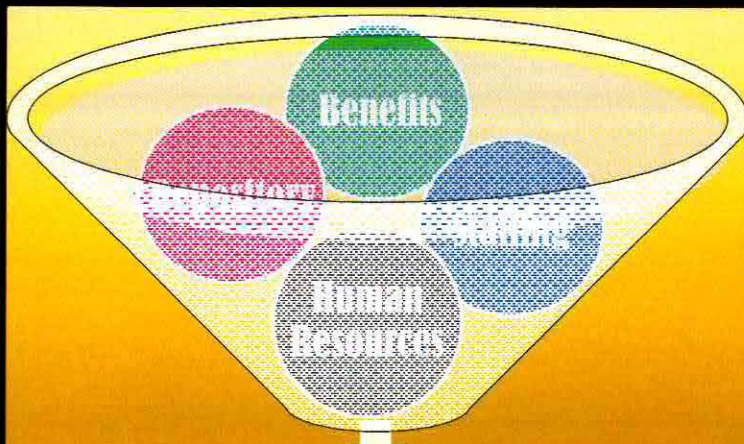
Joint Training

Sexual Harassment
Blood Bourne Pathogens
Title I
OSHA

AppliTrack

Town use of the AppliTrack program that is currently used by the BOE

Human Resources



● **ONE OFFICE** ●
Town/School

Technology

SHORT TERM

-  **COMMON SPECS**
(Office Hardware/Supplies)
-  **COMBINED PROJECTS**
-  **SHARED PRINTING SERVICES**
(Color)
-  **COMBINED PD TRAINING**
(Office/Word/Excel)

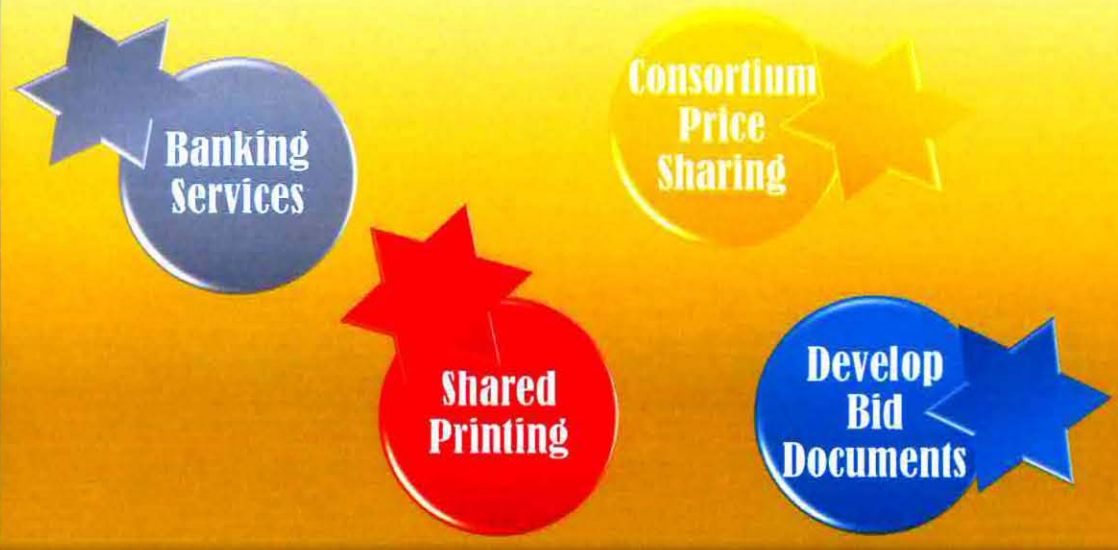
Technology

LONG TERM

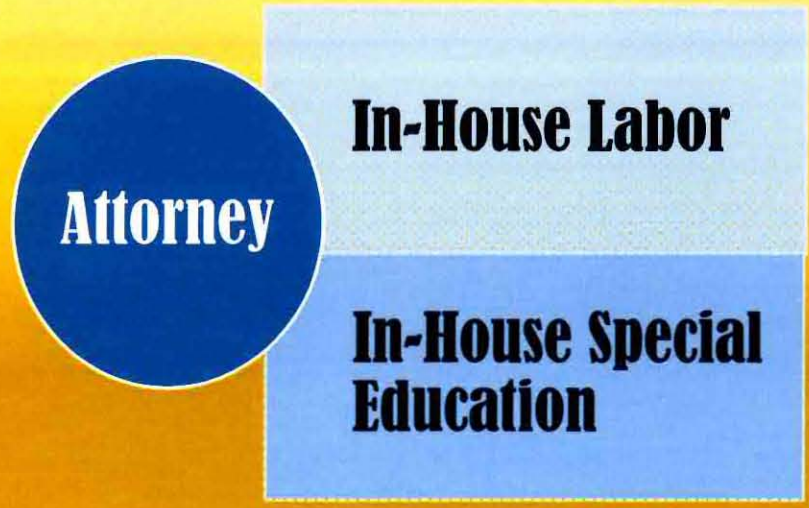
SHARED SUPPORT SERVICES



Finance & Purchasing



Legal



SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

DECEMBER 12, 2013

(Amended January 9, 2014, page 14)

The regular meeting of the Southington Board of Education was held on Thursday, December 12, 2013 at 6:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

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

Present from the administration were Dr. Joseph Erardi, Jr., Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; Mr. Fred Cox, Director of Operations, and Kimberly Hunt, Personnel Manager.

1. **CALL TO ORDER**
2. **EXECUTIVE SESSION TO DISCUSS CHRO PERSONNEL ISSUE, RETIRED PARA CONCERN, TRANSPORTATION CONTRACT AND SUB PAY ~ 6:30 P.M.**

An Executive Session meeting was held 6:34 p.m. through 7:00 p.m.

3. **MUSIC CELEBRATION ~ 7:00 P.M. – 7:15 P.M.**

The J. A. DePaolo Middle School Concert Choir, under the direction of choral music teacher Mrs. Patricia Altieri, entertained those present with a holiday festival of songs.

4. **BOARD OF EDUCATION RECOGNITIONS ~ 7:15 P.M.**

State Senator Joseph Markley and State Representatives Al Adinolfi, Rob Sampson, and David Zoni were present to recognize the 2013-2014 Connecticut Association of Public School Superintendents' (CAPSS) Superintendent / Student Award recipients along with the Board of Education. The awardees were Alexis Dziubek, a senior at Southington High School, and Ariana Gazaferi, Grade 8 student at John F. Kennedy Middle School. This award was designed by school administrators to recognize students who have served their schools and communities while maintaining exceptional academics. Dr. Erardi noted that Alexis scored a perfect 36 on her ACT exam for college admission. Both Alexis and Ariana were presented with citations from the State of Connecticut General Assembly, which was submitted on their behalf by the entire Southington legislative delegation. The recipients also received plaques from the Southington Board of Education.

Mrs. Queen asked for an example of Google Docs. Mrs. Veilleux explained that there is a document, a spreadsheet, and Google Forms. When you develop it, it looks a lot like SurveyMonkey. Up to 50 people can edit something at the same time. If you are online at the same time, other people can see it. Mrs. Veilleux and Mr. Richter gave lengthy examples of how it works, and how it saves teachers hours of time. Mr. Richter stated that he would e-mail the Board a copy of the vocabulary test that he created in Google Forms, so they can see exactly what it looks like.

With regard to the Smarter Balanced Assessment, Mrs. Queen had a concern about not having a mouse if the students had to use Chromebooks or iPads, and asked if that was resolved. Mrs. Veilleux replied that she believed a mouse could be used with Chromebooks, but not with an iPad. The concern with the iPad was that, when the keyboard comes up, half the screen disappears. They will do more testing with it, but she thought that it would work fine at the middle school and high school levels.

Mrs. Smith gave an example of how she had used Chromebooks and Google Docs with Alta students.

Mr. Goralski pointed out that Mr. Christopher Richter is a Grade 8 teacher at Kennedy Middle School.

b. Appointment of Assistant Principal of John F. Kennedy Middle School
(*Moved to Agenda 8.d*)

c. Board of Education / Town Council Partnership

Dr. Erardi gave a PowerPoint presentation on Shared Services between the Town of Southington and the Board of Education (*Attachment #3*). He explained that this was a collaborative approach with town and school officials since August 2013. It is done in joint partnership with the premise of better service and cost avoidance. The four areas in Phase I are Human Resources, Technology, Finance /Purchasing and Legal Services.

Human Resources:

In Human Resources they are looking at what they can do short term. Dr. Erardi explained that Kim Hunt was very influential and instrumental with this, along with Patricia Berardinelli [Executive Assistant to the Town Manager]. The Board of Education Human Resources Department went paperless with the application process using AppliTrack, which saves hundreds of man-hours. AppliTrack will allow the town to partner with our Human Resources Department. He noted that Mrs. Hunt will work with town officials to move their process of how people apply for town jobs. There will be joint training on sexual harassment, Bloodborne Pathogens, and OSHA. Where it makes sense, they will look at advertising. Dr. Erardi noted that long term is a much deeper conversation. They will be looking into and bringing to the Town Council, Board of Education and Board of Finance whether it would make sense to have one office representing the town and school district.

Technology:

Dr. Erardi noted that Mrs. Veilleux took an active part in this conversation. He pointed out that Mr. Jay Baker, former technology employee of the school district, is now the Technology Director for the Town and works in partnership with Mrs. Veilleux. Short term they

(Revised 1-10-14)

Report: Administration

January 9, 2014



- 1. Retreat – Saturday, February 1, 2014 8:30 a.m.**
 - a. Suggested Agenda Items for Consideration:**
 - i. Phase III Building – KES / FES / DES**
 - ii. Redistricting to Balance Middle School Student Population**
 - iii. Magnet School – Concept and Timeline**
 - iv. Public Meeting Protocol**

2. Kindergarten 2014-2015

3. Personnel – Internal Evaluation (Attachment #1)

- 4. Budget Workshops - Videotaping**
 - a. January 14 and January 16**

5. School Calendar 2013-2014

A handwritten signature in blue ink, followed by the date "1/9/14" written vertically.

PERSONNEL SURVEY 2013

This survey is being conducted to obtain data to assist the Personnel Manager in enhancing the Personnel Office to better meet the needs of the district administration and staff.

Your southingtonschools.org username will be recorded when you submit this form.

When I call the Personnel Office, the secretarial staff is helpful: *

- () Sometimes
- () All the time
- () Never

When I call the Personnel Office the person answering the phone is: *

- () Pleasant and easy to work with
- () Pleasant but confusing
- () Difficult to work with and unpleasant

The Personnel Office staff refers my questions to the Personnel Manager: *

- () All of the time
- () Sometimes
- () Never - they can always answer my question

I find the Personnel Office: *

- () Easy to work with
- () Difficult at times
- () Difficult all of the time

If I could make a recommendation to the Personnel Manager on how to makes changes in the Personnel Office it would be: *

Information that I receive from the Personnel Office is: *

- () Always accurate
- () Accurate most of the time
- () Inaccurate so I have to keep asking the questions

The process of hiring a staff member is:

- () Easy to follow
- () Confusing and Difficult
- () Takes too long

The lag time from making a recommendation for hire and the person actually starting in the position is:

- () Appropriate based on the hiring paperwork and meetings required
- () Takes too long and is frustrating

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date January 9, 2014

Decision Requested X Agenda Code 7.a

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for 2013 – 2014.

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

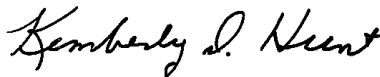
Alternative Strategies: _____

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

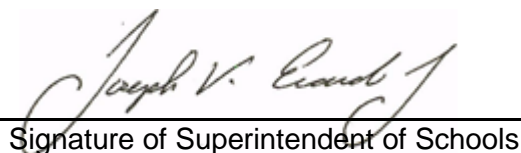
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

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



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. Personnel Report

Agenda – January 2014

PERSONNEL ACTIVITY REPORT

FOR: January 2014

APPOINTMENTS

Certified

Name	Position	School	FTE if Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Fontaine, Amy	Interim Social Studies Teacher	JFK		January 2, 2014	MA	University of St. Joseph	\$46,750.00 prorated
Cooney, Joy	Business Teacher <small>(increased FTE from .6 to 1.0)</small>	SHS		January 27, 2014	MA	University of Bridgeport	\$46,750.00 prorated
Vitcavage, Susanne	Assistant Principal	JFK		February 1, 2014	6 th Year	Central CT State University	\$118,606.00 prorated

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Harvey, Heather	Math Tutor	South End	30.00	To be determined	\$12.91
Breton, Dorothy	Special Education Paraprofessional	JFK	19.50	To be determined	\$13.74
Farmer, Brittany	Reading Tutor	DES & JFK	30.00	December 17, 2013	\$12.91
Prushinski, Nancy	Special Education Paraprofessional	JFK	31.25	January 2, 2014	\$14.24
Monteiro, Nicole	High School Guidance Secretary, Class II	SHS	37.50	January 2, 2014	\$21.14
Giasullo, Joseph	Special Education Paraprofessional	JFK	19.50	January 2, 2014	\$14.24

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Leggett, Edwin Stephen	Social Studies Teacher	JFK	Revised to February 1, 2014	10 years	Yes

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Perri, Bryan	Part-Time Special Education Paraprofessional	JFK	December 13, 2013	1 year	No
Giasullo, Joseph	Full-Time Special Education Paraprofessional	JFK	December 21, 2013	3 months	No
Prushinski, Nancy	Part-Time Special Education Paraprofessional	JFK	December 21, 2013	1 year	No
Colasante, Kelly	Full-Time Special Education Paraprofessional	JAD	December 21, 2013	9 years	Yes
Fontaine, Amy	Part-Time Special Education Paraprofessional	SHS	December 21, 2013	2 months	No
Monteiro, Nicole	Part-Time Clerk	JAD	December 21, 2013	8 months	No
DiBenedetto, Anthony	Food Service Manager	SHS	January 1, 2014	3 ½ years	No
Colonero, Gloria	Part-Time Library Paraprofessional	DES	January 31, 2014	16 years	Yes

TRANSFERS

Certified

Name	From Position	From School	To Position	To School	Effective Date
Pettit, Patricia	Grade 7 Language Arts	JFK	English	SHS	January 27, 2014

Classified

Name	From Position	From School	To Position	To School	Effective Date
Perry, Nathan	Evening Custodian	Thalberg	Head Custodian	South End	January 6, 2014

UNPAID LEAVES OF ABSENCE

Name	Position	School	Start Date	End Date	Reason
Richter, Christopher	Social Studies Teacher	JFK	January 2, 2014	December 31, 2014	Personal
Harty, Devon	Grade 1 Teacher	DES	January 21, 2014	July 1, 2014	Personal
Mlynick, Alicia	Paraprofessional	SHS	February 7, 2014	March 2, 2014	Personal

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
Altieri, Patricia	Drama Club Advisor	JFK	December 18, 2013	\$507.50
Platt, Allison	Drama Club Advisor	JFK	December 18, 2013	\$507.50
Richards, Spencer	Drama Club Advisor	JAD	December 18, 2013	\$338.33
Perry, Amy	Drama Club Advisor	JAD	December 18, 2013	\$338.33
Grant, Joanne	Drama Club Advisor	JAD	December 18, 2013	\$338.33
Szrejna, Rebecca	Unified Sports Site Coordinator	JAD	December 18, 2013	\$202.00
Lodovico, Michael	Unified Sports Site Coordinator	JAD	December 18, 2013	\$202.00
Connolly, Christine	Unified Sports Site Coordinator	JAD	December 18, 2013	\$202.00

Resignations

Name	From Position	School	Effective Date
No Coaching / Stipend Resignations for the month of December			



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Curriculum and Instruction Committee Meeting December 19, 2013

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 9:03 a.m.

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

Present from the administration and faculty: Dr. Joseph V. Erardi, Jr., Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent of Schools; Ms. Dale Riedinger, District Math and Science Coordinator; Mrs. Stephanie Lawlor, District Language Arts Coordinator. Faculty: Ms. Rosemary Burdick, Math Specialist; Mrs. Jill Chapman, Literacy Specialist.

Common Core Review

The committee reviewed the Common Core State Standards for Mathematics and English-Language Arts and the following points were made:

- The CCSS is aligned with college and career expectations in the 21st Century.
- CCSS is informed by the education of top performing countries.
- CCSS will help our students by:
 - preparing them to succeed in a global economy;
 - preparing them to apply knowledge and to actively solve problems; and,
 - providing consistent focus on high level skills (reading, writing, speaking, listening and language).

The next generation of assessments will be aligned with the Common Core SBAC (Smarter Balanced Assessment Consortium). These assessments will replace the CMT and CAPT tests. SBAC will contain computer adapted questions that measure current student achievement and growth over time. Smarter Balanced will also include performance tasks (multi-steps) that represent extended analytical skills that may also require more than one class period to complete. The Smarter Balanced assessments will require that students respond in a variety of ways including multiple choice, matching tables, fill-in tables, graphing, and short and long text responses.

The committee reviewed the SBAC website and sample math and ELA problems. It was recommended that committee members access the practice website at:

<http://sbac.portal.airast.org/practice-test/>

Also reviewed was a State Department of Education publication that identified the Myths versus the Facts about the Common Core State Standards. This information will be posted on the Webpage of the Assistant Superintendent of Schools.

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

KAREN L. SMITH
ASSISTANT SUPERINTENDENT
FOR INSTRUCTION AND LEARNING

BOARD OF EDUCATION

BRIAN S. GORALSKI
BOARD CHAIRPERSON

TERRI C. CARMODY
VICE CHAIRPERSON

JILL NOTAR-FRANCESCO
SECRETARY

COLLEEN W. CLARK

DAVID J. DERYNOSKI

PATRICIA P. JOHNSON

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

200 NORTH MAIN STREET
SOUTHINGTON, CT
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205

Future Meeting Dates and Agenda Items

- January 21, 2014 at 9:00 a.m. at South End Elementary School ~ World Language Pilot Program that will initiate a magnet school concept within the district.
- February 10, 2014 at 9:00 a.m. at Hatton Elementary School ~ ABA program.

Motion:

By Mrs. Johnson, seconded by Mrs. Notar-Francesco

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

Motion carried unanimously by voice vote.

The meeting was adjourned at 10:45 a.m.

Respectfully Submitted,



Karen L. Smith

Assistant Superintendent for Instruction and Learning



SOUTHINGTON BOARD OF EDUCATION
Southington, Connecticut

FINANCE COMMITTEE MEETING

Monday, January 6, 2014, 6:30 p.m.
Municipal Center Conference Room #2
200 North Main Street, Southington, CT 06489

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

The Finance Committee meeting was called to order at 6:30 p.m.

1. **TRANSFER OF FUNDS:**

Mrs. DiNello reviewed the rationale for requested transfers. The committee approved the Transfer of Funds as presented. Mrs. Lombardi suggested that the administration keep an ongoing list of savings and efficiencies implemented.

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

The bid award was approved as presented. The bid was awarded to Dattco Sales & Service for \$51,475, which was a savings of \$33,525 from the estimated cost.

3. **BID APPROVAL – BID #2014-BID-20, LAWN MOWING AND TRIMMING FOR SHS, JAD, JFK, KELLEY, PLANTSVILLE AND SOUTH END SCHOOLS:**

The bid was approved as presented.

4. **SELF INSURANCE:**

The Self Insurance Report was reviewed for claims through November 2013. Mrs. DiNello explained the ongoing claims processing issue with Express Scripts. There are prescription claims that still need to be adjusted for November.

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

Mrs. DiNello confirmed with the committee that the one (1) year renewal proposed by New Britain Transportation for 2014-2015 should be brought to the full Board of Education for approval on January 23, 2014. In addition, she explained that the administration would like to begin negotiations with New Britain Transportation for a new five (5) year contract and implement most of the recommendations made by Mark Walsh of Transportation Advisory Services.

Mrs. DiNello reviewed in detail Section 4, pages 4-6, in the TAS Report with the committee members outlining the recommendations and responding to questions. Per the request of the committee, Mrs. DiNello will follow-up with Mr. Walsh regarding fuel usage and benefits of the district's tax exempt status.

Mr. Cox responded to questions regarding ridership and the practice of a driver's child(ren) riding along on bus routes. The Town Attorney will be consulted in regard to potential liability concerns; however, according to Mr. Cox, it seems to be an accepted practice by many districts.

The committee was pleased with the report and will be updated with the response to follow-up questions.

6. TIME AND ATTENDANCE SYSTEM UPDATE:

Mrs. DiNello would like to move forward with purchasing a time-attendance system for hourly employees. She received quotes from Time Centre, which interfaces with Alio and is used by Milford Public Schools. The price ranged from \$29,220 through \$37,950 depending on whether the Southington Public Schools utilizes a server or has Time Centre host. Pricing was estimated for 500 employees and 25 fingerprint scanners. She reminded the committee that there is \$16,284 included in the current budget and an additional \$16,000 proposed for 2014-2015. Administration would implement the time-attendance system in a couple of schools and then expand to all schools.

The committee was comfortable with the plan and has requested quotes from other vendors for comparison purposes.

7. FINANCIAL UPDATE 2013-2014:

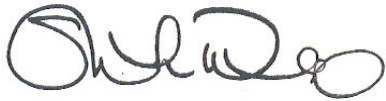
Mrs. DiNello distributed and reviewed a financial update through November 30, 2013.

8. MISCELLANEOUS:

There were no miscellaneous agenda items.

The meeting adjourned at 7:58 p.m.

Respectfully submitted,



Sherri P. DiNello
Director of Business & Finance

Southington Public Schools
Southington, Connecticut

2013-2014
TRANSFERS OF FUNDS
RECOMMENDED TO FINANCE COMMITTEE
January 6, 2014

Transfers Requested by Sherri DiNello

SCHOOL	FUND	ACCOUNT	KEY #	DESCRIPTION	AMOUNT TRANSFERRED FROM	AMOUNT TRANSFERRED TO
CENTRAL	10	14200	8226	New Personnel - Reg. Education	(118,661.00)	
OFFICE	10	11300	0045	High School Teacher Salaries		2,172.00
	10	11910	0289	Coaching Salaries		3,091.00
	10	11210	0030	Coordinators Salaries		62,138.00
	10	11740	0222	LPN - JAD Salary		11,110.00
	10	11135	0006	Technology Asst. Salary		40,150.00
To allocate the funds approved for 2013-14 New Personnel.						
CENTRAL	15	83128	8227	New Personnel - Special Education	(144,270.00)	
OFFICE	15	83121	3750	Paraprofessional Salaries - H.S.		33,944.00
	15	83121	3740	Paraprofessional Salaries		16,944.00
	15	83121	3749	Paraprofessional Salaries		93,382.00
To allocate the funds approved for 2013-2014 New Personnel.						
CENTRAL	10	20510	0994	Workmens' Comp - Reg. Ed.	(37,427.00)	
OFFICE	10	32405	2672	Property Liability Insurance	(8,197.00)	
	15	83205	3394	Workmens' Comp - Special Ed.	(10,936.00)	
	10	32313	1373	Copier Repairs	(12,000.00)	
	10	32140	1253	Contracted Refuse	(9,000.00)	
	10	32415	2681	Student Insurance		9,157.00
	10	33800	1582	Magnet School Tuition		68,403.00
To transfer funds based on projected year-end balances.						
CENTRAL	15	83369	7001	ABA Program	(300,000.00)	
OFFICE	15	83129	4002	BCBA Salary		77,476.00
	15	83129	4022	ABA Therapists Salaries		222,524.00
To transfer funds from ABA Purchased Service Account to Salaries for staff hired for SPS Program.						
CENTRAL	15	83332	3339	In-town Transportation	(70,000.00)	
OFFICE	10	33100	1540	Systemwide Transportation		63,000.00
OPERATIONS	10	33300	1550	Vocational Transportation		7,000.00
	15	83335	3341	Out-of-town Transportation	(25,000.00)	
	10	33700	1560	Nonpublic School Transportation		25,000.00
To transfer transportation budgeted funds to better reflect the anticipated actual costs.						
TOTAL					735,491.00	735,491.00

Purchasing Department
Southington Public Schools

BID AWARD REQUEST

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

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

Proposed Summary: This bid was advertised in two newspapers and was posted on the Southington Board of Education website. Three vendors responded with bids. Marion Stannard reviewed all materials and has recommended that Dattco Sales and Service out of New Britain be awarded the bid. At the present time the chassis for this bus is available. Should there be a delay in awarding this bid, the company may have trouble getting a 2013 chassis and the price for the 2014 will increase.

Beginning Date of Project: May 15, 2014	Ending Date of Project: n/a
Funding Source: Agri-Science Technology Grant	Previous Year's Cost: n/a
Budgeted	\$85,000
Proposed	\$51,475

Alternate options: Rebid.

Signature of Purchasing Agent

Date

1/2/14

Superintendent's Direction:

award as submitted - release orders to vendors
 hold pending future action
 rejected all _____
part _____ adjust as directed below

Direction:

Signature of Superintendent of Schools

Date

1/2/14

Finance Committee's Direction:

award as submitted - release orders to vendors
 hold pending future action
 rejected all _____
part _____ adjust as directed below

Direction:

Signature of Finance Committee Chairperson

Date

1-6-2014

Board of Education's Direction

award as submitted - release orders to vendors
 hold pending future action
 rejected all _____
part _____ adjust as directed below

Direction:

Signature of Board of Education Chairperson

Date

BID COMPILATION
Activity Bus - 2013-BID-18
Opened December 18, 2013

Vendor	Vortex Gas Engine	Diesel Engine	Time to Delivery
Dattco Sales and Service New Britain CT	\$51,475.00	\$64,428.00	12 weeks ARO * * chassis subject to prior sale
Northwest Hills Distributors Torrington CT	\$53,944.00	\$63,963.00	15 weeks ARO
School Lines North Branford CT	\$55,288.00	\$67,985.00	90 days ARO

BID SPECIFICATIONS
Minimum Bus Chassis and Body Specifications

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

BID SPECIFICATIONS - continued
Minimum Bus Chassis and Body Specifications

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

Purchasing Department
Southington Public Schools

BID APPROVAL REQUEST

Lawn Mowing Trimming Bid - 2014-BID-20

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

This bid seeks the pricing for Lawn Mowing and Trimming at six locations: Southington High School, JA DePaolo Middle School, JF Kennedy Middle School, Kelley School, Plantsville School, and South End School.

Funding Source: 32910 Proposed Budgeted Amount - \$135,549

Signature of Purchasing Agent

Date

12/23/13

Superintendent's Direction:

Approved as Submitted (submit to Finance Committee for approval)

Hold (pending future action)

Rejected

all _____

part _____ adjust as directed below

Direction:

Signature of Superintendent of Schools

Date

1/2/14

Hold (pending future action)

Rejected

all _____

part _____ adjust as directed below

Direction:

Signature of Finance Committee Chairperson

Date

1-6-2014

Board of Education's Direction

Approved as Submitted (submit to Board of Education for approval)

Hold (pending future action)

Rejected

all _____

part _____ adjust as directed below

Direction:

Signature of Board of Education Chairperson

Date

**PUBLIC SCHOOLS OF SOUTHINGTON
SOUTHINGTON, CONNECTICUT**

LEGAL NOTICE

INVITATION TO BID

The Board of Education is accepting bids for:

LAWN MOWING AND TRIMMING

2014-BID-20

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

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

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

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

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

www.SouthingtonSchools.org Purchasing Department RFP & Bid Invitation

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

Purchasing Office
Board of Education
200 N Main Street
Southington CT 06489
Bid Number –2014-BID-20

Lisa R. Jones
Accounting\Purchasing Manager
(860) 628.3200 ext 215

BID TERMS AND CONDITIONS

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

BID TERMS AND CONDITIONS - continued

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

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

BID TERMS AND CONDITIONS - continued

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

BID TERMS AND CONDITIONS - continued

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

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

EXECUTIVE ORDER NUMBER THREE

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

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

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

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

I

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

II

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

III

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

IV

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

V

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

VI

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

VII

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

VIII

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

IX

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

X

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

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

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

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

XI

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

XII

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

XIII

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

XIV

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

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

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

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

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

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

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

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

SEC. 2 SUBCONTRACTORS

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

SEC. 3 EMPLOYEES

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

SEC. 4 REPORTS

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

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

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

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

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

SEC 5. MANDATORY CLAUSES IN DOCUMENTS

a. All contracts shall contain the following provisions verbatim:

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

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

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

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

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

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

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

SEC. 6 COOPERATION OF STATE AGENCIES, BOARDS AND COMMISSIONS

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

SEC. 7 INVESTIGATIONS, COMPLAINTS

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

SEC. 8 HEARINGS

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

SEC. 9 EQUAL EMPLOYMENT OPPORTUNITIES

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

SEC. 10 DUTIES OF CONTRACTING AGENCIES

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

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

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

Jack A. Fusari

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

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

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

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

The following are appended hereto:

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

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

Affirmative Action Office
State Department of Education
566-7619

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

Contractor Name: _____
Address: _____

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

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

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

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

apprentices													
trainees													

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

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

Contractor's Authorized Signature

Date

{WFA 6/99}

STATE OF CONNECTICUT

BY HIS EXCELLENCY

**THOMAS J. MESKILL
GOVERNOR**

EXECUTIVE ORDER NUMBER SEVENTEEN

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

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

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

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

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

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

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

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

I

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

II

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

III

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

IV

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

V

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

VI

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

VII

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

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

VIII

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

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

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

BID SCOPE

It is the intention of the Southington Board of Education to contract for the lawn care and maintenance at six (6) of its sites as specified herein. Specifications for **LAWN MOWING AND TRIMMING** are enclosed which may or may not be exercised at the discretion of the Board of Education.

- A. Bidders may bid on any one or all sites and may bid on one, two or three years.
- B. Vendors are to visit the site(s) prior to bidding to establish areas, size, requirements, etc. to be considered in the bidding of each site. The school principal or designee should be contacted for verification of areas which will need attention.
- C. Mowings and trimmings are not to be performed during the hours when school is in session and/or when grounds are being utilized. Vendors are to obtain, from the principal(s), a schedule of when the services may be performed.
- D. A list of all equipment to be utilized in connection with the work is to be presented on the forms provided where requested.
- E. A response to all information requested is required. Failure to provide information may cause bid to be rejected.
- F. It is the intent that no one vendor will provide mowing and trimming services to more than five (5) sites systemwide. Based on offerings awards may be split if it is felt by the Board of Education that the best interest of the Southington Public Schools would be served by splitting the awards. Size of sites may decrease the number awarded.
- G. During the season the Administration will periodically review performance standards with the schools.

SPECIFIC BID CONDITIONS

Successful bidder must furnish, in writing, within 10 days of bid award, a phone number where they can be reached or where messages and instructions may be left from the hours of 8:00 a.m. and 6:00 p.m. Monday through Saturday, inclusive.

The successful bidder(s) will make arrangements at sites where applicable, to have school gates opened on intended day of mowing.

The Board of Education reserves the right to discontinue mowing at any school or any athletic area if conditions or internal arrangements are made after bids are accepted.

Contracts entered into may be terminated by either party given written notice of 30 days. In a case of non-performance by a contractor, costs of correcting incomplete work or other amounts paid for work not completed will be adjusted from final payments due the contractor as agreed by both parties.

Inadequate mowing and trimming at any given school may result in termination of the mowing agreement and the loss of payment for the same. Evaluation as to adequacy of mowing and trimming will be performed by the principal and/or Supervisor of Buildings and Grounds during school sessions and by the Supervisor of Buildings and Grounds during the summer months.

At the end of each month of service, the contractor must provide an invoice along with **the mandatory sign-off sheet** (copy attached) for the period such invoice covers. Sign-off sheets must be signed after **each** mowing. All invoices are to be cross referenced to a Board of Education purchase order number covering the month for which the invoice is being submitted and are to be submitted to the accounts payable department by the 15th of the month following completion of the work. Payments for any given work will be withheld until all work for the period is complete and corrected to the satisfaction of the Board of Education or its authorized representative.

Work and payment for services rendered which is deemed **outside of the bid content** shall be arranged through the securing of a specific purchase order from the purchasing department. No work outside the bid content shall be entered into without the issuance of an approved, **written** purchase order covering the services.

The Board of Education reserves the right to require the successful vendor to enter into such written contracts as are deemed necessary to protect the interests of said Board of Education.

SPECIFICATIONS

1. This bid covers the mowing and trimming of lawns for the six (6) designated sites.
2. Provisional mowing and trimming schedules and cycles are as follows, contingent on weather and growth:

April	3 mowings and 3 trimmings	starting week of April 7
May	4 mowings and 4 trimmings	maximum 9 days apart
June	4 mowings and 4 trimmings	maximum 6 days apart
July	3 mowings and 3 trimmings	maximum 10 days apart
August	3 mowings and 3 trimmings	maximum 9 days apart
September	4 mowings and 4 trimmings	maximum 7 days apart
October	2 mowings and 2 trimmings	2 nd and 4 th weeks
November	1 mowing and 1 trimming	2 nd week of November
3. Mowing and trimming to include:
 - a. Removal of all papers and unsightly trash from the lawns and fences prior to cutting.
 - b. Height of grass to remain at 2 ½" to 2 ¾" after cut. **Exception:** height of grass on baseball outfields to remain at 1 ¾" to 2" after cut, infields to remain at 1" to 1 ½" after cut.
 - c. Excessive clippings to be removed from lawn as needed and/or as might be directed by Board of Education personnel, with no additional charges.
 - d. Double mowing when needed or as might be directed by Board of Education personnel, with no additional charges.
 - e. Care must be taken to mow grass clippings away from the perimeter of buildings to avoid clogging vents.
 - f. Clippings to be removed from walks, beds, drives and curbs after each mowing and trimming.
 - g. Clippings or other debris removed from the lawns or grounds shall be removed from the premises.
 - h. Trimming around all obstacles (i.e. poles, trees, walks, flower/shrub beds) that are within the boundaries of the property. Particular attention must be given to all fence-line trimming. Trimming must be done with each mowing.
 - i. Grass clippings disposed of onto personal or public property will be removed per occurrence and any complaint will be responded to within one working day following the complaint with no additional charges.
 - j. No mowing will be conducted during or after a rainfall where the turf is found wet. Grass clippings or clumps of grass left on lawns and subsequent damage to lawns due to this condition becomes the responsibility of the contractor.
 - k. Mowing and trimming beyond the number and frequency as listed on page 17 item 2 must be approved and directed by the Purchasing Agent or the Grounds and Maintenance Supervisor.

SPECIFICATIONS - continued

- l. Property damage, personal property damage and/or any injury resulting from the mowing activity must be reported, in writing and in full, to the purchasing agent within three (3) business days of the occurrence.
- m. In accordance with the Connecticut Department of Environmental Protection's Mandatory Recycling Act, vendors are reminded that grass clippings have been banned from disposal facilities as of October 1, 1998 and are not to be mixed with trash. Any grass clippings gathered during service operations must be disposed of by vendor off site and in accordance with DEP regulations.
- n. Where applicable, individual athletic fields may need additional mowing with authorization from the Athletic Director, School Principal or Supervisor of Building and Grounds or Purchasing Agent. Sign-off sheets need to clearly state when the additional mowing was done and who authorized the work.

SCHOOL ADDRESS LIST

Southington High School 720 Pleasant Street Southington CT 06489	Kelley School Ridgewood Road Southington CT 06489
JA DePaolo Middle School 385 Pleasant Street Southington CT 06489	Plantsville School 70 Church Street Plantsville CT 06479
JF Kennedy Middle School 1071 S Main Street Plantsville CT 06479	South End School Maxwell Nobel Drive Plantsville CT 06479

**LAWN MOWING AND TRIMMING
Sign Off Sheet**

To: Vendors

Complete the information below with company name, date and site. Present this sign-off sheet to the Principal (or designee) for his/her approval for each mowing and trimming service you provide.

Sign-off sheets need to be signed after EVERY mowing. Several sheets signed at one time are unacceptable.

If the principal or designee is not available, deposit the sheet in a prearranged location for sheets.

Submit sign off sheets for the month along with your invoice to the purchasing department for payment. **Invoices received without the monthly sign off sheets will not be honored.**

Company Name	
Date Mowing and Trimming Done	
Site Where Mowing and Trimming Done	

To: Principal or Designee

Your signature below indicates that all requirements as outlined in the bid document have been performed satisfactorily and in accordance with the bid requirements.

- papers and unsightly trash removed prior to cutting
- grass has been cut to the bid specified height over the entire area
- trimming has been done in all bid specified areas
- all excess clippings have been removed

(see bid specifications for other concerns)

Principal or Designee Comments: _____

Note: *If this sheet is left at a prearranged drop off point, be sure to forward the signed sheet to the vendor and/or discuss the unacceptable areas of service so that they can be corrected and the vendor can be paid.*

Provisional Mowing and Trimming Cycles
(contingent on weather and growth)

April	3 times	August	3 times
May	4 times	September	4 times
June	4 times	October	2 times
July	3 times	November	1 time

Additional mowing and trimming must be pre-approved by the purchasing department
COMPLETED SIGNED SHEET TO BE GIVEN TO VENDOR

Principal or Designee Signature

Date

LAWN MOWING AND TRIMMING AREAS

Southington High School	
a.	all lawn areas surrounding building to boundary lines
b.	all lawn areas adjacent to entrances and drives
c.	baseball field
d.	practice field adjacent to JV baseball field
e.	soccer field
f.	girls' softball field
g.	girls' field hockey field
h.	lower practice fields
i.	girls' softball field
j.	girls' soccer field
k.	boys' soccer field

JA DePaolo Middle School	
a.	grass area adjacent to Pleasant Street sidewalk to roadway curbing
b.	grass area east of basketball courts
c.	soccer field
e.	softball field

JF Kennedy Middle School	
a.	baseball field
b.	softball field
c.	soccer field

Kelley School	
a.	all lawn areas surrounding building to boundary lines
b.	all lawn areas adjacent to entrances and drives
c.	athletic fields
d.	all lawn areas adjacent to walkway, curbing, and fence lines
e.	softball field

Plantsville School	
a.	all lawn areas surrounding building to boundary lines
b.	all lawn areas adjacent to entrances and drives
c.	all lawn areas adjacent to driveway – Church Street to West Main Street
d.	playground area
e.	athletic field
f.	all lawn areas adjacent to walkways, curbing, and fence lines

South End School	
a.	all lawn areas surrounding building to boundary lines
b.	all lawn areas adjacent to entrances and drives
c.	Lower lawn along entrance walk
d.	Athletic fields
e.	All lawn areas adjacent to walkway, curbing, and fence lines

MOST RECENT BID PRICES ARE LISTED BELOW PER MOWING:

Southington High School – main site	\$375.00
Southington High School – fields	\$375.00
JA DePaolo Middle School – main site	\$50.00
JA DePaolo Middle School – fields	\$80.00
JF Kennedy Middle School – main site	\$45.00
JF Kennedy Middle School – fields	\$85.00
Kelley School	\$130.00
Plantsville School	\$92.00
South End School	\$90.00

BID DIRECTIONS

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

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

Prices must hold for a full season.

No	Bid bond must be submitted with this bid.	see page 2 – items 26 and 28
Yes	Proof of insurance is required.	see page 2 – items 25, 27 and 29 see page 3 – items 30 and 31
No	Performance bond will be required by successful bidder.	see page 3 – item 32
No	Prevailing Wage Project	see page 3 – item 43
No	Samples required with this bid.	see page 1 item 16
Yes	Workplace Analysis must be returned with this bid.	see page 12
No	Descriptive literature and item(s) specifications must be submitted with bid	
Yes	Non-collusive bid statement must be submitted with bid	

NO BID

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

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

2014-BID-20

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

	Company Name
	Response By

BID SHEET

Total cost of all labor, materials and equipment per mowing and trimming.
Vendors may bid on one, two or three years.

	Year 1 2014 Season 4.8.14– 11.15.14 Per Cutting	Year 2 2015 Season 4.7.15– 11.17.15 Per Cutting	Year 3 2016 Season 4.4.16 – 11.18.16 Per Cutting
Southington High School main site	\$	\$	\$
fields	\$	\$	\$
JA DePaolo Middle School	\$	\$	\$
JF Kennedy Middle School	\$	\$	\$
Kelley School	\$	\$	\$
Plantsville School	\$	\$	\$
South End School	\$	\$	\$

MOWING AND TRIMMING SECTION

Experience

Outline your work experience as relates to mowing and trimming specifications and requirements.

Customer References – 3 Required

Provide the following information regarding your largest (acreage maintained) account:
(even if your firm has worked for the Board of Education in the past, this section must be filled out)

1	Name	Approximate Acreage
Address		
Contact	Phone	
2	Name	Approximate Acreage
Address		
Contact	Phone	
3	Name	Approximate Acreage
Address		
Contact	Phone	

MOWING AND TRIMMING SECTION - continued

Equipment and Employees

List the equipment and employees you will use in the performance of the work as specified in the **Mowing and Trimming** section and indicate if equipment is owned by bidder or others.

	Owned by Bidder	or	Owned by Others
Equipment Description			

Employees

Bidder Business Information

Business Name	
Principal Owner/Stockholder	Phone
Partner (if applicable)	Phone
Date Business Established	
Number of Employees full time _____ part time _____	

If supervision is assigned to other than the owner, provide the following:

Supervisor's Name:
Employed by Bidder Since:

BID SHEET

By submitting this bid, bidder agrees to all of the provisions and conditions contained herein pages 1 through 27.

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

NON-COLLUSIVE BID STATEMENT

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

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

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

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

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date January 9, 2014

Decision Requested _____ Agenda Code 9 a.

AGENDA REPORTING FORM

Agenda Topic: Town Government Communications

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

Background: N/A

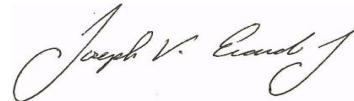
Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A



Signature of Superintendent of Schools

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only _____ X _____

Board Meeting Date _____ January 9, 2014 _____

Decision Requested _____

Agenda Code _____ 9 b. _____

AGENDA REPORTING FORM

Agenda Topic: _____ **Construction Update** _____

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

Phase II Construction Projects: _____

South End Elementary School - New Construction: _____

Plantsville Elementary School – Renovation/Expansion: _____

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

Kennedy & DePaolo Middle School - Renovation/Expansion: _____

New electrical services were energized during December at both projects. Roofing and fire sprinkler installations took place through the holiday break. _____

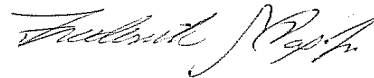
Background: _____ At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a permanent agenda report for school construction projects. _____

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

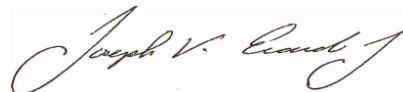
Funding Source: _____ State & Local _____

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

Recommendation or Comment: _____



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date January 9, 2014

Decision Requested X Agenda Code 9 c.

AGENDA REPORTING FORM

Agenda Topic: Proposed 2014-2015 School Calendar ~ Second Reading

Summary of Issue: The attached school calendar is provided to the Board for their comments and recommendations.

Background: The calendar was discussed at the December 13, 2013 board meeting.

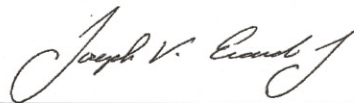
Alternative Strategies: 1) Modify starting date; 2) Modify recess periods; 3) Modify professional development days

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

Beginning Date of Program or Project: August 28, 2014

Ending Date of Program or Project: June 2015

Recommendation or Comment: The administration is prepared to discuss and encourages the Board of Education to take action on the recommendations for the 2014-2015 school calendar.



Signature of Superintendent of Schools

Titles of Attachments:

1. Proposed School Calendar for 2014-2015 School Year
2. Letter from SEA

Southington Public Schools

2014



2015

FIRST DAY OF SCHOOL: AUG. 28

SCHOOL ENDS: JUNE 10

PROPOSED SCHOOL CALENDAR

M	T	W	TH	F
AUGUST 2014 2 DAYS				

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
WD	PD	PD	FD	29

M	T	W	TH	F
SEPTEMBER 2014 21 DAYS				

1	2	3	4	5
8	9	10	11	12
15	16	<PD>	18	19
22	23	24	25	26
29	30			

M	T	W	TH	F
OCTOBER 2014 22 DAYS				

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	<PD>	23	24
27	28	29	30	31

M	T	W	TH	F
NOVEMBER 2014 16 DAYS				

3	PD	5	6	7
10	11	12	13	14
17	18	<PD>	20	21
24	25	<26>	27	28

M	T	W	TH	F
DECEMBER 2014 17 DAYS				

1	2	3	4	5
8	9	10	11	12
15	16	<PD>	18	19
22	<23>	24	25	26
29	30	31		

M	T	W	TH	F
JANUARY 2015 19 DAYS				

		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	<PD>	29	30

AUG 25	Convocation/Work Day
AUG 26	Professional Development Day
AUG 27	Professional Development Day
AUG 28	FIRST DAY OF SCHOOL ~ FULL DAY
SEPT 1	Labor Day
SEPT 17	Professional Development Day
OCT 13	Columbus Day
OCT 22	Professional Development Day
NOV 4	Election Day/Prof. Dev. Day
NOV 11	Veterans Day
NOV 19	Professional Development Day
NOV 26	Early Dismissal for Students
NOV 27-28	Thanksgiving Recess
DEC 17	Professional Development Day
DEC 23	Early Dismissal for Students
DEC 24 -	Holiday Recess
JAN 2	(Includes Christmas and New Year's Day)
JAN 19	Martin Luther King Day
JAN 28	Professional Development Day
FEB 16	Presidents' Day
FEB 17	Professional Development Day
FEB 25	Professional Development Day
MAR 18	Professional Development Day
APR 3-10	Spring Break (Includes Good Friday)
APR 22	Professional Development Day
MAY 20	Professional Development Day
MAY 25	Memorial Day
JUNE 10	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

M	T	W	TH	F
FEBRUARY 2015 18 DAYS				

2	3	4	5	6
9	10	11	12	13
16	PD	18	19	20
23	24	<PD>	26	27

M	T	W	TH	F
MARCH 2015 22 DAYS				

2	3	4	5	6
9	10	11	12	13
16	17	<PD>	19	20
23	24	25	26	27
30	31			

M	T	W	TH	F
APRIL 2015 16 DAYS				

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	<PD>	23	24
27	28	29	30	

M	T	W	TH	F
MAY 2015 20 DAYS				

				1
4	5	6	7	8
11	12	13	14	15
18	19	<PD>	21	22
25	26	27	28	29

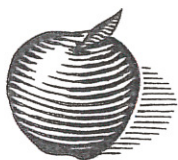
M	T	W	TH	F
JUNE 2015 8 DAYS				

1	2	3	4	5
8	9	<LD>	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

*SCHOOL ENDS JUNE 10

*If weather or other emergencies require the closing of school, the last days will be made up.

SOUTHINGTON
EDUCATION
ASSOCIATION



Dr. Joseph Erardi
Superintendent of Schools

November 27, 2013

Dear Dr. Erardi,

As the SEA meets with teachers this year to address their concerns, by far the greatest concern is TIME. Teachers constantly are asking that we find more time for them to create and correct assessments. This situation has been made more difficult by the new teacher evaluation system, which requires an enormous amount of time to collect and evaluate data. In addition to that, there are more and more new initiatives that teachers must become familiar with—DOK, differentiation, Common Core and much more. Because of these very serious concerns, the SEA is strongly encouraging you and the Board of Education to include monthly half days for students in next year's calendar, during which teachers will have more time to do the added work they have. This is the most cost effective, efficient way we can find some more time. Teachers want to do the best possible job they can teaching their students. This should help improve their instruction. Teachers would be expected to work full days on those days.

Sincerely,

A handwritten signature in cursive script that reads 'Bob Brown'.

Bob Brown
SEA President

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only X Board Meeting Date December 12, 2013

Decision Requested _____ Agenda Code 12 e.

AGENDA REPORTING FORM

Agenda Topic: Proposed 2014-2015 School Calendar ~ First Reading

Summary of Issue: The attached school calendar is provided to the Board for their comments and recommendations.

Background: The calendar aligns with most of our neighboring districts. The calendar will be brought back to the Board for approval at the January 9, 2014 Board meeting. The calendar was sent to all administrators, union presidents and PTO/PTA Presidents for their comments.

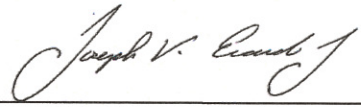
Alternative Strategies: 1) Modify starting date; 2) Modify recess periods; 3) Modify professional development days

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

Beginning Date of Program or Project: August 28, 2014

Ending Date of Program or Project: June 2015

Recommendation or Comment: Board members may wish to comment on the Proposed School Calendar for the 2014-2015 School Year.



Signature of Superintendent of Schools

Titles of Attachments:

1. Proposed School Calendar for 2014-2015 School Year
2. Letter from SEA

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date January 9, 2014

Decision Requested _____ Agenda Code 9 d.

AGENDA REPORTING FORM

Agenda Topic: Enrichment Update ~ Talcott Mountain Science Center

Summary of Issue: Members of the SPS Aspiring administrators' cohort will update the board of education on the Talcott Mountain Science Center / BOE enrichment partnership

Background: This presentation represents the second update of the year with the BOE and enrichment.


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: Informational with no action to be taken by the Board of Education.



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date January 9, 2014

Decision Requested X Agenda Code 10.a

AGENDA REPORTING FORM

Agenda Topic: Naming of two AFSCME Negotiating Committees

Summary of Issue: The Board of Education will begin negotiating with both AFSCME (American Federation of State, County and Municipal Employees) unions. Their current contracts expire on June 30, 2014. Committees need to be named for the Nurses contract and also the Custodial, Maintenance, Secretarial and Food Service Employees contract.

Background: _____

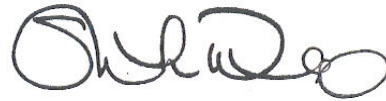
Alternative Strategies: N/A

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

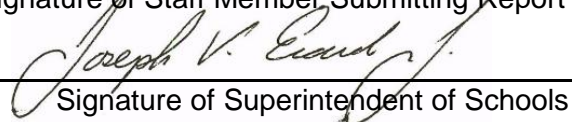
Beginning Date of Program or Project: July 1, 2014

Ending Date of Program or Project: June 30, 2017

Recommendation or Comment: Recommend the appointment of board members to two AFSCME Negotiating Committees.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. _____
2. _____
3. _____

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date January 9, 2014

Decision Requested x Agenda Code 10 b.

AGENDA REPORTING FORM

Agenda Topic: Southington Board of Education / Veterans Partnership Long Range Planning - Vision Statement

Summary of Issue: Board update with the ongoing partnership with Southington veterans.

Background: The Board of Education is now in its third formal year with an ongoing partnership with veterans throughout the community. The proposed mission statement represents a very special level of work and could serve as a template for the State of Connecticut.

Alternative Strategies: N/A

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

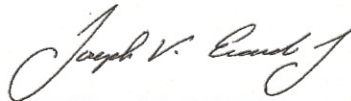
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Administration encourages the Board of Education to adopt the statement as presented.

Title of Attachment

1. Mission Statement



Signature of Superintendent of Schools

Veterans Day Committee Mission Statement

Lest they forget.

We, the Southington Public Schools,
join together with our community, veterans, and others
to raise awareness that there is a cost to freedom,
that there have been and are those who have paid, are paying, and will pay that
cost
while wearing the uniform of our armed services
in war and in peace,
in visibility and anonymity.
These men and women deserve America's recognition, gratitude, and honor.

Herein lies our cause:

Their selfless sacrifices, nor the impact they will continue to have on our lives and
nation, must never be forgotten.

Therefore, we commit ourselves:

To inform and teach students in the schools of Southington the necessary and
important role of military veterans in the preservation of the Constitution of the
United States of America;

To preserve the individual memories and collective history of our veterans; and

To foster a sense of individual obligation to the community, state, and nation.



**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date January 9, 2014

Decision Requested X Agenda Code 10 c

AGENDA REPORTING FORM

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

Summary of Issue: The Board of Education must give approval to field trips that are over 200 miles in distance from Southington, trips to foreign countries, or overnight field trips. Presented with this packet are the following field trips:

- **FIRST Robotics Team** to Boston University, Boston, MA ~ District Championship ~ April 10-12, 2014
- **FIRST Robotics Team** to St. Louis Science Center, St. Louis, MO ~ National Championship ~ April 23-26, 2014

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Move that the Board of Education approves the attached field trips for SHS FIRST Robotics Team to Boston for the District Championship, and if applicable, to St. Louis for the National Championship.

Titles of Attachments:

1. Field Trip Applications


Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

Application for Out-of-State/In-State/Overnight Field Trip

Submit to Assistant Superintendent

Date: 11/15/2013

Out of State: Yes No

Overnight: Yes No

Miles Round Trip: 256

Southington High School School FIRST Robotics Team 195 Class/Group April 10-12, 2014 Date of Trip

Name and Address of Destination Boston Univ. Agganis Arena, 925 Commonwealth Ave., Boston, MA 02215

Reasons for Field Trip FIRST Robotics District Championship

Itinerary (attach if needed) _____

Departure Date/Time April 10 at 5:30am Return Date/Time April 12 at 8pm

of Students 65 # of Teacher/Chaperones 1/20 # of Buses 2

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

Have met with nurse to address student health needs.
Nurse's Signature _____ Date _____

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

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

COST AND FINANCING

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	\$ 24,050.00	
Board of Education Contribution	\$0	
Other	\$	Students obtain sponsorships that will defray the cost of the trip
Fundraising Activity	(\$0)	Will take place throughout the year
BALANCE	\$ 24,050.00	
Student Contribution		
Transportation	\$ 3,120.00	65 Students @ \$ 48
Entrance Fees, Room & Board	\$ 20,930.00	65 Students @ \$322
TOTAL Cost of Trip to Each Student	\$ 370.00	Fundraising and sponsorships will help bring down the cost per student.

SIGNATURES

Teacher Kasia Kalinowski (signature on original) Date 11/15/2013

Dept. Head _____ Date _____

Principal Dr. Martin Semmel (signature on original) Date 12/4/13

Comments _____

Assistant Superintendent Karen L. Smith Date 12/12/13 Approved Not Approved

Board of Education Approval*** YES NO Date _____

Application for Out-of-State/In-State/Overnight Field Trip

Submit to Assistant Superintendent

Date: 11/15/2013

Out of State: Yes No

Overnight: Yes No

Miles Round Trip: 2142

Southington High School FIRST Robotics Team 195 April 23-26, 2014
School Class/Group Date of Trip

Name and Address of Destination St. Louis Science Center, 5050 Oakland Ave., St. Louis, MO 63110

Reasons for Field Trip FIRST Robotics National Championship

Itinerary (attach if needed) _____

Departure Date/Time April 23 at 9:00 am Return Date/Time April 26 at 7:00 pm

of Students 25 # of Teacher/Chaperones 1/20 # of Buses 1

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

Have met with nurse to address student health needs.
Nurse's Signature _____ Date _____

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

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

COST AND FINANCING

<u>Source of Funds</u>	<u>Totals</u>	<u>Additional Notes</u>
TOTAL Anticipated Cost of Trip	\$ 20,000.00	Estimated cost ~ airfare TBD
Board of Education Contribution	\$0	
Other	\$	Students obtain sponsorships that will defray the cost of the trip
Fundraising Activity	(\$0)	Will take place throughout the year
BALANCE	\$ 20,000.00	
Student Contribution		
Transportation	\$ 2,625.00	25 Students @ \$ 105
Entrance Fees, Room & Board	\$ 17,375.00	25 Students @ \$ 695
TOTAL Cost of Trip to Each Student	\$ 800.00	Fundraising and sponsorships will help bring down the cost per student. Estimated airfare included.

SIGNATURES

Teacher Kasia Kalinowski (signature on original) Date 11/15/2013

Dept. Head _____ Date _____

Principal Dr. Martin Semmel (signature on original) Date 12/4/13

Comments _____

Assistant Superintendent Karen L. Smith Date 12/12/13 Approved Not Approved

Board of Education Approval*** YES NO Date _____