

Southington Board of Education Meeting

Thursday, December 11, 2014 7:00 PM
Municipal Center Public Assembly Room 200 North Main Street
Southington, CT
200 North Main Street
Southington, CT 06489



BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER ~ 7:00 p.m.
2. Executive Session to Discuss Personnel Matters, Student Matter, SAA Contract, and Transportation Contract Negotiations
3. Reconvene Meeting ~ Regular Session ~ 7:30 p.m.
4. Pledge of Allegiance
5. Approval of Minutes
 - a. Regular Meeting, November 13, 2014
 - b. Special Meeting, December 4, 2014
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 Report
 - a. Policy & Personnel Committee Meeting ~ December 1, 2014
 - b. Curriculum & Instruction Committee Meeting ~ December 2, 2014
 - c. Finance Committee Meeting ~ December 3, 2014
 1. Transfer of Funds
 2. InfoSnap: Online Registration Program
 3. Bid Approval-Lawn Mowing & Trimming (FES, HES, SES, TES) Bid #2015-BID-19
9. Old Business
 - a. Town Government Communications
 - b. Construction Update
 - c. Capital Plan 2015-2020 ~ Second Reading
10. New Business
 - a. Proposed 2015-2016 School Calendar ~ First Reading
 - b. Resolution ~ CCSU and Town of Southington
 - c. Appointment of the Director of Technology
 - d. Student Expulsion 2014-2015-04
11. Adjournment

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

NOVEMBER 13, 2014

The regular meeting of the Southington Board of Education was held on Thursday, November 13, 2014 at 7:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut with Executive Session scheduled for 6:30 p.m.

1. CALL TO ORDER

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:34 p.m.

Present from the Board: Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. Brian Goralski, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana (arrived at 7:02 p.m.), and Mrs. Patricia Queen. Absent were: Mr. David Derynoski and Mrs. Patricia Johnson.

Present from Administration: Mr. Timothy Connellan, Superintendent of Schools and Mrs. Sherri DiNello, Director of Business and Finance.

MOTION: By Mrs. Clark, seconded by Mrs. Queen:

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

Motion carried unanimously by voice vote.

2. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS AND STUDENT MATTERS

Mr. Goralski declared the Executive Session ended at 7:12 p.m. and the Board recessed for the Celebration of Excellence.

3. CELEBRATION OF EXCELLENCE

In Celebration of Excellence, the Board honored Mrs. Marilyn Kahl, Principal of Urbin T. Kelley Elementary School, for being recognized as a finalist for the "Outstanding First-Year Principal Award" by the Connecticut Association of Schools after being nominated by members of her staff. Mrs. Kahl was presented with a plaque and flowers from the Board.

4. RECONVENE MEETING ~ REGULAR SESSION

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

Present from the administration were Mr. Timothy Connellan, Superintendent of Schools; Mrs. Sherri DiNello, Director of Business and Finance; and Ms. Meg Walsh, Director of Pupil Personnel Services.

Student representatives present were James Brino, Christopher Iverson and Elizabeth Veilleux.

There were approximately nine people in the audience.

5. 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 of Mr. Nicholas DeLuco, a former Board of Education member who served on the Board for seven years and recently passed away, and in honor of Veterans' Day and all veterans who have served our country.

6. APPROVAL OF MINUTES ~ October 23, 2014

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

“Move to approve the regular Board of Education minutes of October 23, 2014, as submitted.”

Motion carried unanimously by voice vote.

7. COMMUNICATIONS

a. Communications from Audience

Arthur Cyr, 103 Berlin Avenue, spoke about future snow days and felt that whatever decision that is made, to close schools or delay the opening, will never satisfy everybody. He attended a Board of Finance meeting with a presentation given by Mr. Michael DeFeo, Chair of the Turf Advisory Board, and was surprised at the amount of use of the Southington High School Turf Field. He noted that the committee was doing an amazing job especially with their website, and stated that with the increased use of the field it is the best \$25,000 investment the Board ever made.

b. Communications from Board Members and Administration

Communication from the Board Members:

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

“Move to add agenda item ‘Snow Removal and Sanding at DePaolo Middle School’ as agenda item 9.c.”

Motion carried unanimously by voice vote.

MOTION: By Mrs. Notar-Francesco, seconded by Mrs. Clark:

“Move to add ‘Student Expulsions’ as agenda item 11.c.”

Mr. Goralski noted that the two student expulsions needed to be separate agenda items.

MODIFIED MOTION: By Mrs. Notar-Francesco, seconded by Mrs. Clark:

“Move to add ‘Student Expulsion 2014-2015-02’ as agenda item 11.c. and ‘Student Expulsion 2014-2015-03’ as agenda item 11.d.”

Motion carried unanimously by voice vote.

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

“Move agenda item 11.a. ‘Approval of Overnight/Out of State Field Trips’ to agenda item 7.d.”

Motion carried unanimously by voice vote.

Mrs. Notar-Francesco stated that she attended the Plantsville PTO meeting Wednesday night and noted that Mr. Steve Bergin, Principal, did a presentation on SRBI for the parents at the meeting. She thought that it was a good idea to get the educational strategies, models and programs out in front of the parents. In January, they are doing a presentation on Readers Workshop. She recommended that other school administrators do things like this at their PTO meetings.

Mrs. Notar-Francesco reported that the CREC Legislative Committee met Wednesday for the first time this year. She requested that the Board members and administrators email her any issues that they feel she should bring forward as a legislative agenda item. The CREC Legislative Committee will be developing the agenda within the next few weeks.

Mrs. Clark reported that she attended a seminar called, “Learn the Signs, Act Early” that referenced early childhood education and was given by a member of the UConn staff. The seminar was presented by the Early Childhood Collaborative of Southington. It was an effort to make parents and early childhood educators aware of signs of various disabilities that can be diagnosed early.

Mrs. Clark stated that there is a new announcer, Mr. Christopher Iverson, the Board’s Student Representative, who is calling the Southington High School home varsity football games. She noted that he is a great announcer and congratulated him on a job well done.

Mrs. Carmody reported that for the past nine months ten fifth graders at Thalberg School have been working with the grant from the Southington Education Foundation for the First Lego

Robotics Team and they are performing on Saturday, November 22, 2014 from 8:00 a.m. to 5:00 p.m. at McGee Middle School gymnasium in Berlin, Connecticut. Mrs. Queen questioned if the middle schools were competing at the same time.

Mrs. Lombardi noted that she asked for a report on the SAT/CAPT scores from the high school regarding moving the middle up, and that Dr. Semmel was working on that. She stated that Mrs. Smith mentioned at the last Board meeting that it would be part of tonight's agenda; however, she did not see it on the agenda. She asked for the status of that information. Mr. Connellan replied that administration received that information from Dr. Semmel on Monday and will get it to the Board members.

Mrs. Lombardi reported that she had a conversation with a legislator representing Southington who shared with her that they will be going into session at the beginning of January. She asked Mr. Goralski to schedule a Legislative Breakfast or meeting with the state legislators, like they have done in the past, which she found very beneficial. Mr. Goralski responded that he would schedule something, like they normally do, before their session.

Mrs. Queen stated that she attended the Southington Sports Hall of Fame dinner and congratulated all the former Southington High School athletes who were honored Wednesday night with their induction into the Sports Hall of Fame. She shared the program with the Board members.

Mr. Oshana pointed out that a couple of weeks ago Mrs. Smith sent to the Board the Grades 5, 8, and 10 scores for below basic, basic, proficient, goal, and above goal for science. He asked if that data would be presented with the other test information. Mr. Connellan replied that it is a little different because what Dr. Semmel was asked to do was to compare that a little differently. Mr. Oshana asked if it was by year so they can track the same group of students. Mr. Connellan stated that the SATs are not the same group every year. Mr. Oshana asked if they could see this for the other disciplines that are being tested in the CAPT and CMTs. Mr. Goralski replied that the problems with the CMT groups is that last year was the first year of the new testing system so there will not be the same comparisons. Mr. Oshana would like to see the progression from the previous years. Mr. Connellan replied that this type of comparison statistically is not really a valid comparison because they are looking at different groups. Even if they were fully engaged in the CMT, the following students would be testing different standards each year. It gives some very general level of analysis, but statistically they are not valid comparisons. He noted that the state does not do it that way and the state encourages districts not to do it that way; however, everybody still does it that way because it is convenient. It does not give a longitudinal-type of view. He did not find it tremendously valuable. It is really Level One trend data, and cannot drill down deep on it and get a lot of meaning in regard to progress over time for students. Mr. Oshana asked where they would get that data. Mr. Connellan replied that they do not get it out of the CMT. If they were doing true longitudinal assessments, if they were not forced to do the high stakes testing that the federal government has forced them to do, they would be doing a very different type of assessment over time and would be doing longitudinal data. They are moving more in that direction, but Southington and all the other school districts are not there yet because they have had to do the CMT and CAPT, etc., to meet the federal mandate.

Mr. Oshana thought that they should take this offline and have a deeper conversation about it because he felt that it is something that was needed. He understood the concept that the

CMTs may not be the most proper tool; but, if it is the only tool that has been in place, then it is the only place they can go and that, at least, would give them some trending.

Mr. Goralski added that he thought Mrs. Smith had said that part of the comparison Mr. Oshana was talking about was complicated because of the new tests which are a totally different measure. Mr. Oshana stated that, as students continue to go into higher grades, the testing does get harder and that is what is supposed to happen. If they are moving from Grade 5 to Grade 8 to Grade 10, it is going to get harder so, therefore, the education they are getting should be geared more towards that and it is more difficult so the testing should be equal and should be going up instead of down. Mr. Connellan replied that they are different assessments. It needs to be looked at within the context of what is happening, not only in district reference groups, but what is also happening statewide because there are variables that they cannot control. There are all these other factors that need to be taken into account when trying to explain where the variance comes from.

Mr. Goralski asked that administration try to put some of this trend-type of data into future presentations. He noted that just the change in the tests between the two methods created some complexity, but would like administration to give more follow-up information. Mrs. Queen asked that with the follow-up if they could help the Board understand the difference between the different types of assessments. She felt that it was confusing for everyone, including parents. Mr. Connellan replied that they need to have the discussion about assessment in general, and what it is and what it is not. If they go back to the origins of the Connecticut Mastery Test, it was to help teachers assess the effectiveness of the curriculum; it was not designed to do what they were mandated to do through No Child Left Behind. He had deep feelings about how high stakes testing has impacted education in a negative way. He did not think it was a good “accountability” measure. He felt that this was a good discussion to have and that administration would put together a presentation that will address some of those areas because assessment is not always what people think it is.

Mrs. Carmody stated that, as Chairman of the Curriculum Committee, she will speak to Mrs. Smith about the assessments and try to give a presentation on the different types of testing, what they measure, what is the purpose of the test, etc., so the Board and the public can have a complete understanding of them.

Mr. Goralski thanked all the schools and the Southington veterans for their partnership in the events that took place to celebrate Veteran’s Day. He noted that the Kiltonic Post 72 of the American Legion presented patches to every member of the Southington High School band at the concert on Monday night, which he thought was an excellent symbol for the band to have on their uniforms when they march on Saturday in the National Championships at Metlife Stadium.

Mr. Goralski pointed out the posters that were in front of the dais stating “84, it is not what you think it is” and that he and Mrs. DiNello were wearing the “84” patches. He encouraged the community to look for the “84” signs, which is a product of the STEPS Youth Council. On November 21, 2014, STEPS will inform the community about what that means.

Mr. Goralski reported that there were two meetings of the Strong School Bee Committee and that Mr. Romano and the three parents have done excellent work keeping the Strong School parents informed about this issue. He noted that Mr. Romano and the Maintenance Department

have done a section of the grass this fall, and they will see how it affects the bees if they should return.

Mr. Goralski reported that he received a request from Mr. Brian Stranieri, Assistant Principal at Southington High School, to name the walkway from the Vocational-Agriculture parking area to the Fontana Community Turf Field, "Dom's Way." It is in honor of Mr. Dominic D'Angelo who served as a teacher, athletic director and coach for many years at the high school and influenced many Southington students. He announced that the Naming Committee will consist of Mrs. Carmody, Mrs. Lombardi and Mrs. Clark who will represent the Board of Education, and Mike DeFeo and Rob Thompson who will represent the community. He appointed Brian Stranieri as the ex-officio Southington High School representative. He asked Mrs. Carmody to coordinate with Mr. Stranieri to set-up the first meeting.

Communication from Administration:

Mr. Connellan reported on the following:

1. Online Registration: Mr. Connellan stated that Mrs. Michelle Passamano, Registrar, presented to administration a software package for online registration, which they are reviewing in terms of efficiency, effectiveness and redistribution of some of the workload. Administration felt that this would be cost effective over time and noted that it would integrate with PowerSchool. One of features would be that parents can enter all their information online. It would be especially helpful for Kindergarten registration where the information would be available immediately. He added that Mrs. Passamano would still be the person who looks at the final residency piece and would still be the person who interacts with parents. He felt that this would be a valuable component for the school system. Administration will give a presentation to the Board with the idea of possibly having this online for Kindergarten registration this spring.
2. League of Innovative Schools: The teams from the high school and both middle schools attended their second meeting of five meetings for the League of Innovative Schools. There are a couple that are New England based as well. He will bring more information to the Board as it becomes available.
3. School Safety and Security Plan: Mr. Connellan reported that work on this continues in terms of revisions. He noted that Mr. Frank Pepe and his team put together a presentation for the entire administrative leadership team on November 5, 2014, which was impressive. He noted that Southington Police Officer Tom Gallo attended this presentation and that there was good collaboration between the schools and police department. The work continues on this, and he will bring more information to the Board later in the school year.
4. State School Security Grant: Mr. Connellan noted that just before the November elections there was an announcement of towns receiving money, including Southington. The state did not actually tell everyone what that money was for; however, Mrs. Cathy Sheldrick, Secretary to the Director of Operations, made inquiries and learned that the money was for private schools in town. This year, the Southington Public Schools did not have anything approved from the State School Security Grant.
5. Middle School Redistricting: Mr. Connellan reported they are working on redistricting in the hope of balancing student enrollment, and plan to have that work done prior to the beginning of February.

Mrs. Notar-Francesco stated that, in the past, the proposal for the software for Online Registration would typically go before the Finance Committee for vetting and suggested as a

starting point that administration do that. Mr. Connellan replied that he just wanted to lay the groundwork that administration was looking at this and thinking along those lines.

c. Communications from Student Representatives

Mr. Brino reported the following:

- The Southington High School Marching Band won Division 5 Open State Championships on October 25, 2014. They scored second overall in the New England District. They are headed to Nationals this Saturday at MetLife in New Jersey. They are performing at 9:37 p.m. Awards start at 11:30 p.m. There are a total of seven coach buses with three buses for the band and four parent buses, which shows a huge presence from Southington at MetLife.
- The students are seeing the number “84” around the high school and are excited to hear on November 21, 2014 what that number represents.
- Regional auditions for the Music Department will occur on Saturday, November 15, 2014. The students with a certain score and above will then perform with the regional group and then the regionals go to the state district performances. Regional auditions are in the morning and the Marching Band musicians are leaving that day at 3:00 p.m., so they will be able to take part in the auditions.

Mr. Iverson reported on the following:

- The Southington High School Football Team is 8 – 0. On Saturday, November 14, 2014 at 1:00 p.m., they will be playing South Windsor and on Thanksgiving they will be playing Cheshire.
- On November 17, there will be Eighth Grade Orientation at the high school. He noted that the building is a rectangle and that they can’t get lost.
- Parent/Teacher Conferences were held tonight, November 13, 2014, at the high school. He noted that FBLA attended and was handing out coffee from Dunkin Donuts to the parents.
- He congratulated Southington High School seniors who are in AP French, including Miss Liz Veilleux, for winning second place at the UConn French Quiz Bowl a few weeks ago.

Miss Veilleux reported on the following:

- The Quiz Bowl for French was a French trivia game show type of event with other schools. They spent the day at UConn starting out in classes with Teacher Assistants and speaking French the whole day. They had mini-lessons with the Teacher Assistants and went to the Student Union, which was a first-time college campus experience for the junior students. At the Quiz Bowl, the Southington High School team won second place.
- Miss Veilleux stated that she just finished the college application process and noted that it was very long and stressful. She participated in Early Action, which many seniors are doing. They can apply early without any binding contracts and they get a notice within two weeks of sending the applications. She found the Common Application helpful.
- Homecoming is Friday, November 21, 2014, which is one of the last dances for the seniors.

d. Approval of Overnight / Out of State Field Trips *(formerly Agenda Item 11.a)*

Mr. Connellan noted that these are three longstanding trips that occur every year for FIRST Robotics. Ms. Kasia Kalinowski, FIRST Robotics Advisor, came to the podium and explained that this was her fourth year doing this and gave a brief synopsis of the SHS FIRST Robotics field trips. The first out-of-state field trip would be March 18-25, 2014 at Rensselaer Polytechnic Institute (RPI) in Troy, New York, which is a regional event and they would attend only if they received a grant from RPI. The District Championship is April 8-11, 2015 at Worcester Polytechnic Institute in Worcester, Massachusetts and then the National Championship is on April 22-25, 2015 in St. Louis, Missouri.

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

“Move to approve the field trips for the Southington High School FIRST Robotics Team to attend the Regionals in Troy, New York, District Championship in Worcester, Massachusetts, and the National Championship in St. Louis, Missouri.”

Mrs. Clark questioned when the SHS FIRST Robotics Team would know whether they received the grant. Ms. Kalinowski replied that they completed the grant in September and were told that by the middle of December they will find out.

Motion carried unanimously by voice vote.

8. REPORT OF SUPERINTENDENT**a. Personnel Report**

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

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

Motion carried unanimously by voice vote.

9. COMMITTEE REPORTS**a. Policy & Personnel Committee Meeting ~ October 29, 2014**

Mrs. Clark reported that the committee continued their discussion pertaining to the Attendance Policy. Administration was going to address some questions that the committee had regarding middle school written notes and communicating to parents regarding the status of absences. The committee has been reviewing the policies from CAFE and other communities. A draft of the Southington policy will be going to legal counsel for review.

b. Curriculum & Instruction Committee Meeting ~ November 5, 2014

Mrs. Carmody reported that the committee, along with Mrs. Lombardi, visited the South End Elementary School to view the Pilot Spanish Program taught by Mrs. Tina Riccio to students in Grade 1. Mrs. Riccio only spoke Spanish to the students. This pilot program is completely aligned with the Common Core State Standards for first grade, which is excellent. It

is a total immersion into Spanish for the students. The curriculum was written by Mrs. Riccio with cooperation from the kindergarten and first grade teachers. The entire committee was very impressed and enthusiastically endorses this program to continue into second grade next year. She requested that the first graders attend a Board of Education meeting later in the year and sing a song in Spanish.

Mrs. Carmody reported that the next meeting is December 2, 2014 and that the committee will be discussing middle school science because the curriculum will be changing with the Smarter-Balanced testing. They will also be discussing Common Core Math.

c. Snow Removal and Sanding at DePaolo Middle School

Mrs. Notar-Francesco explained that the Board was looking at revising Year Three of the contract due to the larger size of the parking lot at DePaolo Middle School.

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

“Move to approve the revised Snow Removal/Sanding Contract at DePaolo Middle School for Year Three at a cost of \$12,600 to Green Meadow Landscaping.”

Motion carried unanimously by voice vote.

Mr. Goralski noted that Mr. Derynoski and Mrs. Johnson sent their regrets for not being able to attend tonight’s Board meeting.

10. OLD BUSINESS

a. Town Government Communications

Mrs. Queen stated that Mr. DeFeo, Chairman of the Facilities Advisory Committee, presented an update on the Turf Field complex to the Board of Finance last night. There was a PowerPoint presentation (*Attachment #1*) that she will email to Mrs. Blanchard to include in the Board of Education minutes. She noted that included in the presentation was an update on the revenue generated last year through October 2014, which equals a total of \$50,599. The breakdown of that amount is:

- \$25,000 from the Board of Education Replacement Fund;
- \$1.00 per ticket on high school events from last year through October of this year has generated \$12,179;
- \$5.00 registration fee from youth leagues that are using the field such as lacrosse, soccer and football has generated \$8,550;
- Buy a Brick Campaign, which has concluded its first phase, has generated \$3,570;
- To date, the Turf Field Rentals are \$1,300.

Mrs. Queen noted that part of the presentation was the deep field cleaning that occurs each year. The outside company receives \$4,600 for the deep field cleaning and the result is an extended year on the warranty each year. The idea is that, long-term, the field will last 10-12 years before the fill has to be replaced and with the cleaning it will extend that even longer.

Mr. Goralski noted that he advocates for partnership between the Board of Education and Board of Finance. He recently spoke to Mr. Leary, Chairman of the Board of Finance, about a joint meeting. Mr. Leary advised him that Tuesdays are best for the Board of Finance. Mr. Goralski asked Mrs. DiNello to send an email to the Board of Education for availability on Tuesday, December 9 or December 16, 2014. He asked Mrs. DiNello to contact Ms. Emilia Portelinha, Town Finance Director, to coordinate the same thing for the Board of Finance. The goal of that meeting is to kick-off the budget season with recurring questions. He asked the Board of Education members to think of questions to ask of the Board of Finance. It will be a workshop-type format. He hoped that the Town Manager, Town Finance Director, and Board of Education administration would attend also.

Mrs. Lombardi commended Mr. Goralski for this process and providing communication and collaboration between the two Boards. Mr. Goralski told the Board to start putting together those questions now but not to give them all to Mrs. DiNello quite yet.

Mr. Connellan announced that the Board of Finance approved unanimously the funding for the high school atrium roof at their meeting last night.

b. Construction Update

Mr. Goralski reported that the Middle School Committee did not meet on Election Day. The teachers are currently moving into the front of the southwest wing this week and students will start attending classes in that new wing on Monday. New furniture is being delivered and the schools are becoming closer to completion. For the next phase, which begins on Monday, the northwest rear area of the building will be the only part not under construction. The final phase will begin in April. The construction of the middle schools should be completed for the start of the next school year. He noted that the coordination of the changes and transitions by Mr. Palmieri and Mr. Madancy and their staff was remarkable.

Mr. Goralski reported that Mr. Connellan kept the Board and staff well informed about the transformer replacement at Southington High School that occurred over the Veteran's Day recess. This was in collaboration with the town regarding energy management. Mr. Connellan explained that the Payroll staff [Susan Euley and Deborah Markoski] worked on Tuesday, Veteran's Day, because it was a payroll week, along with help from Tammy Sysz from the Technology Department and Mrs. DiNello to ensure that the Alio™ financial software would be working to process payroll due to this transformer replacement. He acknowledged their efforts and dedication. Mr. Goralski asked him to extend the Board's appreciation to those employees for helping to make the transition seamless.

c. Superintendent's Proposed Goals for 2014-2015 ~ Second Reading

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

“Move to approve the proposed Superintendent's Goals for the 2014-2015 School Year.”

Mr. Goralski thanked his colleagues for their communication with Mr. Connellan and to Mr. Connellan for incorporating all the feedback that the Board gave at the last meeting. It is a

highly ambitious document and the Board looks forward to doing the work with Mr. Connellan to make the school system even better.

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

11. NEW BUSINESS

- a. **Approval of Overnight/Out of State Field Trips** (*Moved to Agenda Item 7.d.*)
- b. **Capital Plan 2015-2020 ~ First Reading**

Mrs. DiNello explained that the format of the Capital Plan was requested by the Town because this work will eventually be folded into a combined Town / Board of Education Capital Plan. The items listed need to have a five-year life, be over \$50,000, and not be considered maintenance items. Last year's Five-Year Plan was a total of over \$6.6 million and the 2014-2015 request was \$1.7 million. The current Five-Year Plan, which is a total of \$4.7 million, is a dramatic reduction from the previous year due to three specific items:

- 1) Energy performance contracting work was done that allowed approximately \$1.8 million in projects to be removed from the Capital Plan because it is being done as part of the Energy Performance Contract with NORESKO;
- 2) The high school Atrium roof funding was recently approved for funding; and,
- 3) Administration is waiting for new pricing for the exterior masonry projects. The dollar amount of \$4.7 million will be increased when they get new pricing for the exterior masonry projects and the Capital Plan comes before the Board for the second reading in December.

Mrs. DiNello reminded the Board that last year they had three priorities that were sent to the Town: 1) Derynoski Masonry Project; 2) Football Bleachers, and 3) SHS Atrium Roof. The Town funded the Atrium roof. The football bleachers were determined to be a maintenance item and did not roll into the Capital Plan that was presented. It is an item that the Board will have to itemize within Major Projects and Equipment in the operating budget. The Derynoski Masonry Project was not funded, and they are awaiting new pricing.

Mrs. DiNello stated that this document includes all of the projects that they are currently aware of that need to be done in the district. If there is something that has been requested or an upgrade that is needed, it is on this plan, and it is determined where it belongs within the five years. She noted that determining what year the work needs to be done is a major undertaking that the administrative team works together to determine. The current projects that are listed, such as the heating pumps for \$80,000, is a carry-over from the NORESKO project. Thirty-six of the 41 heating pumps were funded and five were not, so it still needs to be done. The asbestos abatement is on the Capital Plan annually.

Mr. Connellan stated that he would instead like to see a 10-Year Plan, which will not happen this year. He spoke to Mr. Leary and Mr. Romano about this. He believed that the community would benefit from a 10-Year Plan; however, by statute, they are required to put a Five-Year Plan on the table. He felt that they needed to look longer term than five years for the facilities and buildings. Within that concept, he would like to see everything that needs to be done in the buildings. They need to look at it by school and get a better handle on it to put it project-based to blend with the Town. His experience has always been that, unless it is

something that comes forward that is an urgent health and safety matter, they are really entering projects at Year Five when doing a Five-Year Plan. For the fiscal health of Southington, it would be much better to have a longer view so they can do better planning. He noted that this is going to take some time to put together.

Mrs. Lombardi stated that, at the last Board meeting, they heard about the plans for the high school library. She asked if anything was built into the Capital Plan to reflect that work. Mr. Connellan replied that currently there is nothing in the plan. Mrs. Lombardi noted that is a great example of what Mr. Connellan was talking about in terms of by school. She asked if the principals have input in terms of technology. Mrs. DiNello pointed out that the principals are consulted and Ms. Lisa Jones visited every school site and communicated with each building principal of what the current plan was and asked them about new projects. They did not get many new requests from building principals because of the number of projects that are currently on the table. Mrs. Lombardi noted that the curtains in some of the schools have been there for a very long time. Mrs. DiNello replied that those are part of the operating budget and there have been reoccurring requests for drapes and curtains, which is not considered a Capital line item.

Mrs. Clark asked that, when they put together the 10-Year Capital Plan, would they look at everything regardless of whether it is operating budget, Capital Plan, or Major projects. Mr. Connellan replied that it would include everything that needs to be done, otherwise it ends up becoming a year-to-year piece and they cannot plan long-term for that. Mrs. Clark stated that what they have considered an operating expense versus a capital expense has changed. For the past several years, they have been fairly consistent, but they have had budgets in the past where some things come out of operating budget and some things come out of capital and the rules get changed. She agreed with Mrs. Lombardi that the Board needs to see everything regardless of which category it is put in. They need to see a full snapshot.

Mrs. Notar-Francesco thought that at the last meeting when discussing the high school library they have yet to determine what exactly the needs are. She asked if, because of that, it could be included in this Capital Plan. Mrs. DiNello replied that she expected to have something in this year's Capital Plan if it reached over the \$50,000 threshold, but they are doing the study now, and are looking at the different components, and need to determine what is truly Capital and what is operating budget and what makes up the changes that they want to make. She expects that to come back as part of the study that is being done.

Mrs. Queen asked Mrs. DiNello to explain the football bleachers. Mrs. DiNello replied that it was a Capital item last year and it wasn't until the budget process ran through that they noticed the Town funded the atrium and did not do the Derynoski masonry. One of the top three priorities was the football bleachers; however, it was never folded into the Capital Plan because a determination was made at the Town level that it was considered a maintenance item. Knowing that, administration will now have to fund it within our operating budget. This was the high school football bleachers and the refurbishing of the underneath metal structure work that needs to be done.

Mrs. Clark asked why the re-doing of the brickwork at Derynoski is not a maintenance item and is considered a Capital item. Mr. Goralski replied that this would be a great question for their workshop.

Mr. Goralski thanked Mrs. DiNello because she is working with a new team on the Capital Plan. He thanked Mr. Connellan for the vision that he is bringing to it, along with Mr. Romano's perspective.

c. Student Expulsion 2014-2015-02

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

“Move to expel student case number 2014-2015-02 and to accept the stipulated agreement as presented by the Superintendent.”

Motion carried unanimously by voice vote.

d. Student Expulsion 2014-2015-03

MOTION: By Mrs. Notar-Francesco, seconded by Mrs. Clark:

“Move to expel student case number 2014-2015-03 and to accept the stipulated agreement as presented by the Superintendent.”

Motion carried unanimously by voice vote.

12. ADJOURNMENT

MOTION: By Mrs. Clark, seconded by Mrs. Notar-Francesco:

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary

Board of Finance Presentation Community Turf Field Update



November 12, 2014



Agenda

- ▶ Maintenance of Turf Field
- ▶ Turf Field Complex Usage
- ▶ Turf Field Complex Schedule of Events
- ▶ Generated Revenue



Maintenance of Turf Field

- ❖ Labor provided by both Board of Education & Parks & Recreation employees on a rotating basis.
- ❖ Turf Field needs to be groomed every 100-125 hours of usage
- ❖ Maintenance Schedule (see next page)
- ❖ Rhino Maintenance Program- complete field inspection, deep grooming, de-compacting, magnetic metal collection, disinfectant application & personal review of maintenance procedure.
- ❖ Yearly cost - \$4,600 plus additional year warranty



Turf Field Maintenance Schedule

Synthetic Turf Field Maintenance Schedule 2012-2013

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
Sweep		4				4	4	4	4	2	2	4	4	4			
Groom	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
Rake	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Magnet	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Gmax Test	1													1			
Heat Index																	Avg Total
Usage(hours)		103				155	210	192	103	12	32	149	190	126			127 1272

Synthetic Turf Field Maintenance Schedule 2014

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec		
Sweep			4	4	4	4	2	2	4	4	4	4		
Groom	1	1	1	1	1	1	1	1	1	1	1	1		
Rake	1	1	1	1	1	1	1	1	1	1	1	1		
Pro Grass Rhinno								1						
Magnet	1	1	1	1	1	1	1	1	1	1	1	1		
Gmax Test										1				
Heat Index														
Usage(hours)			126	165	221	120	30	104	171	145	53			126 1135

Turf Field Usage

- ❖ Community Turf Field complex being used as planned.
- ❖ All SHS teams such as football, boys & girls soccer, boys & girls track, boy's & girls lacrosse, girls field hockey, marching band, physical education classes, Unified Sports & graduation ceremony's. All town recreation teams such as midget football, boys & girls youth soccer, boys & girls youth lacrosse. Community events like Relay for Life.
- ❖ The field will also be available for special events & parks and recreation activities along with potential rentals.



Schedule of Turf Field



Dave Lapreyay

Southington Community Field is an athletic, synthetic turf facility for use by the Town of Southington, Southington School System, Southington Youth sports programs & recreation, and other teams/organizations that wish to rent the facility for a fee. The facility has a press box, seating for 2000+ spectators, plenty of parking, a concession stand, field lighting and includes handicap parking with provisions for handicap access throughout the facility.

Eric Swallow

November 2014		November 2014		November 2014		November 2014	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Sunday
9:00am-2:30pm P&R SMPL Football League Casuals in 2-27-14	3:30pm-4:00pm GSC-practice 3:00pm-7:00pm VFB-GAME- Maloney vs Selling Street	11:00am TURF CLOSED FOR GROOMING 2:30pm-3:30pm VFB practice BLACHERS	2:30pm-3:15pm BSL - Conditioning - variable 3:45pm-3:45pm FRFB-GAME- Newington	3:45pm-4:45pm FRFB-GAME- Newington VFB practice	3:00pm-5:30pm VFB practice	1:00pm-4:00pm VFB-GAME- NEWINGTON 6:00pm-8:30pm P&R Travel Soccer	
Daylight Saving Time ends 9:00am-2:30pm P&R SMPL Football League Casuals in 2-27-14	3:45pm-4:45pm DMS VS DMS GIRLS SOCCER GAME 5:00pm-6:00pm P&R VFB GAME	3:30pm-6:30pm VFB practice	3:45pm-6:00pm VFB practice 6:00pm-9:00pm BAND	3:00pm-5:00pm BSC practice	2:30pm-3:00pm BAND practice VFB-AWAY- West Hartford	10:00am-4:00pm BAND practice	
9:00am- 12:00pm P&R SMPL Football League Casuals in 2-27-14	3:00pm-4:30pm BSC - practice 3:30pm-5:30pm FRFB practice	Veterans Day 11 6:00am 11:00am VFB practice 4:30pm-6:30pm FRFB practice	3:00pm-4:30pm BSC - practice 3:00pm-5:30pm FRFB practice	3:00pm-4:30pm BSC - practice 4:30pm-6:30pm FRFB practice	3:30pm-5:00pm BAND practice	11:00am-9:00pm P&R SMPL Game VFB-AWAY- So. Windsor	
9:00am-3:00pm P&R SMPL Football	4:00pm-6:30pm FB practice	4:00pm-6:30pm FB practice	4:00pm-6:30pm FB practice 6:00pm-9:00pm BAND	3:45pm-5:45pm FRFB-GAME- Cheshire	4:00pm-6:30pm FB practice	8:00am-3:00pm AFC Soccer Tourney (?) tentative 11:5 Lapreyay Cheshire-9:00pm	
6:30am-4:30pm AFC Soccer Tourney (?) tentative 11:5 Lapreyay	6:00pm-9:00pm POWDERPUFF 5TH ANNUAL GAME VS NEW BRITAIN	POWDER PUFF AWAY CHESHIRE	3:00pm-5:30pm VFB practice 6:00pm-9:00pm BAND	Thanksgiving Day 10:00am-1:00pm VFB-GAME CHESHIRE	1:00pm-3:00pm P&R Youth Soccer	2:00pm-6:00pm BLX Alumni Game	

Potential Generated Revenue

- ❖ Board of Education former football field maintenance funding.
- ❖ Rental charges for usage by outside groups.
- ❖ Place a \$1.00 fee up charge on game tickets to all events.
- ❖ Implement a \$5.00 registration fee for youth league programs.
- ❖ Concerts, College LAX or Soccer & Town-wide events.
- ❖ Buy a “Engraved Brick Campaign”



Up charge \$1.00 per ticket for High School events

❖ Home Football games	\$9,645
❖ Home Soccer games (boy's/girls)	\$1,857
❖ Home Field Hockey game	\$147
❖ Season passes	<u>\$530</u>
Total \$1.00 per ticket sales	\$12,179

❖ (includes 2014 Fall High School events through October)



Implement a \$5.00 Registration Fee

Youth League Programs (Soccer, Football, Lacrosse)

❖ Youth Lacrosse	\$1,685
❖ Youth Soccer League	\$2,535
❖ Travel Soccer	\$1,030
❖ Football League	\$1,655
❖ Travel Football League	<u>\$1,645</u>
Total \$5.00 Fees Paid	\$8,550



Revenue Generating Roll Up

❖ Board of Education (replacement fund)	\$25,000
❖ \$1.00 per ticket on high school events (2013-14)	\$12,179
❖ \$5.00 Registration Fee (Youth LAX, Soccer & Football)	\$8,550
❖ Buy a Brick Campaign (42 bricks sold)	\$3,570
❖ Turf Field Rentals	<u>\$1,300</u>
Total	\$50,599



Thank You



**SOUTHINGTON BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT
SPECIAL MEETING OF THE BOARD OF EDUCATION
DECEMBER 4, 2014**

A Special Meeting of the Southington Board of Education was held on Thursday, December 4, 2014 at 6:00 p.m. in the Municipal Center, Superintendent's Conference Room, 200 North Main Street, Southington, Connecticut.

Board Members Present: Mrs. Terri Carmody, Mrs. Colleen Clark (arrived at 6:10 p.m., left at 6:55 p.m.), Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Jill Notar-Francesco (left at 6:55 p.m.), Mrs. Patricia Queen, and Mr. Brian Goralski.

Board Members Absent: Mrs. Terry Lombardi and Mr. Zaya Oshana.

Administration Present: Mr. Timothy Connellan, Superintendent of Schools, and Karen Smith, Assistant Superintendent.

1. **CALL TO ORDER**

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:00 p.m.

2. **CANDIDATE INTERVIEW ~ EXECUTIVE SESSION ANTICIPATED**

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

“Move that the Board goes into Executive Session, excluding the public and the press for the purpose of a candidate interview for Director of Technology and, upon conclusion, reconvene to public session.”

Motion carried unanimously by voice vote.

The Board went into Executive Session at 6:00 p.m.

Mr. Goralski declared the Executive Session ended at 7:55 p.m. The Board reconvened public session at 7:55 p.m.

3. **PROPOSED DIRECTOR OF TECHNOLOGY APPOINTMENT**

The members of the Board of Education discussed that they would vote on the appointment of the Director of Technology at the regular Board of Education meeting on Thursday, December 11, 2014.

4. **ADJOURNMENT**

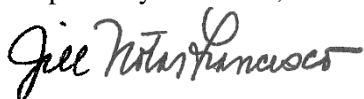
MOTION: by Mr. Derynoski, seconded by Mrs. Johnson:

“Move that the Special Meeting of the Board of Education be adjourned.”

Motion carried unanimously by voice vote.

The Special Meeting of the Board of Education adjourned at 7:56 p.m.

Respectfully submitted,



Jill Notar-Francesco, Secretary
Southington Board of Education

Board of Education

Administrative Report

December 11, 2014



1. League of Innovative Schools

2. District Professional Learning Community

3. MORE Commission Special Education Work Group

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date December 11, 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 2014-2015.

Background: The attached report lists personnel activity from November 1, 2014 through November 30, 2014.

Alternative Strategies: _____

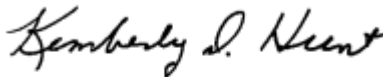
Cost (if applicable): N/A

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 – December 2014

PERSONNEL ACTIVITY REPORT

FOR: November 2014

APPOINTMENTS

Certified

Name	Position	School	FTE if Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
Seeger, Samantha	Grade 3 Teacher	Flanders		October 20, 2014	BA	Central CT State University	\$43,200.00 prorated

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
O'Neill, Catherine	Grant Funded Math Tutor	Thalberg	3.75	November 10, 2014	\$13.30
O'Donnell, Lorin	Secretary Class II, Sp Ed / Transportation	Central Office	37.50	November 17, 2014	\$21.56
Flood, Mary Beth	Grant Funded Math Tutor	DES	3.00	November 19, 2014	\$13.63
Edgerly, Amy	Grant Funded Math Tutor	Kelley	7.50	November 24, 2014	\$13.30
Edgerly, Amy	Grant Funded Math Tutor	Strong	17.50	November 24, 2014	\$13.30
Barry, Marisa	Special Education Paraprofessional	Hatton	19.00	December 1, 2014	\$14.49
Carrier, Brenda	Secretary, Class I	Hatton	35.00	December 1, 2014	\$22.38
Ianni, Traci	Special Education Paraprofessional	JFK	15.75	December 1, 2014	\$14.49
Wood, Kylene	Nurse	JAD	15.00	December 1, 2014	\$21.13
Griffin, Hattie	Special Education Paraprofessional	Hatton	15.75	December 2, 2014	\$14.49

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
Smedberg, Laurie	Special Education Teacher	JFK	February 14, 2015	35 years	Yes
Tichy, Margaret	Computer Teacher	JAD	July 1, 2015	19 years	Yes
Bellinger, Ellen	Grade 1 Teacher	South End	July 1, 2015	25 years	Yes
Waldron, Maureen	World Language Teacher	SHS	July 1, 2015	32 years	Yes
Root, Deborah	Grade 1 Teacher	Derynoski	July 1, 2015	35 years	Yes
Mazrek, Karen	World Language Teacher	SHS	July 1, 2015	37 years	Yes
Paskiewicz, Maureen	Science Teacher	JAD	July 1, 2015	38 years	Yes
Brown, Robert	Social Studies Teacher	SHS	July 1, 2015	40 years	Yes
Kennedy, Sharon	Physical Education Teacher	JAD	July 1, 2015	39 years	Yes

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Nesprido, Melanie	Part-Time Nurse	JAD	November 27, 2014	4 years	No
Carrier, Brenda	Clerk, Pre-School Program	Hatton	November 29, 2014	5 years	No
Picone, Maria	Matron	SHS	December 1, 2014	40 years	Yes
Mazzamurro, Nicole	Full-Time Paraprofessional	DES	December 2, 2014	4 years	No
Kennedy, Rita	Full-Time Special Ed Paraprofessional	SHS	December 2, 2014 - Revised	21 years	Yes
Gravel, Ashley	Part-Time Special Ed Paraprofessional	Flanders	December 6, 2014	3 months	No
Palmieri, Amanda	Part-Time Special Ed Paraprofessional	DES	December 23, 2014	1 year	No
Borkowski, Wendy	Full-Time Special Ed Paraprofessional	Thalberg	January 10, 2015	8 ½ years	No

TRANSFERS

Certified

12/2/2014

Name	From Position	From School		To Position	To School	Effective Date
Grigerek, Alexandra	Grade 4 Teacher	Flanders		Grant Funded Elem Math Specialist	District	January 5, 2015
Clynes, Patrice	Grade 2 Teacher	Plantville		Grant Funded Elem Math Specialist	District	January 19, 2015

Classified

Name	From Position	From School		To Position	To School	Effective Date
Voorhees, Cynthia	10.00 hour Clerk	Hatton		19.5 hour Pre-School Clerk	Hatton	December 1, 2014

UNPAID LEAVES OF ABSENCE

Name	Position	School	Start Date	End Date	Reason
No Unpaid Leaves of Absence in month of November					

COACHING / STIPENDS

Appointments

12/2/2014

Name	To Position	School	Effective Date	Stipend
Dion, Derek	Head Coach, Wrestling	SHS	November 5, 2014	\$7,015.00
Lee, William	Freshman Coach, Wrestling	SHS	November 5, 2014	\$4,183.00
Zaccagnino, Brian	Assistant Coach, Wrestling	SHS	November 5, 2014	\$4,447.00
Roarty, Colleen	Assistant Coach, Indoor Track	SHS	November 5, 2014	\$3,965.00
Tuttle, Evan	Head Coach, Boys Swim	SHS	November 5, 2014	\$4,612.00
Zagorski, Janice	Assistant Coach, Boys Swim	SHS	November 5, 2014	\$3,001.00
Cannon, Brian	Head Coach, Ice Hockey	SHS	November 5, 2014	\$6,213.00
O'Donnell, Kaitlyn	Head Coach, Gymnastics	SHS	November 5, 2014	\$6,213.00
Cessario, John	Head Coach, Boys Basketball	SHS	November 5, 2014	\$5,943.00
Borofsky, Mark	Assistant Coach, Boys Basketball	SHS	November 5, 2014	\$3,567.00
Forgione, Michael	Head Coach, Girls Basketball	SHS	November 5, 2014	\$7,015.00
Eisenmann, John	Freshman Coach, Girls Basketball	SHS	November 5, 2014	\$4,183.00
DePaolo, Valerie	Assistant Coach, Girls Basketball	SHS	November 5, 2014	\$4,447.00
Lefkowitz, Matthew	Head Coach, Boys Basketball	JFK	November 5, 2014	\$3,805.00
Spreda, Michelle	Head Coach, Girls Basketball	JFK	November 5, 2014	\$3,805.00
Spreda, Robert	Head Coach, Girls Basketball	JAD	November 5, 2014	\$3,805.00
Lodovico, Michael	Head Coach, Boys Basketball	JAD	November 5, 2014	\$3,805.00
Green, Connor	Co-Head Coach, Indoor Track	SHS	November 7, 2014	\$2,601.50
Dachelet, Daniel	Co-Head Coach, Indoor Track	SHS	November 7, 2014	\$2,601.50
Sicotte, Donna	Year Book Advisor	JAD	November 19, 2014	\$1,025.00
Lamson, Jordan	Freshman Coach, Boys Basketball	SHS	November 21, 2014	\$3,264.00

COACHING / STIPENDS

Resignations

Name	From Position	School	Effective Date
No Coaching / Stipends resignation in month of November			



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Policy and Personnel Committee Meeting December 1, 2014

Committee chairperson, Mrs. Colleen Clark, called the Policy and Personnel Committee meeting to order at 5:30 p.m.

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

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

Continued Review of the Attendance Policy

The committee continued to review Southington's attendance policy, the sample policy from CABA, and current attendance practices within the schools. Recommendations for minor changes were made pertaining to the CABA policy. The administration will develop regulations and present them to the committee for an understanding of how the policy will be implemented. The following questions will be addressed at their next meeting:

1. Do we employ a truancy officer?
2. What is the role of the school nurse, if any, with cases of students who have frequent absences?
3. What is the average daily absence rate at each school level?
4. If an early release day is further shortened due to inclement weather or another emergency, does that still count as a school day completed?
5. Are high school students able to exit the high school after taking AP exams?
6. Does the district have a policy regarding the removal of a person from school grounds?

Mrs. Smith will gather the information and report back to the Policy and Personnel Committee as soon as possible.

By Mrs. Queen, seconded by Mrs. Johnson
"Move that the Policy and Personnel Committee meeting be adjourned."

Motion carried unanimously by voice vote.

The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Karen L. Smith
Karen L. Smith
Assistant Superintendent of Schools

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH
INTERIM SUPERINTENDENT OF
SCHOOLS

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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

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06489

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SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Curriculum and Instruction Committee Meeting December 2, 2014

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 9:35 a.m.

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

Present from district: Mrs. Karen Smith, Assistant Superintendent of Schools; Mr. John Duffy, District Science Coordinator; Ms. Dale Riedinger, District Mathematics Coordinator; and Mr. Robert Garofalo, Math Specialist.

Mr. Duffy described a new requirement, as of this year, to have all students in Grades 6-8 involved with science project-based learning. With this new requirement, students will have four choices for their project:

- Science and Engineering Fair (1-2 students per project)
- Invention Convention (1 student per project)
- Toshiba Exploravision (2-4 students per project)
- Interactive Children's Science Book (1-2 students per project)

Most of the project work will be done outside of the classroom, but there will be help sessions offered after school by teachers. Frequently asked questions for each project will be posted, along with information about this requirement on the science web page.

There will be two middle school science project celebrations held later in the year. The Board will be informed once these celebration dates are established.

The committee observed a Grade 5 mathematics lesson on the topic of fractions and estimation that was given to students by Mr. Garofalo. This lesson was selected as a way to demonstrate how students learn to estimate using common core strategies. Members were able to process what was observed with Ms. Riedinger and Mr. Garofalo. Everyone enjoyed being exposed to learning how students are meeting the curricular requirements of math in Grade 5.

The committee was pleased to learn that due to an increase of Title I grant funding, we are able to increase the number of math specialists by two after the holiday break. This will return the number of math specialists to three team members.

The next Curriculum and Instruction Committee meeting will be held on Monday, January 5, 2015 at Southington High School. The topic will address World Language as it relates to a request for the development of a Community Relationship between Southington and the North German Town of Leer.

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 11:30 a.m.

Respectfully Submitted,

Karen L. Smith
Assistant Superintendent of School

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF
SCHOOLS

KAREN L. SMITH
ASSISTANT SUPERINTENDENT
OF SCHOOLS

BOARD OF EDUCATION

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SOUTHINGTON BOARD OF EDUCATION
Southington, Connecticut

FINANCE COMMITTEE MEETING
Monday, December 3, 2014, 7:00 p.m.
Municipal Center Conference Room #2
200 North Main Street, Southington, CT 06489

Board Members Present: Jill Notar-Francesco, Chairperson; David Derynoski; Patricia Johnson; Brian Goralski; Terry Lombardi (*arrived at 8:00 p.m.*)

From Administration: Tim Connellan, Superintendent; Sherri DiNello, Director of Business & Finance; Lisa Jones, Accounting/Purchasing Manager; Michelle Passamano, District Registrar and Executive Secretary to the Assistant Superintendent of Schools (*departed at 7:45 p.m.*)

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

1. TRANSFER OF FUNDS:

The committee reviewed the transfers and Mrs. DiNello explained the rationale as part of the financial update. Committee agrees to recommend transfer of funds to the Southington Board of Education.

2. SELF INSURANCE REPORT:

Mrs. DiNello reviewed report with committee.

3. InfoSnap: PRESENTATION ON ONLINE REGISTRATION PROGRAM:

Mrs. Passamano reviewed a detailed PowerPoint presentation regarding the online registration program called InfoSnap. The software interfaces with PowerSchool. She reviewed the numerous benefits for staff and parents. The costs were outlined as follows:

- Start-up costs \$7,650
- 1st payment \$6,120
- Final payment July 2015 \$12,240

The cost will provide the district with 16 months of service for a one year discounted price.

Mrs. Passamano explained this timeline will permit us to utilize InfoSnap for the incoming kindergarten registration.

Mrs. Passamano and Mrs. DiNello explained the cost savings of paper and staff time along with the cost avoidance of additional clerical time requested for our schools. The committee asked questions and the consensus of the committee is to recommend the purchase of InfoSnap to the Southington Board of Education. The committee requested Mrs. Passamano prepare a shorter PowerPoint presentation for the next Board meeting and thanked her for her presentation.

4. BID APPROVAL:

a.) Lawn Mowing & Trimming (FES, HES, SES, TES)

Ms. Jones explained that we have 4 schools to bid for lawn mowing services. The bid language includes an opportunity to end contracts if shared services are explored by Board of Education with the Town of Southington. The committee recommends approving the bid document to the Southington Board of Education.

5. MAINTENANCE VEHICLE DISCUSSION:

Mrs. DiNello explained that no action is required of the committee for this conversation. There was a discussion of the leasing versus purchasing future maintenance vehicles. Committee recommends continuing the practice of including lease funds in the 2015-2016 budget and depending on financial projections at year end the purchasing option can be explored. The committee will require additional information in regards to the rationale for the type of vehicle being considered before recommending approval.

6. TRANSPORTATION CONTRACT:

Mrs. DiNello shared the draft of the new five year transportation contract. She explained several meetings took place with New Britain Transportation representatives to incorporate the suggested contract changes made by Mark Walsh of Transportation Advisory Services. The current contract was outdated and therefore, numerous changes have been made in regards to insurance, equipment, background checks, indemnification language, payment, and penalties. New Britain Transportation representatives were willing to work with the administration and have agreed to the changes. Attorney Lisa Gladke of Shipman & Goodwin reviewed the draft and recommended many language updates that were also incorporated into the draft and once again New Britain Transportation representatives were agreeable.

Mrs. DiNello explained the draft also includes language for New Britain Transportation to take on the maintenance responsibilities of the Board owned student transportation vehicles and regulation compliance (i.e. vo-ag buses).

She shared that negotiations continued over the past two months in regard to the five year pricing structure. The committee reviewed the last proposal from New Britain Transportation dated 11/24/14 and after some discussion reached a unanimous consensus to bring the proposal to the Southington Board of Education in executive session at the next Board of Education meeting.

7. **CALENDAR ~ FINANCE MEETINGS:**

Future meeting dates were reviewed and agreed upon by committee.

8. **FINANCIAL UPDATE 2014-2015:**

Mrs. DiNello reviewed a detailed financial update of the current operating budget.

9.) **MISCELLANEOUS:**

a.) Oil purchase 2015-2016

Mrs. DiNello explained that oil prices have dropped considerably and the consortium is looking to lock in this week at a price of \$2.00-\$2.50 per gallon for 2015-2016. This price would be a \$26,000 savings over the current year price. She explained the Town Manager would like to wait on making a commitment until the Commodities Manager is hired. The town usually joins the Board of Education and consortium in the purchase price of oil. The committee discussed the options, but requested Mrs. DiNello move forward with the commitment to purchase because of the low price and variables of waiting until January.

The meeting adjourned at 8:40 p.m.

Respectfully submitted,



Sherri P. DiNello
Director of Business & Finance

Item a.

Transfer of Funds

Southington Public Schools
Southington, Connecticut

2014-2015

TRANSFERS OF FUNDS

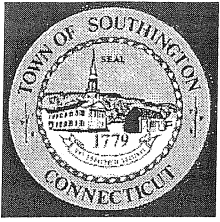
RECOMMENDED TO FINANCE COMMITTEE

December 3, 2014

SCHOOL	FUND	ACCOUNT	KEY #	DESCRIPTION	AMOUNT TRANSFERRED FROM	AMOUNT TRANSFERRED TO
Central Office	10	11300	0097	Teacher Salaries	(336,000.00)	
Regular Ed.	10	11135	0077	Data Processing Salaries	(40,000.00)	
	10	12100	Various	Paraprofessional Salaries	(52,000.00)	
	10	32120	Various	Electricity		135,000.00
	10	33800	1582	Magnet School Tuitions		90,000.00
	10	41650	0938	Gas Heat		110,000.00
	10	32910	Various	Care of Driveways & Walks		22,000.00
	10	32405	2672	Property /Liability Insurance		10,000.00
	10	12150	6321	Retirement Comp.		61,000.00
Central Office	15	83115	3320	Speech Salaries	(42,000.00)	
Special Ed.	15	83113	3717	Teacher Salaries		42,000.00
	15	83112	3317	Administrator Salaries	(31,000.00)	
	15	83125	5016	ESY Salaries		31,000.00
	15	83770	3347	Out-of-Town Tuition	(100,000.00)	
	15	83371	5005	Agency Placed Tuition	(104,000.00)	
	15	83369	7001	ABA Program		66,000.00
	15	83350	7051	Audiological Services		25,000.00
	15	83129	4022	BCBA & ABA Salaries		113,000.00
					(705,000.00)	705,000.00

Item b.

InfoSnap Presentation



SOUTHINGTON PUBLIC SCHOOLS

To: Board of Education Finance Committee
From: Karen Smith and Michelle Passamano
Date: November 26, 2014
Re: InfoSnap ~ Online Registration Program

Attached is a PowerPoint presentation for an online registration management system from InfoSnap. Some of the many services offered through this program include:

- Online registration application
- Real-time data delivery to PowerSchool
- Opportunity to increase efficiency
- Ability to replace the paper copies of annual forms from families
- Start the school year with updated and accurate information for all students

I look forward to sharing the many benefits of an online system that provides the district with clean, accurate student data, while still providing incoming families with the personal contact they deserve.

Michelle Passamano
District Registrar

Online Registration Opportunity

December 2014

Walk Through the Process

- Parent visits website.
- Report to Registration Page.
- They are presented with the option to:
 - Login to their account;
 - OR, Create an account;
 - OR, Register a student.

Login

- Those who already have a parent portal account will have the ability to utilize their same account information.
- InfoSnap would be an option listed in the left margin of PowerSchool.
- Updates are made by simply clicking on the InfoSnap option.
- Notification of changes will automatically be sent to the necessary staff for final approval.

Create an Account

- Those who do NOT have a parent portal account will create an account and have access to the parent portal and InfoSnap.

Register a Student

- New to the district, all families will register online. The design of the information will mirror the current registration forms for Southington.
- After completing their application, they will be prompted to schedule an appointment with the district registrar.
- Parents will then meet with the registrar for a welcome meeting and verification of residence.

Forms Incorporated

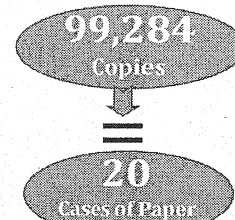
- Field trip permission
- Address verification
- Permission slips
- Health information
- Annual demographic/emergency card
- Handbook sign off
- Policy sign off
- Free/Reduced Lunch
- Car Parking Spots / Registration
- PTO Registration

Common Forms Distributed to Families Annually

FORMS	# OF PAGES
Demographic	2
Emergency Medical	1
F/R Lunch	8
Calendar	1
Photo Permission	1
Accident Insurance	1
PTO Info	2
Enrollment Card	3
Handbook	10
MyPayments Plus	1
Healthy Celebrations	1
Picture Day	1
Bullying	1
PS Portal	1
Medical Forms	3
Attendance Policy	1
Newsletter	2

Number of Copies Per School (approximately)

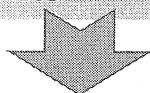
School	# Pages	# Students	# Copies
Derynoski	15	614	9,210
Flanders	31	294	9,114
Hatton	11	432	4,752
Kelley	13	342	4,446
Plantsville	30	287	8,610
South End	20	266	5,320
Strong	28	310	8,680
Thalberg	26	427	11,102
DePaolo	6	735	4,410
Kennedy	40	841	33,640
SHS	0	2000	0



** Don't forget the man-hours for copying, collating, and organizing for distribution.*

\$600

Benefits



- Time savings for staff
- Cost savings
- Convenience for parents
- Confirmation that all families receive and review required forms and policies
- Consistency in verification of residence
- Real-time, accurate data

Time Savings for Staff

School Secretarial Staff

- Parents enter data directly into the system ~ not school secretaries.
- Data is immediately 'live' in PowerSchool.
- Data is accurate and 'clean' upon entry.
- Parents update information as needed. No more edited demographic forms that need to be updated by staff.
- System sends reminders for missing items and to those who haven't done their annual update.
- System notifies specified staff when a change is made and requires verification.
- Less preparation for the start of the school year; many annual documents will be available on the website.

Time Savings for Staff

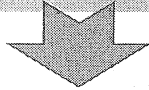
District Registrar

- Parents complete the form electronically. Terminal available at CO for those without computer access.
- Parents schedule appointments electronically.
- Appointments include the personal welcome to the district and verification of documents only.
- Computer generates request for records forms.
- Phone calls explaining the process can be referred to website.
- Immediate notification upon completion is sent to registrar and school allowing both locations to be aware of incoming student.
- In the event of staff change, this system would allow a smoother transition for someone new.
- Parents can scan/upload documents directly into the system prior to the meeting.

Convenience for Parents

- Parents with more than one student will have the ability to "add another student" and the general family information gets carried over.
- Parents can register their grocery store loyalty cards directly into the system; bringing money to the schools.
- Ability to participate in PTO memberships, United Way, Volunteer sign-ups, and fundraising.
- Free/Reduced Lunch forms can be completed online and will automatically be sent to the appropriate staff for review.
- Field Trip approval forms.
- Car Registration.
- Handbook and Policies can be reviewed electronically.

Cost ~ InfoSnap



Year One

- ❖ 16-months of service for the first year, prorated for 12 months

Start-up Costs

- ❖ \$7,650 - includes a 25% discount - one-time fee

Payment #1 - Prorated to allow usage for 1516 Kindergarten Registration

- ❖ \$6,120

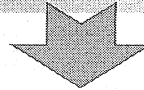
Payment #2 - Balance due July 2015

- ❖ \$12,240

Annual Cost, Approximately

- ❖ \$25,00 per year

References



Connecticut

- ❖ There are currently 21 districts in Connecticut using InfoSnap.
- ❖ After contacting Plainville and Suffield, it's clear that this is a beneficial program that has been well-received by families and the districts.

Item c.

Bid Approval
Lawn Mowing & Trimming
(FES, HES, SES, TES)
Bid #2015-BID-19

Purchasing Department
Southington Public Schools

BID APPROVAL REQUEST

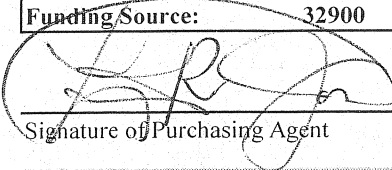
Lawn Mowing/Trimming Bid - 2015-BID-19

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 four locations: Flanders Elementary School, Hatton Elementary School, Strong Elementary School, Thalberg Elementary School.

Funding Source: 32900

Proposed Budgeted Amount - \$11,188


Signature of Purchasing Agent

12/01/2014
Date

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

12-1-14
Date

Hold (pending future action)

Rejected

all _____

part _____ adjust as directed below

Direction: _____

Signature of Finance Committee Chairperson

Date

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
2015-BID-19**

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

1:30 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 –2015-BID-19

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 SOUTHTON 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 4-6ld(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 4-6le(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 be regulation exempt certain classes of contracts, subcontracts or purchase orders from the implementation of this Order, for standard commercial supplies or raw materials for less than specified amounts of money or numbers of workers or for subcontractors below a specified tier. The labor commissioner may also provide by regulation for the exemption of facilities of a contractor which are in all respects separate and distinct from activities of the contractor related to the performance of the state contract, provided only that such exemption will not interfere with or impede the implementation of this Order, and provided further, that in the absence of such an exemption, all facilities shall be covered by the provisions of this Order.

V

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

VI

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

VII

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

VIII

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

IX

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

X

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

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

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

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

XI

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

XII

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

XIII

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

XIV

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

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

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

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

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

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

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

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

SEC. 2 SUBCONTRACTORS

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

SEC. 3 EMPLOYEES

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

SEC. 4 REPORTS

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

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

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

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

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

SEC 5. MANDATORY CLAUSES IN DOCUMENTS

a. All contracts shall contain the following provisions verbatim:

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

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

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

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

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

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

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

SEC. 6 COOPERATION OF STATE AGENCIES, BOARDS AND COMMISSIONS

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

SEC. 7 INVESTIGATIONS, COMPLAINTS

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

SEC. 8 HEARINGS

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

SEC. 9 EQUAL EMPLOYMENT OPPORTUNITIES

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

SEC. 10 DUTIES OF CONTRACTING AGENCIES

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

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

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

Jack A. Fusari

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

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

Contractors with 50 or more employees and contract awards that total **\$4,000** or more for leases, rental and personal service agreements are required to have or develop a written Affirmative Action Plan addressing any identified 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

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 four (4) 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 four (4) 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 6
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. Careful attention is to be paid to weed trimming at all curb lines and sidewalks.
 - j. 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.
 - k. 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.
 - l. 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

- m. 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.
- n. In accordance with the Connecticut Department of Environmental Protections 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.
- o. 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

Flanders Elementary School 100 Victoria Drive Southington CT 06489	Hatton Elementary School 50 Spring Lake Road Southington CT 06478
Thalberg Elementary School 145 Dunham Road Southington CT 06489	Strong Elementary School 820 Marion Avenue Plantsville CT 06479

Vendors wishing to review pricing from the 2013-14 mowing/trimming season are to contact the Purchasing Department at 860.628.3200 ext 216.

**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

Flanders Elementary School	
a	all lawn areas surrounding building to boundary lines
b	all lawn areas adjacent to entrances and drives
c	athletic fields
d	island, parking off Victoria Drive
e	blow grass clippings off tarred areas after lawn is finished

Hatton Elementary School	
a	all lawn areas surrounding building to boundary lines
b	all lawn areas adjacent to entrances and drives
c	playground areas
d	courtyard – when mowing/trimming the courtyard, only the fuel in the machines is allowed through the school into the courtyard. No additional fuel receptacles will be permitted in the building. If refueling is necessary, vendor must take the machine out of the building to refuel.
e	blow grass clippings off tarred areas after lawn is finished
f	all lawn areas adjacent to walkway, curbing, and fence lines

Strong Elementary School	
a	all lawn areas surrounding building to boundary lines
b	all lawn areas adjacent to entrances and drives
c	playground areas
d	all lawn areas adjacent to walkway, curbing and fence lines
e	trim along fence lines
f	blow grass clippings off tarred areas after lawn is finished

Thalberg Elementary 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	blow grass clippings off tarred areas after lawn is finished

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

2015-BID-19

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 2015 Season 4.6.15– 11.14.14 Per Cutting	Year 2 2016 Season 4.4.16– 11.12.16 Per Cutting	Year 3 2017 Season 4.3.17 – 11.11.17 Per Cutting
Flanders Elementary School	\$	\$	\$
Hatton Elementary School	\$	\$	\$
Thalberg Elementary School	\$	\$	\$
Strong Elementary 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 26.

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 December 11, 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

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ X _____

Board Meeting Date _____ December 11, 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: _____

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

Kennedy & DePaolo Middle School - Renovation/Expansion: _____

The move into the newly remodeled classrooms on November 17th went very well at both schools. The JAD auditorium will be returned for use in early December.

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

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

Funding Source: _____ State & Local _____

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

Recommendation or Comment: _____



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ **Board Meeting Date** December 11, 2014

Decision Requested X **Agenda Code** 9 c.

AGENDA REPORTING FORM

Agenda Topic: Out of State: Capital Plan 2015-2020 ~ Second Reading

Summary of Issue: The proposed Capital Expenditure Plan calls for \$600,000 in capital equipment and projects in 2015-2016 and \$4,205,421 over the next four years for a total of \$4,805,421. The projects being funded through the Noresco Energy Performance Contract have been removed from this document. In addition, the Exterior Masonry Project at Derynoski School has been removed because the estimated cost is under \$50,000.

Background: The Board prepares an updated five-year Capital Plan each year. Our requests are then combined with the town into a long-term Capital Plan presentation.

Alternative Strategies: Modify plan as proposed.

2015-2016	\$ 600,000
2016-2020	\$ 4,205,421

Cost (if applicable): \$ 4,805,421 **Funding Source:** To Be Determined


Beginning Date of Program or Project: July 1, 2015

Ending Date of Program or Project: June 30, 2020

Recommendation or Comment: Move that the Board of Education approve the Capital Plan as presented.

Titles of Attachments:

- Proposed Capital Projects Projection
- Town of Southington Capital Improvement Plan



Signature of Staff Member Submitting Report
Timothy J. Connellan

Signature of Superintendent of Schools

TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20

DEPARTMENT: BOARD OF EDUCATION

PROJECT TITLE: Phase III - Derynoski, Flanders, and Kelley Building Projects

FISCAL YEAR PROPOSED: 2016-2017

DESCRIPTION:

The Board of Education is identifying the need for these sites as future building projects.
The pricing and scope of these projects have not yet been determined.

PROJECT COST: TBD

FUNDING SOURCE:	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	FY18-19
GRANT					
CASH APPROPRIATION					
BONDTBD.....
TOTAL					

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT: BOARD OF EDUCATION	PROJECT TITLE: AUDITORIUM PROJECTS
	FISCAL YEAR PROPOSED: 2016-2017

DESCRIPTION:

This project will replace the aging dimmer rack and power distribution for the stage lighting system, reorganize the circuit layout, and expand DMX control to all areas of the stage and catwalk. Project will also replace existing drapery with new, flame resistant drapery in the auditorium.

PROJECT COST: 260,110

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL	-----	----- 260,110	-----	-----	-----

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT:	BOARD OF EDUCATION	PROJECT TITLE:	HEATING PROJECT
		FISCAL YEAR PROPOSED:	2015-2016

DESCRIPTION:

SHS - Project includes the replacement of (5) water source heat pump units. The Noresco project replaced 36 of 41 heat pumps as a part of their work in 2014. This project was previously listed on the Capital Improvement Plan at the cost of \$661,789.

PROJECT COST: 80,000

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL	80,000				

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT: BOARD OF EDUCATION	PROJECT TITLE: SHS VO-AG ORIGINAL WING RENOVATIONS TO CLASSROOMS
	FISCAL YEAR PROPOSED: 2018-19

DESCRIPTION:

This project would renovate and upgrade, for classroom use, the area previously known as Vo-Ag labs. The areas included are the previous Vo-Ag mechanics, woodshop, small animal labs, and the plant labs.

PROJECT COST: 1,094,743

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL				1,094,743	

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT:	BOARD OF EDUCATION	PROJECT TITLE:	PAVING PROJECTS
		FISCAL YEAR PROPOSED:	2016-17, 2018-19, 2019-20

DESCRIPTION:

2016-17

HES - Reconstruct paved playground for parking off the east wing and driveway access to existing visitors parking lot and drop off area.

2018-19

FES - This expansion of the existing front parking lot would provide approximately forty-seven (47) additional spaces for staff and parents.

KES - The construction of a 2,400 square foot parking area in front of the building.

2019-20

SHS - Parking is inadequate and this project would expand the existing lot and provide seventy-three (73) additional spaces.

DES - The playground is in need of repaving, there are many cracks and separations. Staff parking is also in need of repaving at the JV Pyne Center. The asphalt paving has deteriorated over the years and has become difficult to plow and maintain.

SES - This project would provide an additional fifteen (15) parking spaces in the front parking lot along Marion Avenue.

PROJECT COST: 1,561,671

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL		114,817		545,302	901,552

TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20

DEPARTMENT:	BOARD OF EDUCATION	PROJECT TITLE:	EXTERIOR MASONRY PROJECTS
		FISCAL YEAR PROPOSED:	2016-17

DESCRIPTION:

2016-17
 SHS - This project would provide masonry work and silicon sealing of the original 1974 facility which is approximately 200,000 square feet.
 SHS - Addition I, this project would provide masonry work and silicon sealing to the auditorium and art wing.

PROJECT COST: 92,771

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL	-----	92,771	-----	-----	-----

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT: BOARD OF EDUCATION	PROJECT TITLE: BLEACHER REPLACEMENT
	FISCAL YEAR PROPOSED: 2016-2017

DESCRIPTION:

2015-16
 SHS - This project would remove and replace existing bleachers for both home and away spectators. Included would be ADA accessibility through walkways and ramping.

DES - This project would replace existing bleachers in the gymnasium which date back to the original High School, with state-of-the-art aluminum/plastic.

PROJECT COST: 278,864

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL		278,864			

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT: BOARD OF EDUCATION	PROJECT TITLE: ASBESTOS ABATEMENT PROJECT SYSTEMWIDE INITIATIVE
	FISCAL YEAR PROPOSED: 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020

DESCRIPTION:

Our asbestos management plan was implemented in 1990 with the completion of our first inspection. Based on the hazard rating after each three-year inspection, we have systematically abated the identified asbestos to the point where the remaining asbestos is ranked 7 or 8 (a ranking of 1 is the highest priority for remediation, a ranking of 8 is the lowest priority for remediation). Funding is requested to continue the abatement process.

PROJECT COST: 500,000

FUNDING SOURCE:	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL	----- 100,000	----- 100,000	----- 100,000	----- 100,000	----- 100,000

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT:	BOARD OF EDUCATION	PROJECT TITLE:	WINDOW REPLACEMENT DERYNOSKI SCHOOL
		FISCAL YEAR PROPOSED:	2017-18

DESCRIPTION:

The wall of windows in the school's cafeteria create excessive heat between the months of May and October. The window project would include insulating and reflecting panels to reduce area temperatures and to minimize heating requirements.

PROJECT COST: 60,153

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL			60,153		

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT: BOARD OF EDUCATION	PROJECT TITLE:	FIRE ALARM SYSTEM REPLACEMENT FLANDERS SCHOOL, KELLEY SCHOOL
	FISCAL YEAR PROPOSED:	2015-16

DESCRIPTION:

2015-16

The current fire alarm systems at FES and KES are vintage and in need of upgrading.
This project would update and replace the existing systems which dates back to 1966.

PROJECT COST: 320,000

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL	320,000				

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT: BOARD OF EDUCATION	PROJECT TITLE: BUILDING SECURITY PROJECTS
	FISCAL YEAR PROPOSED: 2015-16, 2016-17

DESCRIPTION:

2015-16

DES - This project would include the installation of security cameras in classroom corridors and visual monitoring station in the front office.

2016-17

SHS - This project would provide the installation of both exterior and interior cameras with a recording system for vandalism control and hallway monitoring.

PROJECT COST: 182,000

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL	100,000	82,000			

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT: BOARD OF EDUCATION	PROJECT TITLE: SCHOOL FIXTURE REPLACEMENT
	FISCAL YEAR PROPOSED: 2016-2017

DESCRIPTION:

FES - The existing fixtures are 1960's vintage and are showing their age. Surfaces of fixtures are scratched, corroded, showing wear, and there is some cracking. The faucets are also showing wear from years of exposure to cleaning agents and use. The water usage of the existing toilets is 4.5 gallons per flush compared to the new standard toilets that use 1.6 gallons per flush.

KES - The existing fixtures are 1960's vintage and are showing their age. Surfaces of fixtures are scratched, corroded, showing wear, and there is some cracking. The faucets are also showing wear from years of exposure to cleaning agents and use. The water usage of the existing toilets is 4.5 gallons per flush compared to the new standard toilets that use 1.6 gallons per flush.

PROJECT COST: 113,918

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL
		113,918			

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20**

DEPARTMENT: BOARD OF EDUCATION	PROJECT TITLE: EXTERIOR DOOR PROJECTS
	FISCAL YEAR PROPOSED: 2017-2018

DESCRIPTION:

SHS - This project would replace existing exterior door hardware, closers, panic bars, etc. (excluding locks).
 JVP - The original doors and hardware have become worn and require constant repairs. Exterior door replacement is necessary.

PROJECT COST: 175,684

FUNDING SOURCE:	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL			175,684		

TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2015 - 16 THROUGH FISCAL 2019 - 20

DEPARTMENT: BOARD OF EDUCATION	PROJECT TITLE: FLOORING PROJECT
	FISCAL YEAR PROPOSED: 2017-2018

DESCRIPTION:

SHS - The upper corridor non-asbestos tile has been repaired and patched and is in need of replacement in the 1974 building.
 KES - This project would remove the worn vinyl asbestos tile in the reading room, teachers workroom, and nurse's suite.

PROJECT COST: 85,507

<u>FUNDING SOURCE:</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
GRANT					
CASH APPROPRIATION					
BOND					
TOTAL			85,507		

Proposed Capital Projects

Five Year Projection
2015 - 16 to 2019 - 20

Site / Description	Year Of Request	2015-16	2016-17	2017-18	2018-19	2019-20	Total Request
Phase III: Derynoski, Flanders, & Kelley Building Projects 2012-13		TBD					
Auditorium Projects							
SHS Stage Lighting Upgrade	2012-13		80,332				80,332
SHS Upgrade Auditorium Curtains	2014-15		179,778				179,778
	Subtotal		<u>260,110</u>				<u>260,110</u>
Heating Project							
SHS Heating Units and Pumps Replacement	2003-04	80,000					80,000
VoAg Renovation Project							
SHS Original Wing Renov. to Classrooms	2007-08				1,094,743		1,094,743
Paving Projects							
FES Parking Lot Expansion	2008-09				286,973		286,973
KES Parking Lot Expansion	1998-99				258,329		258,329
SHS Parking Lot Expansion/Repaving	2007-08					464,568	464,568
DES Playground and Pyne Ctr Rear Parking	2006-07					365,268	365,268
HES Reconstruct Paved Playground for Parking	2008-09		114,817				114,817
SES Parking Lot Expansion	2008-09					71,716	71,716
	Subtotal		<u>114,817</u>		<u>545,302</u>	<u>901,552</u>	<u>1,561,671</u>
Exterior Masonry Projects							
SHS Silicon/Sealing Masonry	2008-09		92,771				92,771
	Subtotal		<u>92,771</u>				<u>92,771</u>
Bleacher Replacements Projects							
SHS Baseball Bleacher Replacement	2008-09		154,949				154,949
DES Gymnasium Bleacher Replacement	2001-02		123,915				123,915
	Subtotal		<u>278,864</u>				<u>278,864</u>
Asbestos Projects							
SYS Abatement	1989-90	100,000	100,000	100,000	100,000	100,000	500,000
Window Replacement Projects							
DES Cafeteria Window Wall	2008-09			60,153			60,153
Fire Alarm Syst Replacement Projects							
FES Install Updated Alarm System	2008-09	160,000					160,000
KES Install Updated Alarm System	2014-15	160,000					160,000
	Subtotal	<u>320,000</u>					<u>320,000</u>
Building Security Projects							
SHS Building Security Technology Upgrade	2003-04		82,000				82,000
DES Security Cameras	2008-09	100,000					100,000
	Subtotal	<u>100,000</u>	<u>82,000</u>				<u>182,000</u>
School Fixture Replacements							
FES Lavatory & Classroom Fixtures	2008-09		56,959				56,959
KES Lavatory & Classroom Fixtures	2008-09		56,959				56,959
	Subtotal		<u>113,918</u>				<u>113,918</u>
Exterior Door Projects							
SHS Replace Door Hardware (Excluding Locks)	2008-09			150,435			150,435
JVP Exterior Doors Replacement	2001-02			25,249			25,249
	Subtotal			<u>175,684</u>			<u>175,684</u>
Flooring Projects							
SHS Replace Upper Level Corridor Flooring	2008-09			48,164			48,164
KES Replace Floor Tile	2008-09			37,343			37,343
	Subtotal			<u>85,507</u>			<u>85,507</u>
Total Capital Expenditure Plan		600,000	1,042,480	421,344	1,740,045	1,001,552	4,805,421

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only x Board Meeting Date December 11, 2014
Decision Requested Agenda Code 10 a.

AGENDA REPORTING FORM

Agenda Topic: Proposed 2015-2016 School Calendar ~ First Reading

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

Background: The calendar will be brought back to the Board for approval at the January 8, 2015 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: September 3, 2015

Ending Date of Program or Project: June 2016

Recommendation or Comment: Board members may wish to comment on the Proposed School Calendar for the 2015-2016 School Year.

Title of Attachment

1. Proposed School Calendar for the 2015-2016 School Year

Timothy J. Connellan

Signature of Superintendent of Schools

Southington Public Schools



DRAFT

2015

2016

FIRST DAY OF SCHOOL: SEPT. 3

PROPOSED SCHOOL CALENDAR

SCHOOL ENDS: JUNE 15

M	T	W	TH	F
AUGUST 2015				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
WD				

SEPTEMBER 2015					19 DAYS
	PD	PD	FD	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	<PD>	24	25	
28	29	30			

OCTOBER 2015					21 DAYS
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	<PD>	22	23	
26	27	28	29	30	

NOVEMBER 2015					16 DAYS
2	PD	4	5	6	
9	10	11	12	13	
16	17	18*	19*	20	
23*	24*	25	26	27	
30					

DECEMBER 2015					17 DAYS
	1	2	3	4	
7	8	9	10	11	
14	15	<PD>	17	18	
21	22	<23>	24	25	
28	29	30	31		

JANUARY 2016					19 DAYS
			1		
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	<PD>	28	29	

AUG 31	Convocation/Work Day
SEPT 1	Professional Development Day
SEPT 2	Professional Development Day
SEPT 3	FIRST DAY OF SCHOOL ~ FULL DAY
SEPT 7	Labor Day
SEPT 23	Professional Development Day—Early Dismissal
OCT 12	Columbus Day
OCT 21	Professional Development Day—Early Dismissal
NOV 3	Election Day/Prof. Dev. Day
NOV 11	Veterans Day
NOV 18 *	Middle School Conferences - Early Dismissal
NOV 19 *	High School Conferences - Early Dismissal
NOV 23-24*	Elementary School Conferences - Early Dismissal
NOV 25-27	Thanksgiving Recess
DEC 16	Professional Development Day—Early Dismissal
DEC 23	Early Dismissal for Students
DEC 24 -	Holiday Recess
JAN 1	(Includes Christmas and New Year's Day)
JAN 18	Martin Luther King Day
JAN 27	Professional Development Day—Early Dismissal
FEB 15	Presidents' Day
FEB 16	Professional Development Day
FEB 24	Professional Development Day—Early Dismissal
MAR 16	Professional Development Day—Early Dismissal
MAR 21-22 *	Elementary School Conferences - Early Dismissal
MAR 25	Good Friday
APR 11-15	Spring Break
APR 20	Professional Development Day—Early Dismissal
MAY 18	Professional Development Day- Early Dismissal
MAY 30	Memorial Day
JUNE 15	Projected Last Day



= Holiday/School Recess - No School for Students and Staff

PD

= Professional Development – No School for Students

<PD>

= <PD> Professional Development – Early Dismissal for Students

< >

= Early Dismissal for Students

*

= Early Dismissal Only for Designated School

M	T	W	TH	F
19 DAYS FEBRUARY 2016				
1	2	3	4	5
8	9	10	11	12
15	PD	17	18	19
22	23	<PD>	25	26
29				

22 DAYS MARCH 2016				
	1	2	3	4
7	8	9	10	11
14	15	<PD>	17	18
21*	22*	23	24	25
28	29	30	31	

16 DAYS APRIL 2016				
				1
4	5	6	7	8
11	12	13	14	15
18	19	<PD>	21	22
25	26	27	28	29

21 DAYS MAY 2016				
2	3	4	5	6
9	10	11	12	13
16	17	<PD>	19	20
23	24	25	26	27
30	31			

11 DAYS JUNE 2016				
		1	2	3
6	7	8	9	10
13	14	<LD>	16	17
20	21	22	23	24
27	28	29	30	

*SCHOOL ENDS JUNE 15

If weather or other emergencies require the closing of school, these days will be made up after the projected last day to June 30. If additional weather related days are needed beyond these 11 days we will begin with April 15 and move backward.

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date December 11, 2014

Decision Requested x Agenda Code 10 b.

AGENDA REPORTING FORM

Agenda Topic: Resolution ~ CCSU and Town of Southington

Summary of Issue: A resolution is needed to authorize Susan Saucier, Project Manager of the Drug Free Communities Grant to sign contracts relating to the Drug Free Communities Grant on behalf of the Southington Board of Education.

Background: The State of CT requires a client (the Southington Board of Education) to submit a certified copy of the resolution which names who is allowed to sign contracts with state entities along with a contract. S.T.E.P.S, through the Drug Free Communities Grant, is hiring CCSU to be the evaluator of the project; therefore we need to follow this directive from the Attorney General's office.

Alternative Strategies: Mr. Connellan would need to sign all contracts relating to the Drug Free Communities Grant.

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

Beginning Date of Program or Project: December 11, 2014

Ending Date of Program or Project: December 11, 2015

Recommendation or Comment: As long as Susan Saucier remains the Project Manager of the Drug Free Communities Grant.

Attachment

1. Certified Resolution

Timothy J. Connellan

Signature of Superintendent of Schools



SOUTHINGTON PUBLIC SCHOOLS

CERTIFIED RESOLUTION

TIMOTHY F. CONNELLAN
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH
ASSISTANT SUPERINTENDENT
FOR INSTRUCTION & 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

I, Timothy F. Connellan, Superintendent of Schools for the Town of Southington, organized and existing under the laws of the State of Connecticut, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Southington Board of Education duly held and convened on _____, at which meeting a duly constituted quorum of the Board of Education was present and acting throughout, and that such resolution has not been modified, rescinded or revoked, and is at present in full force and effect:

RESOLVED: Susan M. Saucier, Project Director of the Drug Free Communities Grant awarded to the Southington Board of Education, is empowered and authorized to execute contracts for the Southington Town wide Effort to Promote Success funded by this grant, on behalf of the Board of Education.

IN WITNESS WHEREOF, the undersigned has affixed his signature and corporation seal this ____ day of _____.

Timothy F. Connellan
Superintendent of Schools

200 NORTH MAIN ST.
SOUTHINGTON, CT
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date December 11, 2014

Decision Requested X

Agenda Code 10 c.

AGENDA REPORTING FORM

Agenda Topic: Appointment of Director of Technology

Summary of Issue:

The Director of Technology position became vacant due to the retirement of Mrs. Karen Veilleux effective September 30, 2014.

Background:

The Board of Education met with the recommended candidate for the Director of Technology position at a Special Board of Education meeting held at the Municipal Center on December 4, 2014.

Alternative Strategies: N/A

Cost (if applicable): N/A

Funding Source: N/A

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: To appoint the Director of Technology with a start date and salary to be determined.

Timothy J. Connellan
Signature of Superintendent of Schools