

Southington Board of Education Meeting

Thursday, June 28, 2018 6:30 PM

John Weichsel Municipal Center Public Assembly Room 200 North Main Street Southington, CT 06489 COMMITTEE OF THE WHOLE ~

OPERATIONS

200 North Main Street

Southington, CT 06489



SOUTHINGTON BOARD OF EDUCATION MEETING

1. CALL TO ORDER
2. Executive Session
 - a. Student Matters
 - b. Personnel Matters
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance
5. Celebration of Excellence: Girls Rugby ~ Connecticut State Champions & Drug Awareness Poster & Essay Contest Winner - Nicole Kleinhen
6. Approval of Minutes ~ June 14, 2018
7. Communications
 - a. Communications from Audience
 - b. Communications from Board Members
 - c. Communication from Administration
8. Committee Reports
 - a. Curriculum & Instruction Committee Meeting ~ June 12, 2018
 - b. Finance Committee Meeting ~ June 26, 2018
 1. Transfer of Funds 2018-2019
 2. Transfer of Funds 2017-2018
9. Old Business
 - a. Town Government Communications
10. New Business
 - a. Obsolete Textbooks
11. Adjournment

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

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

JUNE 14, 2018

The regular meeting of the Southington Board of Education was held on Thursday, June 14, 2018 at 7:00 p.m. in the John Weichsel Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut and an Executive Session scheduled for 6:30 p.m.

1. CALL TO ORDER

Mr. Brian Goralski, Chairperson, called the meeting to order at 6:32 p.m.

Board members present: Mrs. Terri Carmody, Mr. Joseph Baczewski, Mr. Robert Brown Ms. Lisa Cammuso, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Brian Goralski, and Mrs. Patricia Queen. Absent was Mr. Zaya Oshana.

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

2. EXECUTIVE SESSION ~ Student Matters (Anna DeLucia v. Town of Southington et. al); Hearing Decision (Student v. Southington Board of Education) and Contract Negotiations

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

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

Motion carried unanimously by voice vote.

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

"Moved, to add two agenda items to the Executive Session Agenda and remove one item."

Motion carried unanimously by voice vote.

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

"Moved, to add 'Student Matter ~ Speech' to the Executive Session Agenda."

Motion carried unanimously by voice vote.

MOTION: by Mr. Derynoski, seconded by Ms. Cammuso:

“Moved, to remove ‘Contract Negotiations’ from the Executive Session Agenda and add ‘Discussion on attorney-client privileged communication concerning tax withholding issue’.”

Motion carried unanimously by voice vote.

Mr. Goralski declared Executive Session ended at 7:10 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

Mr. Goralski reconvened the Board of Education Regular Session at 7:13 p.m.

Board members present: Mrs. Terri Carmody, Mr. Joseph Baczewski, Mr. Robert Brown Ms. Lisa Cammuso, Mrs. Colleen Clark, Mr. David Derynoski, Mr. Brian Goralski, and Mrs. Patricia Queen. Mr. Zaya Oshana arrived at 8:50 p.m.

Administration present: Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance and Ms. Margaret Walsh, Director of Pupil Services.

Student Representatives present were Bianca Spataro, Joseph Martin and Sean Young.

4. PLEDGE OF ALLEGIANCE

The student representatives led in reciting the Pledge of Allegiance.

5. CELEBRATION OF EXCELLENCE

MOTION: by Mrs. Carmody, seconded by Mrs. Queen:

“Moved, to move Agenda Item 11.a ‘Appointment of Principal of Thalberg Elementary School’ to Agenda Item 5.a’.”

Motion carried unanimously by voice vote.

In Celebration of Excellence, the Board recognized the following students who received a Certificate of Excellence:

- Class of 2018 Valedictorian ~ Lydia Yu
- Class of 2018 Salutatorian ~ Chloe Becquey
- Class of 2018 Essayist ~ Evan Bender
- 2018 E-cybermission Second Place Winners from DePaolo Middle School with the “Pollution Solution”: Zeynep Agirman, Victoria Dabrowski, Avery More and Amanda Rose. Each winner received a \$500 Savings Bond.
- Graduating Board of Education Student Representatives: Joseph Martin and Sean Young, who gave brief speeches on their experience as representatives.

- a. **Appointment of Principal of Thalberg Elementary School** (*formerly Agenda Item 11.a*)

Mr. Connellan explained the vigorous and in-depth search process by the Thalberg Interview Committee and the excellent pool of candidates resulting in the next Principal of Thalberg Elementary School.

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

“Move to appointment Katherine Reeves as the new Principal at Thalberg Elementary School with a starting salary of \$139,813 with an effective date for the 2018-2019 school year.”

ROLL CALL VOTE: YES ~ Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mr. Brown, Mr. Baczewski, Ms. Cammuso, Mrs. Queen, and Mr. Goralski. **Motion carried unanimously.**

Mrs. Reeves thanked the Board and gave a brief speech.

Mr. Goralski called for a recess at 7:33 p.m.

Mr. Goralski reconvened regular session at 7:52 p.m.

6. APPROVAL OF MINUTES ~ May 24, 2018

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

“Move to approve the regular Board of Education minutes of May 24, 2018, as submitted.”

Motion carried unanimously by voice vote.

7. COMMUNICATIONS

- a. **Communications from Audience**

There was no audience communication.

- b. **Communication from Board Members**

MOTION: by Mrs. Carmody, seconded by Mrs. Queen:

“Moved, to move Agenda Item 11.b ‘Approval of Foreign Field Trip’ to Agenda Item 7.e and Agenda Item 11.e ‘Approval of Overnight Field Trip’ to Agenda Item 7.f.”

Moved carried unanimously by voice vote.

The following was discussed:

- Board members praised all employees of the Southington Public School district who are dedicated to their profession and go far beyond what is expected to make Southington a terrific school system.

- The Wall of Honor Committee met and have an excellent pool of nominees. The committee will be announcing the nominees at the next Board meeting.
- Mr. Derynoski attended the award ceremonies for the middle schools and was impressed by the caliber of students who will be entering the high school as freshmen.
- Mr. Goralski stated that on Thursday, June 21, 2018, the Board would be handing the seniors their diplomas. As a tradition that was established in the past, a former Board member (Edward Pocock, III) will be granted the privilege of presenting a diploma to a relative only who is graduating.

c. Communication from Administration

Administration reported on the following:

1. Welcome back – Meg Walsh: Mr. Connellan welcomed back Ms. Walsh who was out on leave.
2. Mandatory PCB Testing: Mr. Connellan reported that the Municipal Center recently had mandatory PCB testing and the result was negative and will continue to be negative. Mr. Romano, Director of Operations, and Mr. Sciota, Town Manager, are looking into no longer having this mandatory testing.
3. Girls’ Track and Rugby: Mr. Connellan announced that four students on the Girls’ Track team won State Championships in field events and currently are at Nationals. The Girls’ Rugby team won their first State Championship. They will all be recognized at the June 28, 2018 Board of Education meeting.
4. NEASC Visit to SHS: Mr. Connellan announced that this visitation will be taking place November 7-10, 2021 and that the high school has already started preparing for it. Mr. Madancy stated that there is a new process in place.

d. Communications from Student Representatives:

Mr. Young reported on the following:

- It was a sentimental time for him as a graduating student and that the four years at the high school had flown by.
- May 30 was Senior Class Night, which was held in the high school cafeteria, with Paul Gregory’s catering the food and a DJ for dancing.
- Senior Class Day was June 1 at High Meadows in Granby.
- The Top 25 Dinner, hosted by UNICO, was recently held along with the Italian National Honor Society Induction.
- The National Honor Society annual “Acts of Kindness” prank, chaired by Laini Pizzitola, was recently held at the high school.

Mr. Martin reported on the following:

- The AP Expo was held on June 11 in the SHS Cafeteria.
- The Top 10 Luncheon was held on Wednesday, June 13. He thanked the Board and administration for moving the date.
- The Ice Cream Social for the National Honor Society Seniors was held on June 14 with the recently inducted Juniors helping to serve.
- Graduation is June 21, 2018.

- Mr. Martin stated that “life is like a tree, you are always going to branch out; but, you have to stick true to your roots.” He plans to come back to Board meetings to visit.
- In English class, the seniors get invitations to invite two teachers to their graduation who have made an impact on them. Mr. Martin invited his first and fourth grade teachers.

Miss Spataro gave a summary of the selection process and formally introduced the 2018-2019 Board of Education Student Representatives: Trevor Messina, a sophomore, and Nicholas Mangene, a junior.

- e. **Approval of Foreign Field Trip ~ Quebec City ~ April 14-20, 2019** *(formerly Agenda Item 11.b)*

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

“Move to approve the Foreign Field Trip to Quebec City April 14-20, 2019.”

Mrs. Tina Riccio, World Language Chair, stated that the students stay with host families, attend classes and go on excursions in the afternoon. The only language spoken is French. They will be flying because it is cheaper than traveling by bus.

Motion carried unanimously by voice vote.

- f. **Approval of Overnight Field Trip – Philadelphia, PA, September 14-15-2018** *(formerly Agenda Item 11.e)*

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

“Move to approve the Overnight Field Trip request for the Cross Country Team to travel to Philadelphia, Pennsylvania September 14-15, 2018, as presented by the administration.”

Mr. Dan Dachlet, Cross Country Coach, stated that the team would be competing in the Briarwood Invitational. This is the fourth year that they will be participating and the third year that they will be staying overnight.

Motion carried unanimously by voice vote.

8. SUPERINTENDENT’S REPORT

- a. **Personnel Report**

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

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

Motion carried unanimously by voice vote.

9. COMMITTEE REPORTS

a. Middle School Activities Committee Meeting ~ May 29, 2018

Mrs. Queen gave a lengthy report on the overview of the school year. Between both middle schools there were 331 individual students who played middle school sports this year with 62 students playing more than one sport for a total of 393 roster spots between both schools. Discussed was the need to change the activity fee to a per roster spot fee of \$150 in order to sustain middle school sports, which will generate approximately \$57,000. A new process of collection of the fees was proposed to receive a check before the first try-out and only cashing it if the student makes the team and returning the check if the student does not make the team. This would alleviate the problem of unpaid activity fees. The fees for students who receive free and reduced lunch or have a hardship will be paid by the Southington Public Schools.

Mrs. Queen reported that the committee, along with input from the Southington Middle School Athletic Association (SMSAA), also discussed the following:

- need for better communication with the parents;
- number of chaperones;
- a middle school parent meeting with the athletic director;
- fundraising;
- youth sports fees;
- core concept of maintaining equity between the middle schools;
- the future of Cheerleading;
- sustainability;
- collection of unpaid activity fees from 26 students for the 2017-2018 school year.

Mr. Goralski asked that Mrs. Queen and Mr. Oshana continue to serve on this committee.

Ms. Cammuso questioned the future of Cheerleading. Mr. Connellan stated that this was being investigated due to the inequity of participation at the middle schools, the issue of the difficulty of obtaining coaches at that level, and the training required of the coaches to ensure the safety of the participants because Cheer has become more acrobatic. Cheerleading is still under discussion.

10. OLD BUSINESS

a. Town Government Communications

There was no discussion.

b. Budget 2017-2018

Mrs. DiNello confirmed that the Board of Finance approved the third installment of the \$850,000 at their meeting on June 13, 2018.

11. NEW BUSINESS

a. Appointment of Principal of Thalberg Elementary School (*Moved to Agenda Item 5.a*)

- b. **Approval of Foreign Field Trip ~ Quebec City ~ April 14-20, 2019** (*Moved to Agenda item 7.e*)
- c. **Adoption of Middle School Activities Fee**

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

“Move to adopt an activity fee for Middle School Athletics for the 2018-2019 school year in the amount of \$150 per student, per roster spot.”

Mr. Goralski reiterated that the cost is \$150 per roster spot. If a student plays three sports, they pay \$150 three times. If a parent has five children and they play three sports, they pay \$150 15 times. The fee is to participate, not to play. The school district is responsible for the collection of fees and it is the administration’s responsibility of who will be excused from paying the fee. The Southington Middle School Athletic Association (SMSAA) will not pursue students at practices for the payment of fees and do not need to know the personal situation of students. Mrs. Queen will bring the collection of fees information back to the committee.

Motion carried unanimously by voice vote.

- d. **Adoption of Southington’s Vision of a Graduate**

Mr. Madancy gave a PowerPoint presentation and discussed at length the Vision of a Southington Public Schools Graduate and what we want our students to know and be able to do when they graduate from the Southington Public Schools (Attachment #1). The process was started in the fall with 60 people attending a Community Engagement Event. He explained in detail the community’s input, organizations involved for their input, and what these groups thought were the most important skills and attributes of a future Southington graduate to be successfully prepared for life, learning and work beyond school. The Community Engagement Group met again in May and developed the Vision of a Public Schools Graduate statement.

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

He was looking for a consensus from the Board that this Vision of a Graduate could be a guiding statement to bring it to a reality in the district and be connected to the development of curriculum, professional development, appraisal process, and hiring process of employees in alignment with these beliefs and 21st Century Skills.

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

“Move that the Board of Education adopt Southington’s Vision of a Graduate.”

Mr. Oshana arrived at 8:50 p.m.

Ms. Cammuso questioned if the statement ties into the skills and attributes that all Southington students need to acquire. Mr. Madancy explained all the next steps needed to make

the vision a reality and discussed what is needed for planning moving forward and the various pieces currently at play. The Board members discussed the dynamics and transformation process at length. State performance testing and content mastery were also addressed. Mr. Derynoski noted that the state dictates what the local education agency must do and if they fail to follow the state guidelines the state could decide not to fund the district.

Mr. Baczewski was happy to see “college or career ready” in the vision statement because college is not for everyone. There are other career paths that lead to success, especially in health care. Board members agreed and discussed career paths and the significance of this wording.

Motion carried unanimously by voice vote.

- e. **Approval of Overnight Field Trip – Philadelphia, PA – September 14-15, 2018**
(Moved to Agenda Item 7.f)

12. ADJOURNMENT

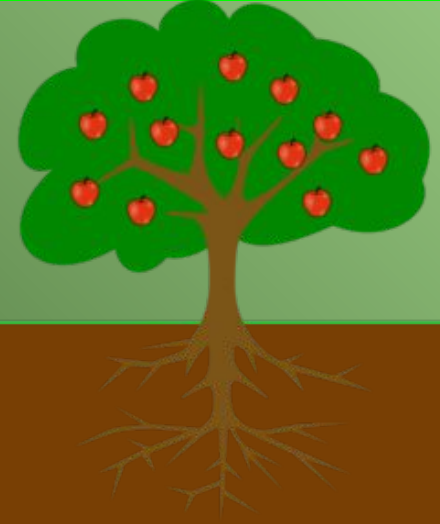
MOTION: by Mr. Oshana, seconded by Mr. Derynoski:

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 9:05 p.m.

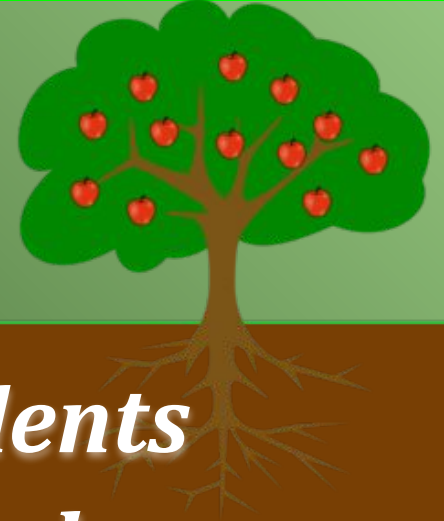
Respectfully submitted,
Linda Blanchard
Recording Secretary



Vision of a Graduate

June 14, 2018

SPS Graduates



*What do we want our students
to know and be able to do when
they graduate from the
Southington Public Schools?*



Engagement Event



Prompt: What are the most critical skills and attributes that all Southington students need to acquire to be successfully prepared for life, learning and work beyond school?

Skills:

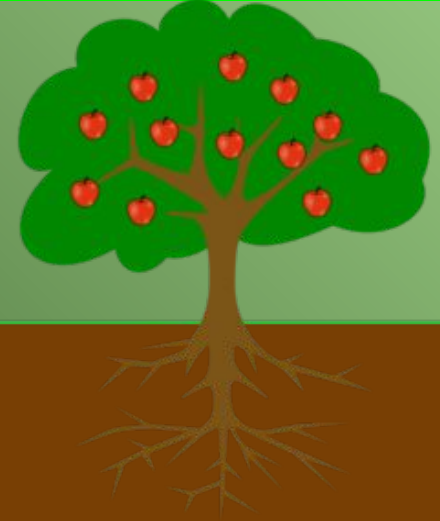
1. Critical/ creative thinking
2. Effective communicator
3. Collaboration/teamwork
4. Numeracy/literacy
5. Independence and life skills
6. Problem solving

Attributes:

1. Emotional intelligence
2. Cultural competence
3. Accountability/responsibility
4. Ethics and values
5. Flexibility/Adaptability

THESE ARE THE
MOST IMPORTANT
SKILLS AND ATTRIBUTES
DETERMINED
BY THIS GROUP

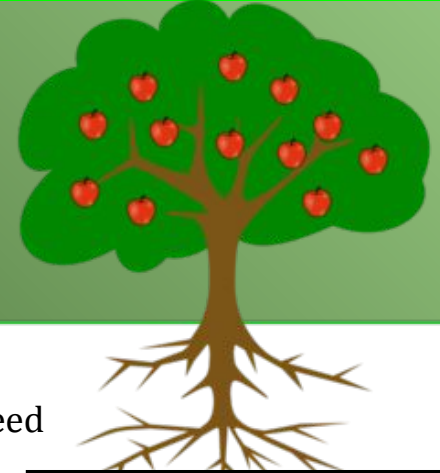
Community Input



- Rotary
- Chamber of Commerce
- Southington Education Foundation
- Town Council
- Southington Board of Education
- PTO Executive Boards (16-17 School Year)
- Staff & Faculty Presentations (16-17 School Year)



Further Input Gathered

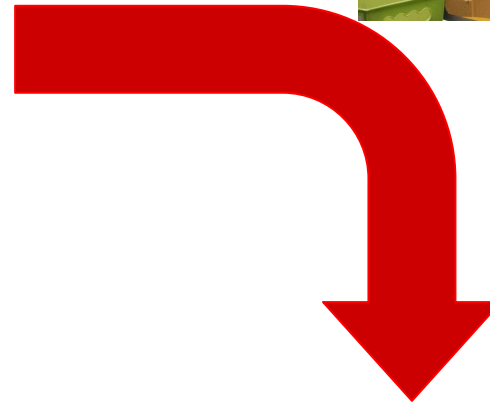


Prompt: What are the most critical skills and attributes that all Southington students need to acquire to be successfully prepared for life, learning and work beyond school?

1. **Critical/ creative thinking**
2. **Effective communicator**
3. **Collaboration/teamwork**
4. **Independence and life skills**
5. **Numeracy/literacy**
6. **Problem solving**

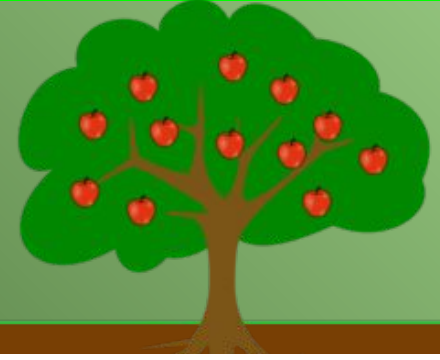
Attributes:

1. **Accountability/responsibility**
2. **Emotional intelligence**
3. **Ethics and values**
4. **Cultural competence**
5. **Flexibility/Adaptability**



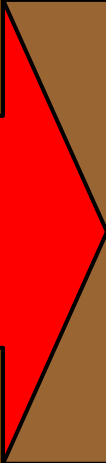
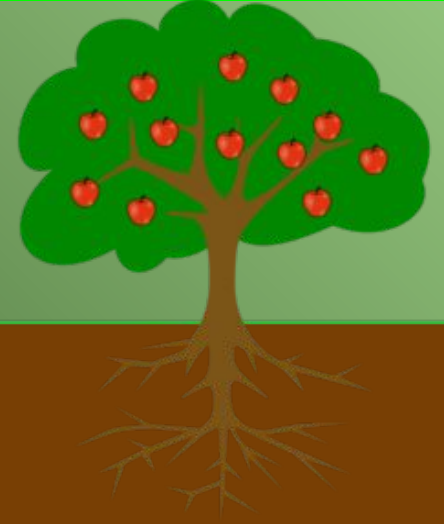
A life, career, and college ready graduate will master the **knowledge**, **skills**, and **understandings** necessary to **communicate effectively**, think **creatively** and **critically**, and **contribute** to the **global community**.

SPS Vision of a Graduate



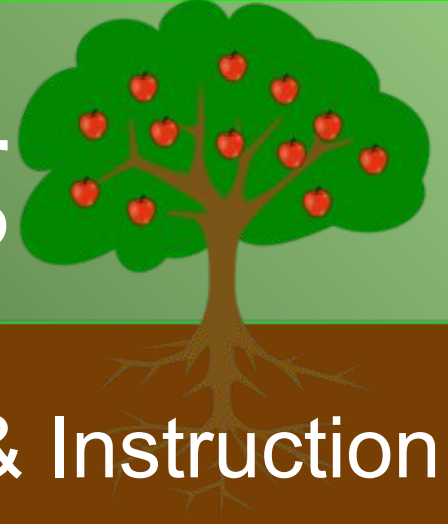
A graduate of the Southington Public Schools will be college or career ready, and prepared for life beyond by mastering the knowledge and demonstrating the skills to communicate effectively, think creatively and critically, and contribute to the global community.

Next Steps



Making the vision a reality; not just a posted slogan, or a published plan, but an end result for all graduates of the Southington Public Schools!

Forward Planning



Focus your Curriculum & Instruction

Adopting a Vision

Support Risk-Taking

Build Professional Capacity

Improve & Innovate

Aligning the System

Creating a Community Consensus



THANK
YOU!



Board of Education

Administrative Report

June 28, 2018



- 1. Inter-agency School Safety Committee**
- 2. TEACH Connecticut**
- 3. Fiber Project SHS**
 - a. Started 6/25/18**
 - b. Duration approximately 10 days**
- 4. Mobile App – District**

Curriculum and Instruction Committee Report

June 12, 2018 @ Southington High School

Members Present: Terri Carmody (Committee Chair) Bob Brown (Committee Member)

Members Absent: Patricia Queen (Committee Member)

Administration Present: Steven Madancy, Assistant Superintendent for Curriculum and Instruction

1. Business Course Proposal

The high school administration presented the rationale for bringing the course “21st Century Skills in the Business Environment” forward as a course for the 18-19 academic year. The current yearbook club has been unable to fill the recently vacated yearbook advisor position. Coupled with dwindling student participation (down to three freshmen this year) because of the yearlong afterschool time commitment, as well as competition with various other clubs and afterschool offerings, it has become incumbent to find a creative way to produce a yearbook during the academic day. The skills of teaming and collaboration in the workplace, project timelines, financial analysis, marketing, production and distribution all lend themselves to this yearlong project becoming a for credit course. The committee members identified with these challenges and recommend moving this course forward for approval. The full curriculum will be brought forward at our August 9th Board meeting for a first read.

2. FCS Course Proposals for 19-20

Department Chair, Mary Lynn Osborne presented two new courses for committee consideration. The courses of Maternal and Prenatal Development and Healthcare and Health Services 2. These courses will run on alternate years to courses currently being offered.

Maternal and Prenatal Development and Health Care will explain health, wellness, and how to maintain it from pre-conception through birth for the prospective parent and preborn child. Health care services and related careers for maternal and prenatal care will be explored. Students will be able to explore healthy habits of living for healthy prenatal and maternal development, potential careers in the field, and services that provide effective management for the best outcome for development.

Careers in Health Services II will extend the learning from Careers in Health Services, adding volunteer work in health care field sites in Southington for career exploration as well as exploring essential concepts for working in health care settings. Students will examine various health care facilities and types of services (pediatric through geriatric) for in-patient and out-patient care. Many post-secondary health care education programs require working or volunteering in health care setting as evidence of long term interest in the field of study. This course will provide greater post-secondary opportunities for students. The committee recommends both of these courses go forward and begin curriculum development during the 18-19 academic year for inclusion in the program of studies and formal offering during the 19-20 academic year.

3. Grade 6 ELA Curriculum Overview

District ELA Coordinator, Stephanie Lawlor presented revisions to current grade 6 units of study. The revisions build upon our K-5 scope and sequence, align to the CT Core ELA Standards, balance reading for pleasure and for academic purposes, and teach a repertoire of skills and strategies that students can use in any book. The committee recommends bringing these revised units forward for full Board adoption and will place a full summary on the next meeting agenda for a first read.

4. Science Curriculum Changes/Revisions

District Science Coordinator John Duffy presented two new high school units of study (a grade 9 Earth Science Unit and a Grade 11 Chemistry Unit) and explained the shifts in pedagogy and design within each of the units. Science will surely look different with these shifts as there will be a lot less lecture and students listening and a lot more students “doing” science and proving phenomena. The committee recommends bringing these units forward for full Board adoption and will place them on the next meeting agenda for a first read.



SOUTHINGTON BOARD OF EDUCATION
Southington, Connecticut

FINANCE COMMITTEE MEETING

Tuesday, June 26, 2018, 6:30 p.m.
John Weichsel Municipal Center
Conference Room #2
200 North Main Street
Southington, CT 06489

Board Members Present: Colleen Clark, Chair; David Derynoski, Zaya Oshana
Present from Administration: Sherri DiNello, Director of Business & Finance; Jennifer Mellitt,
Account Manager

The Finance Committee meeting was called to order at 6:37 p.m.

1. **SELF INSURANCE:**

Mrs. DiNello reviewed the Self Insurance Reports. She updated the committee on the Self Insurance Committee meeting to review the fund balance. Committee members weighed in with suggestions of how the committee should look at developing the policy.

2. **TRANSFER OF FUNDS:**

The committee discussed the 2018-2019 request to Transfer of Funds from the English Language (EL) Tutor Salary Account to the Certified Teacher Salary Account, which would allow an increase of a .4 FTE to a 1.0 FTE. A question was raised on how students would receive services if the overall staffing level were being reduced by a .4 FTE. The majority of the committee members recommended approval, but would like more discussion at the Board of Education meeting.

The committee discussed the 2017-2018 Transfer of Funds to post the \$1,368,041 as a reduction to the Health Insurance Account to balance the 2017-2018 operating budget. This is the balance remaining from the original budgeted \$8,360,766 of anticipated grant revenues / appropriation not received.

The committee recommends the approval of the Transfer of Funds.

3. **FINANCIAL UPDATE 2017-2018:**

Mrs. DiNello shared that she anticipated ending the year with a balance of approximately \$250,000. There are many invoices still to be paid along with the last payroll for part-time staff being run on June 27, 2018. The anticipated balance is less than 3/10th of a 1% of the overall budget. She explained that Choice Grant funds could be carried forward into the 2018-2019 school year. Most Choice funds are used for tutor support. She asked the committee if they preferred using operating budget funds to cover tutor costs for 2017-2018 or use the Choice Grant funds to reimburse. The use of Choice funds would increase the year-end balance of the operating budget.

The committee recommended using Board of Education funds knowing that line item will have a negative balance in the Salary Account and carry forward the Choice Grant funds.

The administration is recommending to the committee that any unexpended funds would be returned to the Town with a carry forward list presented to the Board of Finance for their July 25, 2018 meeting. The administration would like to put the list together of projects and equipment items that were not done due to the budget freeze. Mrs. DiNello suggested having another Finance Committee meeting in July to review the list of carry forward items. The entire list would be shared with the Board of Education for review; however, there will not be a Board of Education meeting in July to formally approve the list.

The committee was comfortable with the recommendation for the year-end closeout.

4. **MISCELLANEOUS:**

A. **Thalberg Boiler:**

Mrs. DiNello shared a memo from Peter Romano, Director of Operations, explaining the need to replace a boiler at Thalberg Elementary School. Administration recommends having this be the top priority on a carry forward list to the Board of Finance in July. The quotes received range in price from \$59,000-\$98,000. This item would meet the bid threshold unless the Board waived the bid requirement.

Discussion took place and additional information will be requested from Mr. Romano to share at the Board of Education meeting regarding timing of the project.

B. **ASTE Grant ~ Tractor:**

Mrs. Marion Stanndard, Ag-Science, requested using grant funds to replace a tractor. Mrs. DiNello waited to bring the request forward due to the spending freeze. The \$64,000 grant will cover the tractor purchase and the teaching position funded with the grant; therefore, she felt comfortable sharing the request as informational to the Finance Committee.

C. **Rental Agreement – Driving School:**

Mrs. Mellitt explained that there is a rental agreement in place through June 2019 with The Next Street (driving school, formerly All-Star Driver) for use of a classroom at Southington High School. The company did not need to use the space for the planned session this year and would like to end the lease agreement early.

The committee was comfortable releasing “The Next Street” from the lease and does not expect payment for the 2017-2018 school year when the classroom was not used.

The meeting adjourned at 7:25 p.m.

Respectfully submitted,



Sheri DiNello
Director of Business & Finance
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SOUTHTON PUBLIC SCHOOLS

Peter J. Romano, Jr.
Director of Operations

MEMO

To: Timothy Connellan, Superintendent of Schools

Date: June 25, 2018

Re: Thalberg Elementary School – Boiler Replacement

ISSUE:

Thalberg Elementary School has (2) oil-fired boilers that provide the heat for the school. Last year one of the boilers was leaking. We were able to salvage it by removing several sections of the boiler. This spring the other boiler developed significant leaks. Unfortunately, the leaks are from multiple sections of the boiler. The sections are far enough apart that they can't be properly removed to salvage the boiler.

RECOMMENDATION:

We had (3) heating contractors and a manufacturer's representative make site visits to determine if there was any way to salvage it. The consensus was that based on the number of sections leaking and the age of the boiler (+/-15 years old), we need to replace the boiler. Attached are preliminary quotes from the (3) contractors based on discussions in the field. They range from \$59K to \$98K. Please let me know if you would like additional information and how I should proceed. Thank you.

Southington Public Schools
Southington, Connecticut

2018-2019
TRANSFERS OF FUNDS
RECOMMENDED TO FINANCE COMMITTEE
June 26, 2018

SCHOOL	FUND	ACCOUNT	KEY #	DESCRIPTION	AMOUNT TRANSFERRED FROM	AMOUNT TRANSFERRED TO
Central Office	10	12100	0288	Paraeducator Salaries	(21,000.00)	
	10	11300	0045	Teacher Salaries		21,000.00
Total					(21,000.00)	21,000.00

Southington Public Schools

200 North Main Street
Southington, CT 06489



To: **DIRECTOR OF BUSINESS & FINANCE**

From: Sherri DiNello

Location: Business Office

Subject: **REQUEST FOR TRANSFER OF FUNDS**

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

2018 - 2019

	FUND	ACCOUNT NUMBER	NAME OF ACCT.	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	10	12100	Para Salaries	112	1000	500	0288	(21,000)
TO:	10	11300	Teacher Salaries	111	1000	462	0045	21,000
FROM:								
TO:								
FROM:								
TO:								

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

SM.

See Attached _____

on memo

Signature: *Principal - Administrator*

6/22/18

Date

BUSINESS OFFICE USE ONLY

Approved

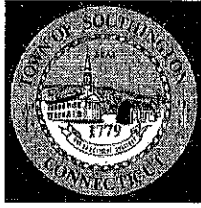
Denied

COMMENTS

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

Director of Business & Finance

Date



SOUTHINGTON PUBLIC SCHOOLS

*Mr. Steven G. Madancy
Assistant Superintendent
For Curriculum and Instruction
SGM*

MEMO

To: Tim Connellan
CC: Sherri DiNello
Date: June 20, 2018
Re: EL Teacher FTE Increase

Currently, the district has budgeted for 1.4 certified EL staff for the 18-19 academic year. Given the recent notification received regarding the retirement of our current .4 EL teacher, coupled with two retirements of EL tutors, I am recommending we seek to increase the FTE allocation of the budgeted .4 teaching position to 1.0 using the attrition recognized from the .4 certified retiree's projected 18-19 salary and the salary of one of the two retiring EL tutors. This would result in 2.0 certified FTE's for EL.

Rationale:

These vacancies present opportunities to grow our certified levels of EL staffing without any increased cost or unemployment liability. This year, our district enrollment reached 110 EL students speaking 18 dominant languages other than English. That is a large caseload for the number of certified staff allocated to this population across 11 schools.

We are anticipating a further increase in our EL population from students awarded Choice seats in district as a result of the influx of students arriving to Hartford from Puerto Rico. This was communicated as a real possibility by Debra Borrero, Director of School Choice Programs, during our intake meeting for incoming students on June 12, 2018. This increase in FTE would be a proactive response to this information.

With the increase of EL students comes the increased need to support and develop capacity of classroom teachers in both job embedded and district offered professional development. Certified EL staff have the expertise to facilitate this.

Attached is a cost analysis supporting this recommendation.

(memo re: EL Teacher FTE increase cont.)

COST ANALYSIS

Current .4 FTE 18-19 projected salary	37,500
Salary associated with one retiring EL Tutor	<u>21,000</u>
Total	58,500

Proposed salary range for 1.0 EL Teacher for 18-19:

BA Step 1 to MA Step 4	\$46,918 to \$55,478
Savings to the district:	(\$3,022 to \$11,582)

C: Michelle Passamano

Southington Public Schools
Southington, Connecticut

2017-2018
TRANSFERS OF FUNDS
RECOMMENDED TO FINANCE COMMITTEE
June 26, 2018

SCHOOL	FUND	ACCOUNT	KEY #	DESCRIPTION	AMOUNT TRANSFERRED FROM	AMOUNT TRANSFERRED TO
Central Office	10	20310	0522	Health Insurance	(1,368,041.00)	
	10	90100	9010	Balancing Account		1,368,041.00
Total					(1,368,041.00)	1,368,041.00

Southington Public Schools

200 North Main Street
Southington, CT 06489



To: **DIRECTOR OF BUSINESS & FINANCE**

From: Sherri DiNello

Location: Business Office

Subject: **REQUEST FOR TRANSFER OF FUNDS**

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

2017 - 2018

	FUND	ACCOUNT NUMBER	NAME OF ACCT.	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	10	20310	Health Ins.	200	1000	500	0522	(1,368,041)
TO:	10	90100	Balance Account	900	9000	999	9010	1,368,041
FROM:								
TO:								
FROM:								
TO:								

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

To zero (0) out the account originally established for grants receipts.


 Signature: Principal - Administrator

6/22/18
 Date

BUSINESS OFFICE USE ONLY

Approved

Denied

COMMENTS

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

Director of Business & Finance

Date

Account No: 0-10-90100-900-9000-999-3010 Account Period Range: 00 - 13 17227 pg 12-1 1-1

Acct. Year: 19 Previous Year Info. Description: APPROPRIATED REVENUES

Acct: Bud: Meas: Oper: Enc: Fin: Detail: Al: ERC: Checks: Unppol: Pay: Unwt: Pay: PRE: AJE: Res: Obj: Req: Pr: WHS: WHS: Pr: Rtd: P: Card

Period	Original Budget	Adjusted Budget	Encumbrance	Actual	Avail/Rec/Bal
00	8,360,766.00	8,360,766.00	.00	.00	8,360,766.00
06	.00	1,461,798.00	.00	.00	6,898,970.00
07	.00	2,680,289.00	.00	.00	4,318,681.00
08	.00	850,000.00	.00	.00	3,468,681.00
08	.00	850,000.00	.00	.00	2,618,681.00
11	.00	400,640.00	.00	.00	2,218,041.00
12	.00	850,000.00	.00	.00	1,368,041.00
YTD	8,360,766.00	1,368,041.00	.00	.00	1,368,041.00
PRE	.00	.00	.00	.00	.00
TOT	8,360,766.00	1,368,041.00	.00	.00	1,368,041.00

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date June 28, 2018

Decision Requested _____ Agenda Code 9 a.

AGENDA REPORTING FORM

Agenda Topic: Town Government Communications

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

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A

Timothy J. Connellan

Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date June 28, 2018

Decision Requested X

Agenda Code 10 a

AGENDA REPORTING FORM

Agenda Topic: Obsolete Textbooks

Summary of Issue: With the adoption of more current textbooks, it is necessary to dispose of miscellaneous, outdated textbooks from Southington Schools. The district has been working with a vendor from Follett who will be sending a representative to each school with a truck to pick up the books that are approved for disposal. Follett then brings the books to their warehouse and they determine which books can be used/purchased. Following their review, they will send us a list of the books and, if applicable, a check for those that they are purchasing. Books that they cannot resell, they will donate to schools in need.

Background: According to Board of Education policy #3260, the Board may authorize the disbursement or disposal of outdated textbooks that are no longer useful to the educational program.

Alternative Strategies: N/A

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

Beginning Date of Program or Project: June 2015

Ending Date of Program or Project: N/A


Recommendation or Comment: Move that the Board approves the disposal of the outdated textbooks presented by the school administration as submitted.

Titles of Attachments:

1. Obsolete Textbook Listing



Signature of Staff Member Submitting Report



Signature of Superintendent

Select a code to identify why the book is obsolete

Condition	CON	Books in poor condition; unable to use
Obsolete	OBS	No longer used due to technology
Other	OTH	Description will be provided
Outdated	OUT	Books are outdated and no longer used
Overstock	OVR	Overstock of series; classroom teaching doesn't require all students to have a book
Replaced	REP	Books were outdated and replaced with BOE approved texts
Sample	SAM	Sample books/workbooks from publisher

Subject	Grade	Title	Publisher	Year	#	Code
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HIGH SCHOOL

Accounting	10-12	Accounting First-Year Course	Glencoe	2007	50	OUT
Earth Science	9	Merrill Earth Science	Glencoe	1995	12	CON

MIDDLE SCHOOL

World Lang.	8	Avacemos 1b	McDougal Littell	2007	250	REP
World Lang.	9	German I Textbooks	EMC	1996	20	OUT
World Lang.	9	German I Workbooks	EMC	2004	20	OUT
World Lang.	10	German II Textbooks	EMC	2005	25	OUT
World Lang.	10	Bien Dit	Holt, Rinehart, Winston	2008	94	OUT
World Lang.	10	Bien Dit Workbooks	Holt, Rinehart, Winston	2008	30	OUT
World Lang.	11	Bien Dit III Textbooks	Holt, Rinehart, Winston	2008	76	OUT
World Lang.	11	Bien Dit Workbooks	Holt, Rinehart, Winston	2008	30	OUT

ELEMENTARY

Math	1	Growing with Math Teacher Box Set	Wright Group/McGraw Hill	2014	1	REP
Math	2	Growing with Math Teacher Box Set	Wright Group/McGraw Hill	2014	4	REP
Math	3	Growing with Math Teacher Box Set	Wright Group/McGraw Hill	2014	2	REP
Math	4	Growing with Math Teacher Box Set	Wright Group/McGraw Hill	2014	1	REP
Math	5	Growing with Math Teacher Box Set	Wright Group/McGraw Hill	2014	1	REP
Math	1	Student Discussion Books Hard Cover	Wright Group/McGraw Hill	2014	34	REP
Math	2	Student Discussion Books Hard Cover	Wright Group/McGraw Hill	2014	29	REP
Math	1	Student Discussion Books Hard Cover	Wright Group/McGraw Hill	2014	6	REP
Math	1	Large Teacher Book	Wright Group/McGraw Hill	2014	2	REP
Math	2	Large Teacher Book	Wright Group/McGraw Hill	2014	2	REP