

Southington Board of Education Meeting



Thursday, May 14, 2020 6:30 PM

This meeting will convene as a combined video and teleconference.

Instructions to access the BOE Meeting in real time via teleconference are noted below: 1. Call 1-240-745-6525 2. Follow the prompts. 3. The PIN is 438 247 952# 4. Mute your phone. 5. Refrain from using the "speaker phone". 6. Public comments on agenda items may be submitted via email and will be read into the record. Email comments to: tconnellan@southingtonschools.org Committee of the Whole-Operations

200 North Main Street
Southington, CT 06489

SOUTHINGTON BOARD OF EDUCATION REGULAR MEETING

1. CALL TO ORDER
2. Executive Session
 - a. Transportation Contract Negotiations
3. Reconvene Meeting ~ Regular Session ~ 7:00 p.m.
4. Pledge of Allegiance - MOMENT OF SILENCE
5. Celebration of Excellence - FBLA State Competition Winners
6. Approval of Minutes ~ April 23, 2020
7. Public Communications
 - a. Communications from Public on Agenda Items
 - b. Communications from Board of Education
 - c. Communications from Administration
 - d. Communications from Student Representatives
8. Committee Reports
 - a. Elementary School Facilities Ad-Hoc Committee Meeting ~ April 30, 2020
 - b. Curriculum & Instruction Committee Meeting ~ May 4, 2020
 - c. Finance Committee Meeting ~ May 12, 2020
 1. Transportation Contract Addendum
9. Superintendent's Report
 - a. Personnel Report
10. Old Business
 - a. Town Government Communications
 - b. Distance Learning Update
 - c. High School Graduation Options Update
 - d. Operating Budget 2019-2020 Update
11. New Business
 - a. Ratification of UPSEU Southington BOE Physical Therapist & Occupational Therapist Local 425-Unit 113 Contract
 - b. 2020-2021 Operating Budget Options

- c. Science Curriculum Units for Grades, 3, 4, 8, Earth Science, and Biology ~ First Reading
 - d. ELA K-2 Phonics Units of Study ~ First Reading
 - e. SHS MUSH Curriculum ~ First Reading
 - f. Introduction to Piano, Ukulele and Guitar ~ First Reading
12. Adjournment

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

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING ~ Via Combined Video and Teleconference

APRIL 23, 2020

The regular meeting of the Southington Board of Education (Committee of the Whole – Operations) was held via combined video and teleconference on Thursday, April 23, 2020, at 7:00 p.m. with an Executive Session held prior at 6:30 p.m.

1. CALL TO ORDER

Mrs. Terri Carmody, Chairperson, called the meeting to order at 6:37 p.m.

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

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

2. EXECUTIVE SESSION ~ UPSEU CONTRACT NEGOTIATIONS

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

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

Motion carried unanimously by voice vote.

Mrs. Carmody ended Executive Session at 6:50 p.m.

3. RECONVENE MEETING ~ REGULAR SESSION

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

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

Administration present were Mr. Timothy Connellan, Superintendent of Schools; Mr. Steven Madancy, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; Ms. Margaret Walsh, Director of Pupil Services (via phone); Mr. Frank Pepe, Southington High School Principal; and Mr. Christopher Palmieri, DePaolo Middle School Principal.

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

4. PLEDGE OF ALLEGIANCE

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

Mrs. Carmody called for a moment of silence in memory of the following people:

MaryLou Derynoski, who was the wife of Board of Education member David Derynoski. She retired on December 31, 2017 after 31 years of service as a paraprofessional at many schools in the Southington Public School District. After retirement, she was a volunteer at Oshana Elementary School.

James Urban, who was hired in 2002 as a security guard at the high school and worked for the district until 2004.

Kathy Tuskowski, who worked for the school district as a secretary/clerk for 19 years and retired in November 1999 as a secretary for the special education and transportation departments.

Eugene Nebiolo, who was a well-known community member and Deacon at St. Dominic Church. He was a former elected official serving on the Board of Education from 1973 to 1983 and as Chairman during his last four years.

Harry Goralski, father of former Board of Education chairman, Brian Goralski. He passed away on April 19 from complications as a result of the Covid-19 pandemic virus. He worked for many years as a school bus driver after his retirement.

Art Rich, who was a well-known community member and prominent professional photographer. He was the school photographer for the Southington Public Schools and Southington High School graduates for many years. He passed away on April 14 from complications from the Covid-19 pandemic virus.

Richard Jutras, brother of Debi Albaitis, Executive Assistant to the Superintendent. He passed away on April 3 from complications from the Covid-19 virus.

Mrs. Carmody thanked all the health care workers, first responders, caregivers, town of Southington leadership, school administration, teachers, students, and parents for doing their best during the pandemic crisis and with the Distance Learning Plan.

5. APPROVAL OF MINUTES

a. Board of Education Meeting ~ March 12, 2020

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

“Move to approve the regular Board of Education minutes of March 12, 2020, as submitted.”

Motion carried unanimously by voice vote.

b. Special Board of Education Meeting Held via Teleconference ~ March 26, 2020

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

“Move to approve the Special Board of Education minutes of March 26, 2020 held via teleconference, as submitted.”

Motion carried unanimously by voice vote.

6. PUBLIC COMMUNICATION

a. Communications from Public

There was no communication from the public regarding the agenda items.

b. Communications from Board Members

There was no communication from Board Members.

c. Communication from Administration

Administration reported on the following:

1. Update Distance Learning Plan: Mr. Madancy gave an update on the complex Distance Learning Plan that has been evolving over time. He addressed the challenges with the short notice of closing the schools, distributing devices over time in a safe manner, the initial roll out of technology for live classes across all grade levels, synchronizing connections with students, Distance Learning 2.0, multiple students in a family sharing an electronic device, and the goal with the next iteration to provide more opportunities for staff members to connect with students virtually. He addressed the differences between synchronous (happens in real time) and asynchronous (video recorded) learning. Live tutoring is also provided to the teachers to get them to a comfort level in engaging in synchronous lessons with their students K-12. Mr. Madancy addressed the grading process of Pass/Fail, which causes concern for people used to the traditional grading system. He explained that administration would be looking for further guidance from the State Board of Education and higher education on the Pass/Fail process. Students will be receiving feedback from their teachers on exactly how they are doing, which is just as important as a letter grade.

Mr. Brown questioned curriculum changes when/if the students return to school in the fall. Mr. Madancy addressed truncating the curriculum, essential curriculum and collaborating with the State Board of Education and district coordinators.

Mr. Baczewski questioned synchronous vs. asynchronous and the benefit of standardizing certain courses. Mr. Madancy explained that asynchronous for the younger students was the go-to strategy at this time and finding a balance between the two.

Mr. Falvo questioned if there was a way for older students to opt-in to a letter grade particularly for students taking Advance Placement, ECE and honors classes. Mr. Madancy did not think there was a real advantage to students getting letter grades because

colleges were accepting Pass/Fail for those courses and that Pass/Fail would not affect admissions.

Mrs. Cipriano questioned how students with IEP's and disabilities were doing with the distance learning. Mr. Madancy explained that the special education teachers were being faced with some unique challenges based on the needs of the students that they were servicing and the needs of some of the students were more complex than what could be provided in a distance learning model. They were looking at what compensatory education would look like for those students when they return to the classroom. Mr. Connellan added that administration would make sure additional services would be available to those students, which would be an additional to cost to the school district that was not presently in the school budget. If there are unexpended funds at the end of the school year, Mr. Connellan believes the Board of Finance would put this in a non-lapsing account instead of expending those dollars on equipment and special projects. Moving forward, the district will need more devices to bolster distance learning.

Mr. Derynoski recommended that, until the Board returns to a regular meeting schedule, the Distancing Learning Plan Update should be an ongoing agenda item instead of having it as an Administrative Report.

2. Close-out South End School Partial Roof Replacement: Mr. Connellan reported that the close-out of the South End Elementary School partial roof replacement is now completed with the town applying for final reimbursement.
3. Electric and Oil Contracts: Mrs. DiNello explained that administration was taking advantage of some pricing changes that were occurring due to the pandemic. The oil contract had been locked into for the 2020-2021 school year in January 2020 at \$2.03/gallon and because prices have dropped to \$1.76/gallon they decided to also lock into prices for the 2021-2022 school year. Alberio Energy, who is the Commodities Manager for the Town and Board of Education, went out to bid for the generation of electricity pricing because the prices have also dropped. The last update she received is that they would be entering into a new contract (current contract expires in November 2021) with a three-year term with Constellation, which would provide a three-year savings to both the Town and Board of Education combined of approximately \$478,000.
4. Alternative End of Year Celebration Planning: Mr. Connellan stated that this was extremely difficult for high school seniors, kindergarteners, and transitions to other grades. Mr. Frank Pepe, Southington High School Principal, had been meeting with groups to discuss creative options for graduation and other celebrations like the Military Luncheon. Mr. Baczewski and Mrs. Cipriano shared the idea of turning on the stadium lights at 8:20 p.m., which is the equivalent of 20:20 military time and burning the lights for 20 minutes and 20 seconds to honor the graduating Class of 2020. The high school stadium lights are manual and not on timers, which would require someone to turn the lights on and off. Mr. Connellan explained that Mrs. Christine Romano came up with the idea of using the scoreboard that could show the numbers 2020. Administration is looking at all types of celebrations for the end of the year for the critical milestones of the students.

Mr. Chrzanowski questioned if anyone at the state level addressed graduation. Mr. Connellan explained that the Commissioner of Education was very supportive if school

districts wanted to delay graduation in order to have an in-person graduation and working with the Department of Public Health at the state level to try to make it happen. Mr. Connellan was also working closely with Mr. Shane Lockwood, Regional Health Director, who has been very helpful.

Mr. Falvo questioned if there was a way to have a virtual open forum for the public to weigh in with ideas for public celebrations. Mr. Connellan replied that it could be done but he wanted to work with the talented professional team at the high school who have organized graduation numerous times and know what could be done organizationally.

d. Communication from Student Representatives

Miss Amrit Kaur explained how the distance learning classes affected her and that her teachers took different methods on how best to teach the various lessons. One of her teachers records the lessons and has office hours. Miss Kaur preferred the recorded lessons because she could make her own schedule with it.

Mr. Brett Sheldrick thanked the administration, parents, first responders, medical providers and everybody helping in this crisis. He has had only asynchronous lessons where teachers had recorded lessons and posted on Google Classroom and he could take notes and expand on what was on the slides and in the textbook. One of the most helpful things for him was the office hours for teachers and he could get help with any questions that he had.

Mr. Trevor Messina reported that he had live lessons with a couple of his teachers, which he found beneficial, and that all the teachers record the live lessons for students who need to go back and review. The students only lose the benefit of asking questions. He thought that the transition of maintenance learning to distance learning and then to Distance Learning 2.0, was hard for many students and presented different challenges because the students had to self-teach what they were learning. He felt that in the last four days in which he had Distance Learning 2.0; it had been much better. Mr. Messina stated that the senior class was missing out on many of the end of the year milestone events. He thanked the staff, administration, Board, and parents. On behalf of the Class of 2020, he thanked the Board for all the hard work that they had done.

Mr. Baczewski addressed different options for graduation and asked if they could talk to Mr. Lockwood to get a handle on what a graduation ceremony would like if they were to stay six feet apart and wore masks. He mentioned having a ceremony at the drive-in where everyone would stay in their car and practice social distancing.

7. COMMITTEE REPORTS

a. Finance Committee Meeting ~ April 20, 2020

Mr. Oshana, Chairperson of the Finance Committee, reported that the committee reviewed the Self-Insurance claims through February 2020, which were \$896,000 under budget and that the March numbers came in at \$13,000 under budget.

7.a.1 Transfer of Funds:

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

“Move to approve the Transfer of Funds, as submitted.

Motion carried unanimously by voice vote.

7.a.2 HQ Contract Extension – Five-Years:

Mr. Baczewski questioned that with school not in session if there was discussion to reduce the cost to the district. Mrs. DiNello was working with legal counsel on several contracts including this one; however, per the Governor’s Executive Order, districts need to continue to pay vendors.

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

“Move to approve the five-year contract extension with HQ Dumpsters and Recycling, as presented.”

Motion carried unanimously by voice vote.

7.a.3 Bid 2020-02, Award of Custodial Contract for Derynoski Elementary School 12-Month Cleaning – Three-Year Contract:

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

“Move to award Bid 2020-02, Contract Custodial Services to Champion for three-years excluding the summer of 2020 if school does not reopen.”

Motion carried unanimously by voice vote.

7.a.4 Bid 2020-01, Award of Custodial Contract for High School Summer Cleaning, Three-Year Bid:

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

“Move to award Bid 2020-01, Contract Summer Custodial Services to SMG Services Management Group, LLC excluding Year-One, the summer of 2020, if school does not reopen.”

Motion carried unanimously by voice vote.

7.a.5 JFK and JAD Middle School Contract Custodial Extensions, Three-Year Extension:

Mr. Brown questioned if the summer work would still be completed. Mrs. DiNello replied that the custodians were all working their full schedules and they would work with staff on a staggered schedule over the next couple of weeks to go into the school to clean out individual classrooms so the current custodian would be able to start the summer projects and do the summer cleaning.

Mr. Messina questioned if the students would have an opportunity to retrieve their belongings. Mr. Pepe, Southington High School Principal, explained that custodians were cleaning out lockers and “bagging and tagging” locker contents that would be brought to a central location and when the district receives the “all clear” from the health department, they would start to bring students in on a schedule to retrieve their belongings. The same process would apply to the specialty areas such as the music room for instruments.

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

“Move to approve the negotiated custodial contract three-year extension to SMG Services Management Group, LLC as presented excluding the summer of 2020, if school does not reopen.”

Motion carried unanimously by voice vote.

7.a.6 Bid 2020-03 Award of Painting Bid for High School Select Spaces:

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

“Move to approve funding \$16,370 for painting at SHS in the 2020-2021 budget.”

Mr. Baczewski questioned if staff could do the painting. Mr. Connellan explained that the maintenance department had only one painter and that these projects were very large spaces.

Motion carried unanimously by voice vote.

7.a.7 Bid Threshold Recommendations:

Mr. Oshana addressed updating the Board of Education’s Purchasing Policy to align with the Town’s Purchasing Policy and bid thresholds. The Finance Committee had a lengthy discussion on this and felt that prior to changing the amounts that the Policy and Personnel Committee look into it and advise on aligning the BOE thresholds with the Town; especially now that they are doing more joint projects together. This would come back to the Board at a future meeting.

Mrs. DiNello addressed the financial update of the Board’s Operating Budget through March 2020 showing an anticipated surplus of over \$850,000 and explained the reason for the surplus. Not included in that projection were savings for transportation, salaries and expenses for spring athletics. Administration was working hard to comply with the Governor’s Executive Order. She explained that the district contacted New Britain Transportation to enter negotiations to amend the existing contract and follow the Executive Order of actual and reasonable costs. Districts across the state are also in the same situation. The school district’s legal counsel, Shipman & Goodwin, was working on addressing the contract negotiations for appropriate payment, which could be approximately \$250,000 in savings to the budget based on what other school districts were negotiating, which was not currently reflected in the anticipated surplus. Mr. Connellan would be sending a memorandum to elected officials addressing questions that arose from the Record-Journal article on budget savings. Mrs. DiNello also addressed the Special Education costs and that the Pupil Personnel Services Department was reviewing contracts with vendors for out of district special education placements who were continuing to provide services to students with disabilities. She addressed in detail the Special Education Excess Costs Grant,

and the unknown adjustments and compensatory services for these students. The administration believes the budget reallocation would include purchasing the 2020-21 new textbooks with current year funds, but the remainder of the surplus should be placed in the Non-lapsing Account to cover the compensatory services, to review some of the projects that would be cut out of next year's budget, and the reduction to the Educational Cost Share Grant. Mr. Connellan commented on the Record-Journal Article and the Governor's Executive Order regarding transportation and that the Southington School district was correctly complying with everything based on the Executive Order, State Board of Education and the advice of legal counsel.

Mr. Oshana addressed prorating the lease payments for the YMCA because of school closure and that refunds or credit would be provided for preschool tuition payments.

8. SUPERINTENDENT'S REPORT

a. Personnel Report

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

“Move to approve the Personnel Report, as presented.

Motion carried unanimously by voice vote.

9. OLD BUSINESS

a. Town Government Communications

Mr. Connellan stated that the Town Budget Hearing on the 2020-2021 budget was Monday, April 27, 2020 at 7:00 p.m. via electronic communication. He also addressed a letter from Victoria Triano, Chair of the Town Council, regarding the referendums for the Southington Library and school projects, which would be pushed back and rescheduled due to the current pandemic circumstances. The School Project referendum would be postponed until November 2021 and the committee should begin having those discussions. Mr. Connellan would be in contact with Mrs. Clark to try to move that committee forward.

10. NEW BUSINESS

a. Leonard and Gladys Joll Scholarship Recipient

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

“Move to approve the recipient recommended by the Leonard and Gladys Joll Scholarship Committee.”

Motion carried unanimously by voice vote.

b. Adoption of 2021 Board of Education Meeting Dates

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

“Move that the proposed schedule of regular Board of Education meeting dates for 2021 be approved, as submitted.”

Motion carried unanimously by voice vote.

c. Southington High School Graduation

Mr. Connellan stated that the date cannot be set due to physical distancing and until they hear from the Governor and Regional Health Director, Mr. Shane Lockwood. Many different options have been discussed. This would be put on the agenda for the meetings in May for further discussion because information continues to change day to day.

Mr. Derynoski requested a motion to table setting a date for the high school graduation to the next Board meeting.

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

“Move to table this agenda item until the next Board of Education meeting.”

Motion carried unanimously by voice vote.

11. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:51 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

Board of Education

Administrative Report

May 14, 2020



1. Interim Report on Custodian & Maintenance Staff Work To-Date

2. Special Education Transition Preparation

3. Technology

4. Food Service



SOUTHINGTON PUBLIC SCHOOLS

Peter J. Romano, Jr.
Director of Operations

MEMO

To: Timothy F. Connellan, Superintendent of Schools

Date: May 1, 2020

Re: **Interim Report on Custodian and Maintenance Staff Work To-Date**

The maintenance and custodian staff have been working normal hours at all schools. We have directed custodians to proceed with the summer cleaning with the understanding that they will ***not*** receive assistance from the outside contracted custodian companies. While they are concerned about the workload, they understand the mission and are pressing forward. Custodians at the elementary schools should be able to complete work at their schools early enough in the summer that they will be able to mobilize some staff to assist with summer cleaning at DES, the middle schools and SHS. This will provide a substantial savings to the district. However, all custodians understand that should school return before the end of this year, they need to be ready to put everything back together and be ready for re-opening.

Maintenance staff have been busy supporting the custodians, foodservice, completing work tickets that are submitted, and working on small projects. The following are some of the more noticeable work that has been completed to date:

SHS

- Touch-up painting throughout the hallways
- Paint the freshman cafeteria
- Patch and paint various classrooms
- Replaced unit ventilator in classroom W279
- Replaced lighting in the cafeteria with LED fixtures
- Replacing vestibule fixtures with clean LED fixtures
- Removed, repaired, and refinished all entry and exit doors to the cafeteria, including wooden side pieces at doorways
- Ran and terminated computer cables and power needed for 32 workstations as requested by Technology for the expansion of W260
- Patch and paint classroom W260
- Perform preventative maintenance on HVAC equipment throughout school
- Ran and terminated wiring for the new Aerohive AP Wireless Access Points throughout the school
- Upkeep with grounds maintenance
- Remove unused boilers from old greenhouse and re-pipe as needed
- Repair all blinds and drapes in classrooms

DES

- Repair auditorium seating

HES

- Paint the cafeteria
- Upkeep with grounds maintenance

JFK

- Paint the cafeteria
- Upkeep with grounds and maintenance

PES

- Remove all outdated projectors and associated wiring throughout the school
- Upkeep with grounds and maintenance

District-wide

- Continued support to food service for delivery's and equipment moving
- Remove all basketball hoops throughout district
- Paint fire lane curbing at schools
- Asphalt maintenance

We have many more projects slated for completion this summer. We are also making preliminary plans for the painting and flooring work that is being performed by outside vendors at SHS. As soon as we have confirmation regarding the status of whether students will return, we will implement these plans.

We are in a good place and believe that staff and students will see a welcoming presence upon returning to the schools whether it be this spring or next fall.

Respectfully,



Peter Romano
Southington Public Schools
Director of Operations

Southington Public School
Southington, Connecticut

MINUTES OF THE ELEMENTARY SCHOOL FACILITIES AD-HOC COMMITTEE MEETING

DATE: April 30, 2020

PLACE: MEETING WAS HELD VIRTUALLY VIA "GOOGLE MEET"

MEMBERS PRESENT: Colleen Clark, Chairperson, Robert Brown, James Chrzanowski, Zaya Oshana

OBSERVER: Terri Carmody-Ex-Officio

ADMINISTRATION PRESENT: Timothy Connellan, Superintendent of Schools, Steve Madancy, Assistant Superintendent, Peter Romano, Director of Operations, Sherri DiNello, Director of Business and Finance

Colleen Clark, Chairperson of the Ad-Hoc Committee called the meeting to order at 4:46 p.m.

The committee discussed steps and phases of going forward with the Elementary School Project. Mr. Connellan presented documents to help guide the committee in the discussion of this project. One was a report completed by Milone and MacBroom and presented to the Board of Education in June 2019. The Board of Education alternatives document is in this report. The second document was created by the Colliers Group, a consulting group with whom previous discussions were held. The Elementary School Project Phases is an outline of steps and phases that is typical of a school construction project. The timeline will need to be adjusted. The phases include:

Phase 1 – Benchmarking of Existing Conditions and Enrollment (March – June 2020)

- Perform a Facilities Conditions Assessment of the existing elementary schools
- Update background enrollment projects (Milone and MacBroom may have been conducting such activities)
- Conduct capacity and utilization studies of the existing schools to determine current or future space deficiencies
- Development of Master Schedule for proposed early phase planning through referendum and submission of an assumed grant application to the state

Phase 2 – Option Development (July – November 2020)

- Develop redistricting options based on the existing facilities and site compared to the proposed options and compare to the 2016 state design guidelines (SCG-2500)
- Prepare space standard calculations for each facility proposed in the options utilizing the projected 8-year high enrollment for such option
- Develop Total Project Budget ranges for each option based on assumed building area (space standard) and area of existing property to be developed
- Perform preliminary site assessments (wetlands, endangered species, zoning, etc.) for each proposed site to assess potential risks
- Southington Board of Education decision on the preferred option(s) to move forward to referendum

Phase 3 – Refinement of Preferred Option(s) (December 2020-March 2021)

- Perform due diligence
 - Perform due diligence activities
 - Perform preliminary geotechnical investigations for proposed new structures or additions

- Perform hazardous materials review of the existing building proper
- Prepare Phase 1 Environmental Site Assessment
- Wetlands Assessment
- Develop educational specification for preferred option(s)
- Develop detailed Total Project Budget
- Develop detailed Project Schedule
- Develop messaging of the preferred option(s)
- Meet with OSCG&R to review Board of Education approved program

Phase 4 – Marketing of Project (April – September 2021)

- Actively meet with Town Constituents to “sell the program/project”
- Funding endorsements by governing town bodies
- Final approval of educational specification (if not completed in Phase 3)

Discussion was held on the following:

Enrollment projections

Utilization of buildings

Recommendation- if seven elementary schools, would need an additional 100 seat capacity

Square footage of buildings

Age of Buildings

Information Needed

Cost to renovate – including swing space

Cost to build new – including swing space if appropriate

Reimbursement for new construction

State requirements for area – available space

Scenarios for redistricting

- The current elementary families may not have students in the new or renovated schools

Understanding of utilization and what that means in real time considerations

Personnel costs – potential cost savings of school consolidation

The committee agreed to have Mr. Connellan contact the Colliers Project Leaders to inquire about the possibility of a virtual meeting / presentation for the committee at a future date regarding the type of consulting work that they can contribute to this effort. Debi will poll the board for available dates for Colliers to host this virtual meeting / presentation.

The meeting was adjourned at 5:54 p.m.

Respectfully Submitted,

Deborah Albaitis

Deborah Albaitis

Recording Secretary



SOUTHINGTON PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

Board of Education Curriculum Committee Meeting Minutes
Monday, May 4, 2020 – 10:00 a.m. Via Google Meet

STEVEN G. MADANCY
ASSISTANT
SUPERINTENDENT FOR
CURRICULUM AND
INSTRUCTION

JOHN E. DUFFY
SCIENCE COORDINATOR,
PREK-12
SOUTH END ELEMENTARY
SCHOOL
(860) 628-3320, EXT 325

STEPHANIE R. LAWLOR
ENGLISH LANGUAGE ARTS
COORDINATOR, PREK-12
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SCHOOL
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Members Present: Bob Brown, Committee Chair, Terri Carmody, Missy Cipriano
Administration Present: Steven Madancy, Assistant Superintendent for Curriculum and Instruction

Science – John Duffy, Melissa O’Neil, Nicole Raccio –

- Grade 3 - Forces and Motion – Melissa O’Neil - Unit was completely re-vamped over the summer, teachers given PD in August, high engagement for students, assessments are being developed. This was piloted last year and it was well received. Mr. Brown liked that it is hands-on. And Mrs. Carmody noted this may pose a problem for science being difficult during distance learning.
- Grade 3 - Heredity – Melissa O’Neil - Piloted in the spring – complements ELA units. Addressing hereditary traits sparks enthusiasm with students. Units are open-ended and creative and very well received. Melissa was thanked for her hard work on these units.

Unanimous recommendation to move the Science Grade 3 units for a first read at the May 14, 2020 meeting, and then a second read at the May 28, 2020 meeting.

- HS - Earth Science Unit – Nicole Raccio – Noted that they are seeing a big difference in high school science due to the redesign in elementary and middle school. This unit was piloted and then re-designed and brought Southington specific scenarios into the unit which allowed students to design various projects. Students are highly engaged – focusing on water now, and next will be power. John complemented the work being done at the high school science department – he has been asked to participate in a state-wide webinar to discuss their program.
- HS - Biology Unit – Matter and Energy – Nicole Raccio – Grade 10. Gave an overview of the unit. Nicole and the department were thanked for their work on these units.

Unanimous recommendation to move the high school Science units for a first read at the May 14, 2020 meeting, and then a second read at the May 28, 2020 meeting.

- Grade 4 - Circuits – John Duffy – Piloted and completed this year and received well by students. Students were much more comfortable with problem solving. Phenomena focused that addresses energy transfer using methods like the Operations game, etc.
- Grade 8 - Colossal Collisions – John Duffy – Almost completed before closure. Possible problem solving for preventing asteroids from hitting earth.



SOUTHINGTON PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

STEVEN G. MADANCY
ASSISTANT
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Unanimous recommendation to move the Science Grade 4 and Grade 8 units for a first read at the May 14, 2020 meeting, and then a second read at the May 28, 2020 meeting.

ELA – Phonics, Units of Study – Stephanie Lawlor, Carrie McDougall, Jill Chapman

- Stephanie Lawlor gave an overview of the units. Foundational reading skills are the cornerstone. Working with K-2 teachers in the district to pilot the new units. Play and engagement is at the forefront of the lessons. Carrie McDougall and Jill Chapman gave more detailed descriptions of the K, 1 and 2 units. All schools are using the same language within the units.

Mr. Brown and Mr. Madancy expressed how amazing it is to see children start that learning/reading process, and commended Carrie and Jill. Mrs. Carmody wanted to stress the academic time spent in kindergarten as opposed to play/social time that is needed, and concerned about children being overwhelmed. It was noted that the phonics program has a very social component. Everyone was thanked for their hard work and presentation.

Unanimous recommendation to move the ELA units for a first read at the May 14, 2020 meeting, and then a second read at the May 28, 2020 meeting.

SHS – MUSH Curriculum – Rich Aroian, Candace Patten, Sarah Adams and Mary Tess Tran.

- Rich Aroian gave an overview of the units. Students are now getting a 3-year course. Missy Cipriano wanted to ensure that civil rights and all facets of modern US History are appropriately covered and represented across these units and within the curriculum. Some units are addressed as Southington specific, and try to have modern-day relevance and separate fact from fiction to address equity/diversity questions. There is always more to be done, but we are making progress and have a good foundation in diversity, human rights, etc. Everyone was thanked for their hard work on these units and teaching in general during this time.

Mr. Brown and Mrs. Carmody recommend to move the MUSH units for a first read at the May 14, 2020 meeting, and then a second read at the May 28, 2020 meeting. Mr. Madancy will connect with Ms. Cipriano and if there is follow-up information needed.



SOUTHINGTON PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

Math – Algebra I Credit and GPA – Amy Zappone, Dave Kowalchuk. (Mr. Madancy is recording for Mrs. Carmody and Ms. Cipriano who needed to leave the meeting.)

- Initially set up with two different standards for middle and high school levels. Curriculum and mid-term assessment were identical. Recommendation is that 60 would be passing, under 75 for 8th graders, would have the option to re-take.

Mr. Brown and Mrs. Carmody support the recommendation above.

Discussion of Policy 6146.1 Grading – Shared the revised grading practice proposal below with committee members regarding grading @ SHS during period of distance learning. This proposal was developed by faculty and administration @ SHS with input from the Superintendent and Assistant Superintendent. This practice aligns with guidance received from the State Department of Education. The Curriculum and Instruction endorses this proposal as presented and recommends that it be brought to the Personnel and Policy Committee for further review, discussion, and consideration for policy modification.

High School Faculty and Administration Grading Proposal

Full Year Course

- I. 30% First Quarter,
- II. 30% Second Quarter
- III. 10% Mid Term
- IV. 20% Third Quarter
- V. 10% Fourth Quarter

Pass = 100% Fail = 50%

Half Year Course

- I. 60% Third Quarter
- II. 40% Fourth Quarter

Pass = 100% Fail = 50%

Consensus by committee to move forward with this grading proposal to the Personnel and Policy committee during this current situation.

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Introduction to Piano, Ukulele and Guitar – Sara Ossias

- Course was piloted this year hoping to reach out to students who were not currently part of the Music Department. It was very popular and a great opportunity for some students. Sara gave an overview of the course.

Mr. Brown and Mrs. Carmody recommend to move the Music units for a first read at the May 14, 2020 meeting, and then a second read at the May 28, 2020 meeting.

Mr. Brown thanked all teachers presenting for their hard work during this difficult time. Many teachers are putting in more time now that during normal situations, and he doesn't think many people know how hard our staff is working.

Meeting adjourned at 12:00 p.m.

Sincerely,

Steven Madancy
Assistant Superintendent for Curriculum and Instruction

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SOUTHINGTON BOARD OF EDUCATION
Southington, Connecticut

FINANCE COMMITTEE MEETING

Tuesday, May 12, 2020, 5:30 p.m.

Video Conference

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

The Finance Committee meeting was called to order at 5:30 p.m.

1. **TRANSFER OF FUNDS:**

The committee recommends the approval of the transfer of funds as submitted.

2. **UNEXPENDED FUNDS ACCOUNT Y/E 6/30/19 UPDATE:**

Mrs. Mellitt provided a review of the Unexpended Funds Account for year end 6/30/2019. She shared a report that showed the status of the prioritized projects and anticipated costs from the updated pricing. Town officials want to expand the parking lot at SHS, which was not one of the projects that was going to be funded based on the amount of funds originally available.

The purpose of this agenda item is to update the committee on the funds that may be available to be used for the SHS parking lot project. Mr. Connellan updated the BOE last week that the town bid for the project came in higher than anticipated. In addition, the Highway and Engineering Department would be doing some of the work inhouse to save money versus contracting out the entire project. This option became available as the parking lot is empty due to the school closure.

3. **FOOD SERVICE PROGRAM – STATUS DUE TO SCHOOL CLOSURE:**

Mrs. DiNello provided a recap on the current Grab & Go Meal program that is being offered during the school closure for COVID-19. She shared that, weekly, 5,500 meals are being provided to the community.

The purpose of this agenda item is to share that we anticipate ending the year with a large loss and want to explain the potential need for the BOE to provide a subsidy to the program. As the memo indicated, there is an option to include repayment terms if a subsidy is provided, but it must be outlined and in writing at the time the subsidy is made.

Mrs. Mellitt reviewed information on the current status of the cash balance and projected loss. She explained that meal sales were down in February, which is the main reason for the loss in revenue through February 2020. The loss of revenue during the closure and high fixed labor costs are contributing to the loss estimated at approximately \$300,000.

4. MIDDLE SCHOOL SPORTS 19/20 EXPENDITURE UPDATE:

Mrs. DiNello reviewed the 2019-20 revenue and expenditure report for the Middle School Athletic Program. The spring season did not occur due to the COVID-19 school closure and the BOE Operating Budget provided funding in the amount of \$15,000 in the 2019/20 budget. The participation fees collected, along with the SMSAA and BOE contributions, would create a surplus. The memo in this packet outlines the administration's recommendation to refund the surplus to the SMSAA so the funds can be put toward the 2020/21 athletic program. The BOE can not carryforward a surplus into the next year for athletics.

The committee agrees with the recommendation.

5. BOE OPERATING BUDGET 2019/20:

The committee reviewed an updated projection for the year end surplus for 2019/20 due to the school closure. Additional savings from negotiating contracts, as well as additional expenditures to purchase some budgeted items reallocated from the 2020/21 Operating Budget, would leave an estimated \$1.3 million surplus. In addition, the committee was reminded of the potential need to make a subsidy payment to the Food Service Program.

5a. NBT CONTRACT ADDENDUM 2019-20:

Mrs. DiNello provided an update on the status of negotiating an addendum with NBT for transportation payment during the COVID-19 school closure. She has been in negotiations with NBT over the past two months. The Governor's Executive Order required school districts to negotiate costs with transportation vendors to ensure continuity of services at the conclusion of the closure. Our vendor did lay off staff and therefore, a payroll credit was negotiated along with the discount. More information will be provided to the BOE in executive session on May 14th.

The administration will be requesting a motion to allow the Superintendent to sign an addendum with NBT.

6. BOE OPERATING BUDGET 2020/21 DRAFT REALLOCATION PLAN:

Mrs. DiNello shared that the administration has been working on a reallocation plan for the 2020/21 Operating Budget since the Board of Finance recommended a reduction in April. The Town Council approved a 1.77% increase over the current year budget, resulting in a need for reductions in the amount of \$1,327,000. The draft reallocation plan shared with the committee is short \$122,809. The administration is trying to hold on to the new personnel requested and included in the BOE budget.

Committee members had some questions that Mrs. DiNello responded too. The BOE meeting on May 14th will provide Board members an opportunity to review the draft and ask questions. The actual vote on the Operating Budget is scheduled for May 28th.

The meeting adjourned at 6:12 p.m.

Respectfully submitted,



Sheri DiNello
Director of Business & Finance
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SOUTHINGTON PUBLIC SCHOOLS



TIMOTHY F. CONNELLAN
SUPERINTENDENT
OF SCHOOLS

STEVEN G. MADANCY
ASSISTANT SUPERINTENDENT
FOR CURRICULUM &
INSTRUCTION

MARGARET T. WALSH
DIRECTOR OF PUPIL SERVICES

SHERRILIN P. DINELLO
DIRECTOR OF BUSINESS
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PETER J. ROMANO
DIRECTOR OF OPERATIONS

JAMIE OLANDER
DIRECTOR OF TECHNOLOGY

MICHELLE PASSAMANO
HUMAN RESOURCE MANAGER

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BOARD OF EDUCATION FINANCE COMMITTEE MEETING

Tuesday, May 12, 2020, 5:30 p.m.

Video Conference

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

1. Call 1-619-627-1565
2. Follow the prompts.
3. The PIN is 870 757 523#
4. Please mute your phone.
5. Refrain from using the "speaker phone".

AGENDA

1. Transfer of Funds
2. Unexpended Funds Accounts Y/E 6/30/19 - Update
3. Food Service Program - Status due to school closure
4. Middle School Sports 19/20 Expenditure Update
5. BOE Operating Budget 2019/20
 - a. NBT contract addendum 2019-20
6. BOE Operating Budget 2020/21 Draft Reallocation Plan

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Southington Public Schools
200 North Main Street
Southington, CT 06489

To: **DIRECTOR OF BUSINESS & FINANCE**

From: Peter Romano, Director of Operations

Location: Central Office

Subject: **REQUEST FOR TRANSFER OF FUNDS**

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

	FUND	ACCOUNT NUMBER	OBJECT CODE	FUNCTION	SITE CODE	KEY #	AMOUNT
FROM:	10	32200 Contracted Custodial – DePaolo	400	2600	351	1261	\$2,725.00
TO:	10	32200 Contracted Custodial – High School	400	2600	462	1260	\$2,725.00
FROM:							
TO:							
FROM:							
TO:							

BRIEFLY JUSTIFY YOUR REASONS FOR MAKING THE ABOVE REQUEST.

Due to the COVID-19 school closures, the summer cleaning services at the high school will be performed using our in-house staff (instead of contracted custodial vendors). The purchase of this additional equipment will enable our existing staff to cover more areas without borrowing equipment from other schools. The purchase is for two (2) 20" floor scrubbers and one (1) floor scrubber for stairs and bathrooms. As of this writing, the custodial services for the month of April were not needed due to the school closures resulting in a savings at DePaolo, Kennedy and Derynoski of \$11,463.


Signature: Principal - Administrator

04/28/2020

Date

BUSINESS OFFICE USE ONLY

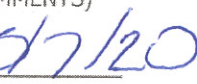
Approved

Denied

COMMENTS

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


Director of Business & Finance


Date



SOUTHTON PUBLIC SCHOOLS

Sherri DiNello
Director of Business & Finance



MEMO

To: Board of Education Finance Committee
DATE: May 6, 2020
RE: Food Service Program Update

The Food Service program has continued to provide meals during the school closure at 8 locations and our staff continues to be paid as part of complying with the Governor's Executive Order. As you know, our program has been self-sustaining and fortunately the BOE has not had to subsidize the program in the past.

The purpose of this agenda item is to inform the committee that we anticipate the program to end the year with a large loss. Revenues from the Grab & Go Meal program will not cover expenses. There has not been any information on whether any funding will be provided from the USDA or COVID related funding to assist food service programs.

It is highly likely that the BOE may need to make a payment to subsidize the program to ensure the program will remain viable to start the 2020-21 school year. If the BOE wants to set up parameters for the program to reimburse the general fund for the subsidy in the future, there needs to be something in writing at the time the subsidy payment is made. More information will be provided during our discussion at the meeting.

Southington Schools Food Services
 Projected Income Statement

Net Loss Through April 30, 2020	(\$180,072.13)	
		# Food Service Days
Plus: May Revenue Claim - Estimated	63,900	13
Plus: June Revenue Claim - Estimated	34,408	7
Less: Payroll 05/08/20	(47,383)	
Less: Payroll 05/22/20 - Estimated	(47,400)	
Less: Payroll 06/05/20 - Estimated	(47,400)	
Less: Payroll 06/19/20 -Estimated	(51,000) (A)	
Less: Food Expenses - May & June - Estimated	(40,000) (B)	
Projected Net Loss FY 2019-20	<u>(314,948)</u>	

(A) Includes estimate for 06/15 (final serving day) & 06/16 (to close up kitchens).

(B) Beginning May 8th, using frozen meals to reduce costs and reduce inventory

Southington Schools Food Services

Year to Date Meal Counts through February 2020 Compared to February 2019

	8 months ending 02/29/2020	8 months ending	Increase (Decrease)
Free Lunch	73,448	71,438	2,010
Reduced Pay Lunch	16,803	20,452	(3,649)
Full Pay Lunch	141,412	148,011	(6,599)
Sub-Total Lunches	<u>231,663</u>	<u>239,901</u>	<u>(8,238)</u>
Total Second Meals/Adult Lunches	<u>1,374</u>	<u>1,268</u>	<u>106</u>
Grand total Lunch Count	<u>233,037</u>	<u>241,169</u>	<u>(8,132)</u>
Free Breakfast & Severe Need Free	29,885	30,199	(314)
Reduced Pay Break & Severe Need Red.	3,889	4,412	(523)
Full Pay Breakfast & Severe Need Paid	14,448	14,241	207
	<u>48,222</u>	<u>48,852</u>	<u>(630)</u>
Total Second Meals/Adult Breakfast	<u>182</u>	<u>262</u>	<u>(80)</u>
Grand Total Breakfast Count	<u>48,404</u>	<u>49,114</u>	<u>(710)</u>
Total # of Lunch and Bkfst Meals	<u>281,441</u>	<u>290,283</u>	<u>(8,842)</u>

Cash Balance and Government Receivables at April 30, 2020 Compared to July 1, 2019

	4/30/2020	7/1/2019	Increase (Decrease)
Cash - Book Balance	420,172.35	667,746.90	(247,574.55)
Government Receivables	205,522.82	114,145.93	91,376.89
Total Cash & Government Receivables	<u>625,695.17</u>	<u>781,892.83</u>	<u>(156,197.66)</u>



SOUTHTON PUBLIC SCHOOLS

Sherri DiNello
Director of Business & Finance

MEMO

TO: Board of Education Finance Committee
DATE: May 6, 2020
RE: Middle School Athletics 2019-20

The BOE operating budget included \$15,000 to help offset the cost of middle school athletics this year. The SEA is still negotiating the status of the spring coaching salaries. If middle school coaching salaries are not paid for in the spring, you will see from the attached spreadsheet there will be a surplus.

The summary shows that once the BOE funds are applied, there would be a surplus of \$8,451. We are recommending that if there is a surplus, the BOE would refund it to the SMSAA, reducing their contribution for the current year. This will allow their organization to hold the funds and then reimburse the BOE to help offset costs for 2020-21. The BOE cannot hold on to the surplus at year end. Any funds remaining in our operating budget would be part of a request to be deposited into the non-lapsing account and therefore not available for athletics.



SOUTHTON PUBLIC SCHOOLS

Sherri DiNello
Director of Business & Finance

MEMO

TO: Board of Education Finance Committee
DATE: May 6, 2020
RE: 2019-20 BOE Operating Budget Update

During our last Finance Committee meeting on April 20th, I shared a budget projection with a year-end surplus estimated at \$850,000. At that time, there were many unknowns regarding the status of the school closure.

We know from the Governor's announcement on May 5th that schools will not open again this school year. In addition, progress has been made on negotiating several contracts while still complying with executive orders that will result in additional savings to our operating budget, therefore adding to the surplus. An update will be shared with the committee at the meeting regarding year end projections.

There are several items that are recommended cuts on our 2020-21 budget reallocation plan that we would like to purchase with current year funds. In addition, administrators would like to spend some of the funds available in the following accounts to replenish in classroom libraries:

Acct 40305 Content Area Literacy Support
Acct 40310 Kindergarten Supplies
Acct 43100 Library Books

There is a concern about the return rate for books that were sent home in March and in the event of another school closure a larger volume is needed.

**Board of Education Operating Budget
2020-21
Finance Update Finance Committee Meeting on 5/12/2020**

March 31, 2020 Projected Surplus	\$	852,269
Coaching Salaries	\$	113,000 *
Athletic Training Services	\$	6,000
Contracted Custodial Services	\$	31,663
Transportation Contract Savings	\$	383,142 *
Other Transportation Savings	\$	20,000 *
	<u>\$</u>	<u>1,406,074</u>
Less: 2020-21 items proposed cut in reallocation		
New Textbooks	\$	(57,500)
Equipment	\$	(19,014)
Athletic Feasibility Study	\$	(30,000)
Special Projects	\$	(15,295)
Projected Surplus	<u>\$</u>	<u>1,284,265 **</u>
Subsidy to Food Service Program		TBD
	<u>\$</u>	<u>1,284,265</u>

* negotiating

** Additional supply orders may be processed to assist in reallocation of supply funds to balance 2020-21 budget



SOUTHINGTON PUBLIC SCHOOLS

Sherri DiNello

Director of Business & Finance

MEMO

TO: Board of Education Finance Committee
DATE: May 6, 2020
RE: 2020-21 BOE Operating Budget Draft Reallocation Plan

The Town Council plans to act on the funding level for the BOE Operating Budget for the 2020-21 fiscal year on Monday, May 11th. The administration has been working on a draft reallocation plan for several weeks.

Once the final budget amount is known, a draft of the plan will be shared with the finance committee. The BOE will review a draft of their budget on May 14th however, action on the budget will be on the agenda for the May 28th BOE meeting.

**SPS OPERATING BUDGET REALLOCATION
ADMINISTRATIVE RECOMMENDATION
2020-2021**

BOE Operational Budget Request	101,628,445	3.12%
BOF Approved Operational Budget	100,736,445	2.21%
TC Approved Operation Budget	100,301,445	1.77%
Reductions Needed	1,327,000	

DRAFT

Salaries

Teacher Salaries-anticipated turnover	(39,763)	Budgeted 10 retirements, however we have 11 as of 4.30.20
Custodial Salaries-Summer hours PT at SHS	20,000	SHS in house summer proposal (costs missed in budget submission)
Custodial Salaries-part time Municipal Center	7,500	Change from contracting to hiring PT custodian
	(12,263)	

Benefits

Health Insurance	(275,500)	Per action of SI Committee \$380,000 reduction
Workers Compensation	(9,073)	CIRMA notified us that no increase in 2020-21 year
	(284,573)	

Purchased Services

Professional & Technical Services	(175,000)	Reduced due to budget reductions
Contracted Custodial-schools	(87,280)	Summer 2020 completed in-house due to COVID closure
Contracted Custodial-Municipal Center	(12,000)	Change from contracting to hiring PT custodian
	(274,280)	

Supplies

Oil Heat	(17,148)	Locked in pricing after budget submission
New Textbooks	(57,500)	Purchase item with the 2019-20 budget funds
Math Consumable Workbooks	(40,260)	Reduced because 1-1 devices planned in MS
	(114,908)	

Equipment

Nurse Beds-Flanders	(920)	Purchase item with the 2019-20 budget funds
Cricut Maker and Tool Bundle-KES	(456)	Purchase item with the 2019-20 budget funds
Folding Tables-KES	(823)	Purchase item with the 2019-20 budget funds
Marimbas-SHS	(8,200)	Purchase item with the 2019-20 budget funds
Music Stands-SHS	(984)	Purchase item with the 2019-20 budget funds
LabQuest Minis-SHS	(2,166)	Purchase item with the 2019-20 budget funds
Chemistry Balanced-SHS	(1,006)	Purchase item with the 2019-20 budget funds
Wiring Auditorium Project-SHS	(2,160)	Purchase item with the 2019-20 budget funds
Office Desk Chairs-SHS	(2,299)	Purchase item with the 2019-20 budget funds
	(19,014)	

DRAFT

**SPS OPERATING BUDGET REALLOCATION
ADMINISTRATIVE RECOMMENDATION
2020-2021**

Special Projects

Security Cameras-DES	(1,200)	Purchase item with the 2019-20 budget funds
Technical Education Overhead Doors-SHS	(6,495)	Purchase item with the 2019-20 budget funds
Automated Generator Transfer Switch--SHS	(7,600)	Purchase item with the 2019-20 budget funds
	(15,295)	

Special Education

Health Insurance	(104,500)	Per action of SI Committee \$380,000 reduction
Workers Compensation	(2,261)	CIRMA notified us that no increase in 2020-21 year
	(106,761)	

Major Projects & Equipment

Install Dividing Wall	(44,420)	Items to be considered for Nonlapsing C/F account
Parking Lot Site Lights	(24,246)	Items to be considered for Nonlapsing C/F account
Ceiling Tile Replacement	(16,460)	Items to be considered for Nonlapsing C/F account
CLP Office Renovations for Special Education	(8,505)	Items to be considered for Nonlapsing C/F account
Update Interior Flooring, Ceiling, Paint etc.	(63,695)	Items to be considered for Nonlapsing C/F account
Classroom Furniture Replacement	(26,208)	Items to be considered for Nonlapsing C/F account
Smithco Field Groomer Replacement	(21,288)	Items to be considered for Nonlapsing C/F account
Timeclock Terminal Replacements	(8,675)	Items to be considered for Nonlapsing C/F account
Contracted Painting	(83,000)	Items to be considered for Nonlapsing C/F account
Athletic Facilities Feasibility Study	(30,000)	Performed with the 2019-20 budget funds
Repair/Replacement of Walkways & Ramps	(30,000)	Items to be considered for Nonlapsing C/F account
Airphone Security Entry-Systemwide	(20,600)	Items to be considered for Nonlapsing C/F account
	(377,097)	

Total Adjustments

Additional Reductions Needed

(1,204,191)

122,809

DRAFT

DRAFT

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 14, 2020

Decision Requested X Agenda Code 9a

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for the 2019-2020 school year. This report includes activity for the month of April 2020.

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

Alternative Strategies: _____

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

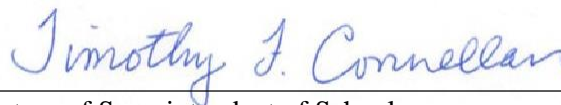
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

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



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Included:

1. Personnel Report

**Personnel Report
April 2020**

APPOINTMENTS

	NAME	POSITION	SCHOOL	FTE	EFFECTIVE	DEGREE	SALARY
Class	Pagano, Justine	Exec. Secretary to Dir. of Business & Finance	CO	1.0	4/1/2020	N/A	\$30.32
Class	Bowers, Donnelle	PTA Assistant	District	1.0	3/30/2020	N/A	\$35.20

RESIGNATIONS/RETIREMENTS

CERT	NAME	POSITION	SCHOOL	EFFECTIVE	YRS	RET/RES
Class	McDonough, Tracy	FT Paraeducator	SHS	6/17/2020	26	Retire
Class	Scandale, Antoinette	FT Paraeducator	JFK	6/17/2020	36	Retire

*Ellen Ness was on the March 2020 Board Report and has rescinded her retirement as a full-time paraeducator at DES as of 6/17/2020.

ASSIGNMENT CHANGE

NAME	FROM (PREVIOUS ASSIGN)		TO (NEW ASSIGN)		
	POSITION/SCHOOL	FTE	POSITION/SCHOOL	FTE	EFFECTIVE
Griffin, Carla	PT Paraeducator/HES	.80	FT Paraeducator/HES	1.0	3/31/2020

TRANSFERS

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

None to report

COACHING / STIPENDS

Coaching Stipends

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date May 14, 2020

Decision Requested _____ Agenda Code 10 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 May 14, 2020

Decision Requested X Agenda Code 10 c.

AGENDA REPORTING FORM

Agenda Topic: High School Graduation Options Update

Summary of Issue: A discussion of some of the options for graduation being studied by the administration and those preferred by the students is anticipated. The consensus is that moving the graduation ceremony further into the summer will provide the best opportunity for some form of in-person commencement exercise.

Background: The current guidance limiting the size of gatherings and requiring physical distancing precludes the use of the traditional graduation ceremony for Southington High School Students on June 16, 2020.

Alternative Strategies: To be discussed

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

Beginning Date of Program or Project: TBD

Ending Date of Program or Project: Date of graduation ceremony

Recommendation or Comment: It would be helpful for the Board to endorse the concepts presented by the administration and the students. It is not necessary to adopt a specific date for a graduation ceremony as a date could be adopted at the May 28th meeting, but it would be most helpful for planning purposes to select a date as soon as possible.

Recommended Motion: I move that the Board of Education adopt Friday August 7, 2020 with a rain date of Saturday August 8, 2020 as the date to hold the formal Commencement Ceremony for the Southington Public Schools Class of 2020.



Signature of Superintendent of Schools

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ x _____ Board Meeting Date May 14, 2020
Decision Requested _____ Agenda Code 10 d.

AGENDA REPORTING FORM

Agenda Topic: Operating Budget 2019-2020 Update

Summary of Issue: The BOE Finance Committee is meeting on May 12, 2020 and an update will be provided on the year end projection at that meeting. The minutes will reflect the update and discussion.

Background: Board Members asked to have this item on the agenda to receive an update on the year-end financial projection in light of the school closure due to COVID19.

Alternative Strategies: N/A

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

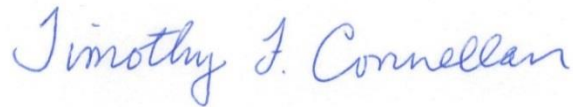
Beginning Date of Program or Project: July 1, 2019

Ending Date of Program or Project: June 30, 2020

Recommendation or Comment: No action needed



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

**Board of Education Operating Budget
2020-21**

Finance Update Finance Committee Meeting on 5/12/2020

March 31, 2020 Projected Surplus	\$	852,269
Coaching Salaries	\$	113,000 *
Athletic Training Services	\$	6,000
Contracted Custodial Services	\$	31,663
Transportation Contract Savings	\$	383,142 *
Other Transportation Savings	\$	20,000 *
	\$	1,406,074
 Less: 2020-21 items proposed cut in reallocation		
New Textbooks	\$	(57,500)
Equipment	\$	(19,014)
Athletic Feasibility Study	\$	(30,000)
Special Projects	\$	(15,295)
Projected Surplus	\$	1,284,265 **
 Subsidy to Food Service Program		
		TBD
	\$	1,284,265

* negotiating

** Additional supply orders may be processed to assist in reallocation of supply funds to balance 2020-21 budget

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ Board Meeting Date May 14, 2020
Decision Requested x Agenda Code 11 a.

AGENDA REPORTING FORM

Agenda Topic: Ratification of UPSEU Southington BOE Physical Therapist & Occupational Therapist Local 425-Unit 113 Contract

Summary of Issue: The Southington Physical Therapist & Occupational Therapist Local 425-Unit 113 and the Southington Board of Education have been negotiating a contract for a three (3) year agreement beginning July 1, 2020 through June 30, 2023.

Background: N/A

Alternative Strategies: N/A

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

Beginning Date of Program or Project: July 1, 2020

Ending Date of Program or Project: June 30, 2023

Recommendation or Comment: Recommend approving the tentative agreement between the Southington Physical Therapist & Occupational Therapist Local 425-Unit 113 and the Southington Board of Education.



Signature of Staff Member Submitting Report

Signature of Superintendent of Schools

Titles of Attachments:

1. UPSEU OT-PT Memorandum of Agreement 7/1/20-6/30/23

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____ x _____ Board Meeting Date May 14, 2020
Decision Requested _____ Agenda Code 11 b.

AGENDA REPORTING FORM

Agenda Topic: 2020-2021 Operating Budget Options

Summary of Issue: The Town Council will act on the BOE 2020-21 Operating Budget on May 11th. The members of the Finance Committee are meeting on May 12, 2020 and will begin reviewing a reallocation plan. The purpose of this agenda item is to provide BOE members an opportunity to discuss options, prior to taking action on the reallocation plan at the meeting scheduled for May 28, 2020.

Background: N/A

Alternative Strategies: N/A

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

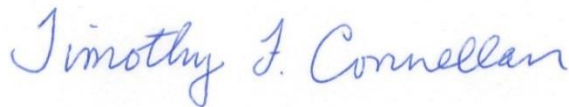
Beginning Date of Program or Project: July 1, 2020

Ending Date of Program or Project: June 30, 2021

Recommendation or Comment: No action needed



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

**SPS OPERATING BUDGET REALLOCATION
ADMINISTRATIVE RECOMMENDATION
2020-2021**

BOE Operational Budget Request	101,628,445	3.12%
BOF Approved Operational Budget	100,736,445	2.21%
TC Approved Operation Budget	100,301,445	1.77%
Reductions Needed	1,327,000	

Salaries

Teacher Salaries-anticipated turnover	(39,763)	Budgeted 10 retirements, however we have 11 as of 4.30.20
Custodial Salaries-Summer hours PT at SHS	20,000	SHS in house summer proposal (costs missed in budget submission)
Custodial Salaries-part time Municipal Center	7,500	Change from contracting to hiring PT custodian
	(12,263)	

Benefits

Health Insurance	(275,500)	Per action of SI Committee \$380,000 reduction
Workers Compensation	(9,073)	CIRMA notified us that no increase in 2020-21 year
	(284,573)	

Purchased Services

Professional & Technical Services	(175,000)	Reduced due to budget reductions
Contracted Custodial-schools	(87,280)	Summer 2020 completed in-house due to COVID closure
Contracted Custodial-Municipal Center	(12,000)	Change from contracting to hiring PT custodian
	(274,280)	

Supplies

Oil Heat	(17,148)	Locked in pricing after budget submission
New Textbooks	(57,500)	Purchase item with the 2019-20 budget funds
Math Consumable Workbooks	(40,260)	Reduced because 1-1 devices planned in MS
	(114,908)	

Equipment

Nurse Beds-Flanders	(920)	Purchase item with the 2019-20 budget funds
Cricut Maker and Tool Bundle-KES	(456)	Purchase item with the 2019-20 budget funds
Folding Tables-KES	(823)	Purchase item with the 2019-20 budget funds
Marimbas-SHS	(8,200)	Purchase item with the 2019-20 budget funds
Music Stands-SHS	(984)	Purchase item with the 2019-20 budget funds
LabQuest Minis-SHS	(1,311)	Purchase item with the 2019-20 budget funds
Chemistry Balances -SHS	(855)	Purchase item with the 2019-20 budget funds
Wiring for Auditorium Projector	(1,006)	Purchase item with the 2019-20 budget funds
Office Des Chairs-SHS	(2,160)	Purchase item with the 2019-20 budget funds
Field Paint Machine	(2,299)	Purchase item with the 2019-20 budget funds
	(19,014)	

**SPS OPERATING BUDGET REALLOCATION
ADMINISTRATIVE RECOMMENDATION
2020-2021**

Special Projects

Security Cameras-DES	(1,200)	Purchase item with the 2019-20 budget funds
Technical Education Overhead Doors-SHS	(6,495)	Purchase item with the 2019-20 budget funds
Automated Generator Transfer Switch--SHS	(7,600)	Purchase item with the 2019-20 budget funds
	(15,295)	

Special Education

Health Insurance	(104,500)	Per action of SI Committee \$380,000 reduction
Workers Compensation	(2,261)	CIRMA notified us that no increase in 2020-21 year
	(106,761)	

Major Projects & Equipment

Install Dividing Wall	(44,420)	Items to be considered for Nonlapsing C/F account
Parking Lot Site Lights	(24,246)	Items to be considered for Nonlapsing C/F account
Ceiling Tile Replacement	(16,460)	Items to be considered for Nonlapsing C/F account
CLP Office Renovations for Special Education	(8,505)	Items to be considered for Nonlapsing C/F account
Update Interior Flooring, Ceiling, Paint etc.	(63,695)	Items to be considered for Nonlapsing C/F account
Classroom Furniture Replacement	(26,208)	Items to be considered for Nonlapsing C/F account
Smithco Field Groomer Replacement	(21,288)	Items to be considered for Nonlapsing C/F account
Timeclock Terminal Replacements	(8,675)	Items to be considered for Nonlapsing C/F account
Contracted Painting	(83,000)	Items to be considered for Nonlapsing C/F account
Athletic Facilities Feasibility Study	(30,000)	Performed with the 2019-20 budget funds
Repair/Replacement of Walkways & Ramps	(30,000)	Items to be considered for Nonlapsing C/F account
Airphone Security Entry-Systemwide	(20,600)	Items to be considered for Nonlapsing C/F account
	(377,097)	

Total Adjustments

(1,204,191)

Additional Reductions Needed

122,809

