

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

AUGUST 15, 2013

The regular meeting of the Southington Board of Education was held on Thursday, August 15, 2013 at 6:30 p.m. in the Municipal Center Public Assembly Room, 200 North Main Street, Southington, Connecticut.

1. CALL TO ORDER

2. EXECUTIVE SESSION TO DISCUSS ADMINISTRATORS' CONTRACT AND POSSIBLE ACTION REGARDING PROPOSED AGREEMENT CONCERNING TEACHER'S RESIGNATION ~ 6:30 P.M.

An Executive Session meeting was held 6:30 p.m. through 7:08 p.m. (*Minutes attached*).

3. BOARD RECOGNITIONS

At 7:15 p.m., in Celebration of Excellence, the Board recognized the following honorees: Kayla Verderame, former Derynoski Elementary School student, who volunteered her time to work with the students on the Derynoski Elementary School Dragon's Tale Newspaper and for being a role model for the current students. Amisha Paul, student at J. F. Kennedy Middle School, who was the Connecticut First Place Winner in the Securities Industry and Financial Markets Association (SIFMA) Foundation InvestWrite Essay Competition with McGraw-Hill Financial. Her essay was on *Analyzing Investments in Recommended Portfolio Allocations that would Target Outstanding Financial Goals*.

The honorees were presented with a Certificate of Excellence from Mr. Goralski, Board Chairman.

4. RECONVENE MEETING ~ REGULAR SESSION

The regular session was reconvened at 7:36 p.m. by Chairperson, Mr. Brian Goralski. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana and Mrs. Patricia Queen.

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

There were approximately 11 people in the audience.

5. PLEDGE OF ALLEGIANCE

The audience recited the Pledge of Allegiance.

6. APPROVAL OF MINUTES ~ June 27, 2013

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

“Move to approve the Board of Education minutes of June 27, 2013, as submitted.”

Motion carried by voice vote with eight in favor and Mrs. Carmody abstaining.

7. COMMUNICATIONS

a. Communications from Audience

There was no communication from the audience.

b. Communications from Board Members and Administration

Communication from the Board Members:

Mrs. Lombardi gave a synopsis on the Virtual STEM University, an online university. It is produced by teachers for the benefit of both teachers and students. In collaboration with the Southington Public Schools and the Southington Education Foundation, the Planning Team, which consists of a team of parents, teachers, Dr. Erardi, Tony Sheffy, Dawn Miceli, and Terry Lombardi, will be launching the STEM University on October 1, 2013.

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

“Move to add Agenda Item 11.h to the agenda “Personnel Matter Regarding a Teacher Resignation.”

Motion carried unanimously by voice vote.

Mr. Goralski named the Board of Education Negotiating Team for the upcoming Southington Administrators’ Association contract negotiations. The team is comprised of Mrs. Notar-Francesco, Mrs. Johnson, Mrs. Lombardi and Mrs. Queen.

Communication from Administration:

Dr. Erardi reported on the following:

1. **Assistant Principal of the Year Reception:** Dr. Erardi announced that Christopher Palmieri, Assistant Principal at J. A. DePaolo Middle School, will be recognized as Assistant Principal of the Year on Thursday, October 17, 2013 at

- 6:30 p.m. at Saint Clements Castle in Portland by the Connecticut Association of School Assistant Principals.
2. **Enrichment Update:** Dr. Erardi stated that on Monday, August 19, 2013, the Curriculum and Instruction Committee will meet to discuss the work that has taken place surrounding enrichment for all students Grades K-12. The committee will present a number of options and programs for Board consideration on Thursday, September 12, 2013.
 3. **Middle School Informational Meetings:** Dr. Erardi announced that there will be a Parent Meeting on Tuesday, August 27, 2013 at 7:00 p.m. at DePaolo Middle School and at 7:30 p.m. at Kennedy Middle School. The purpose is to assure parents and students that they will be starting on time in a very safe environment at both schools. On Wednesday, August 28, 2013, interested students and parents will be able to walk through the buildings between 3:30 p.m. and 6:00 p.m. The first day of school is August 29, 2013.
 4. **CMT / CAPT Overview 2012-2013:** Mrs. Smith gave a brief overview of the 2012-2013 CMT and CAPT results. She noted that Southington “held its own” and in some cases scored higher than in the past. She noted that Southington was in a very good place in all areas compared to other districts in our DRG. She will give the Board a detailed report at a future meeting.
 5. **ABA Program Evaluation:** Dr. Murdica gave an overview of the ABA Program Evaluation template for 2013-2014. Over the summer, she contacted the Rethink Autism Program for a model of their evaluation materials. She felt that their evaluation indicators addressed all the components for the effectiveness of the ABA Program. Rethink Autism gave her a reasonable price on the cost to use their template. She has worked with one of the people who will actually be on site in the district and is a board certified Behavior Analyst.
 6. **Safety Update – Readiness 2013-2014 School Year:** Dr. Erardi stated that the Board’s Safety Plan that was endorsed at the close of the 2012-2013 school year will be fully in place for the start of the 2013-2014 school year. Mr. Cox explained that there will be an upgrading of the two-way radio system throughout the district so schools could talk to one another within their own sites and also across the entire 35 square miles of town. The SRO at the high school will also get an upgraded two-way radio and there will be a monitoring station at the police headquarters. The window film should be completed on Monday throughout the district. The office staff has returned to the schools and our security company will be mounting the panic buttons in an identified permanent location. A safety and security evaluation was designed for all the sites for the exterior and interior of the buildings and was completed this summer and reviewed by the police department. They will be doing one of these evaluations with the school administration at least once every year.
 7. **Grant Award – Federal Funded Competitive Grant:** Dr. Erardi explained that our Grant Writer, Christine Boulanger, teamed with Karen Smith, Sandy Kujawski and other staff to apply for a Grades K-5 Mental Health Grant for the 2013-2014 school year totaling \$1,173,993. Mrs. Smith explained that this grant is called the “Elementary School Guidance Grant” and that it was extremely competitive. Due to Mrs. Boulanger’s attention to detail and research, it took her at least six months to create this grant. Mrs. Smith has a copy of the grant in her office. The bottom line is that 4.6 elementary school guidance positions will be

hired and 1.0 of the 4.6 is going to be split between counseling and the director of this initiative. They hope to post that position immediately. It is a three-year grant and if they need to delay the start of implementation, this grant can take us into a fourth year, if needed. The grant not only includes funding for staffing, but also includes considerable funding for programs and flexible scheduling. It would allow the guidance counselors, who will be hired, to put on workshops to get into communities on weekends and evenings and to integrate into our current developmental guidance program another layer of intervention for young children who are entering Kindergarten through Grades 2 and 3. She noted that this will be a team effort to implement and to respond to the requirements that the federal government has when they award such a grant.

8. **Introduction of Mr. Steve LePage – 2013-2014 Central Office Intern:** Dr. Erardi introduced Steve LePage who is presently the Principal at Plainville High School.

Mrs. Notar-Francesco asked if the preschool staff was onboard with the ABA Program that was being implemented. Dr. Murdica replied that she and Mrs. Kujawski [Preschool Coordinator] met with all of the preschool staff at the end of school last year. She stated that the preschool staff was ready, excited and feeling supported.

Mrs. Johnson asked how this compared with the former CREC program. Dr. Murdica stated that Rethink Autism was more comprehensive, objective, and used many more indicators of success than what was used in the past. Dr. Murdica did not know what CREC was using to evaluate the program and they shared information when she asked them, but it was not nearly as comprehensive as the Rethink Autism Program. Mrs. Lombardi added that from her perspective it was insufficient, at the surface-level, and did not provide the whole programmatic assessment.

Mr. Derynoski asked if there was any cost to implement the ABA Program Evaluation. Dr. Murdica replied that she did receive a proposal and there was a cost. However, the district received a deep discount on the original proposal from what they would typically have been charged. Dr. Erardi clarified that it was a part of the Purchased Service Account. He will bring details of the agreement to the Board.

Mr. Goralski reported that he received two thank you notes since the Board last met. One was from a former colleague who had a death in the family and one from Mary Nadeau who was the recipient of the Leonard Joll Scholarship.

Mr. Goralski noted that November was election time in Southington and that Dr. Erardi will be providing the Board of Education packets to the candidates running for a seat on the Board of Education.

8. SUPERINTENDENT'S REPORT

a. Personnel Report

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

“Move to approve the Personnel Report, as submitted”

Motion carried unanimously by voice vote.

9. COMMITTEE REPORTS

a. Policy & Personnel Committee Meeting ~ July 1, 2013

Mrs. Clark reported that the committee set the meeting dates for the 2013-2014 school year. The committee will be reviewing the Board Certified Behavioral Analyst (BCBA) position and the ABA Therapist position again. The committee will also be reviewing the job description for the Superintendent of Schools and the Assistant Superintendent at a future meeting. The committee will continue to review the 3000 series. She stated that the committee would like to know how the high school communicates our system of leveling to colleges and universities and how it may affect students' acceptance. Mrs. Julie Robertson, Southington High School Guidance Director, will be invited to attend the next meeting.

b. Finance Committee Meeting ~ August 6, 2013

Mrs. Notar-Francesco reported that the committee met on August 6, 2013.

9.b.a. Bid Approval – Snow Removal/Sanding Bid #2014-BID-16

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

“Move to approve bid #2014-BID-16, Snow Removal and Sanding for Southington High School, Derynoski, Hatton, Kelley, and Plantsville Elementary Schools, as submitted.”

Mr. Oshana asked where the language was that was supposed to be added to the bid proposal. Mrs. DiNello explained that it was part of the boilerplate language. Previous Finance Committee members had asked administration to not include all the boilerplate language when copying the overall bid for Board packets. However, it is in the full bid document that goes out to bid. Pages 1 through 17 are the boilerplate language and item #29, which Mr. Oshana is referring to, is included within those pages.

Motion carried unanimously by voice vote.

9.b.b. Energy Conservation & Renewable Energy Measures (SHS)

Mrs. Notar-Francesco reported that the committee heard a proposal from DBS Energy to implement a cost effective energy solution for the 2,700 gallon electric water heating system at Southington High School, installed in 1974. DBS Energy suggested replacing this electric system with two new natural gas boilers for high efficiency. She noted that natural gas is one-third of the price of electricity. The cost of this replacement is funded through the savings that are generated and at no additional operating cost to the Board of Education budget. Over the 20-year life of the boiler, the system is expected to save approximately \$850,000 and the payback period on the project is expected to be four to five years.

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

“Move to approve the proposal from DBS Energy to replace the electric hot water heater with two natural gas condensing boilers at Southington High School, as presented.”

Motion carried unanimously by voice vote.

9.b.c. Surcharge for Turf Replacement Fund

Mrs. Notar-Francesco reported that the committee reviewed the Turf Committee's recommendation of adding surcharges to the Family, Adult and Student Passes for turf replacement. The recommendation from the Finance Committee is the following:

- Family Pass - Add a \$10 surcharge, bringing the cost to \$110.
- Adult Pass - Add a \$5 surcharge, bringing the cost to \$45.
- Student Pass - No increase recommended, in order to encourage participation from students. Cost will be kept at \$30, with \$5 of that amount to be allocated to turf replacement.

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

“Move to approve the surcharge for the Turf Replacement Account, as recommended by the Finance Committee.”

Mr. Goralski asked if the motion included the \$1 per ticket charge that the Board talked about previously. Mrs. DiNello replied that the \$1 per ticket charge would be put into place this fall. They are not changing the ticket prices; they are just putting \$1 of the current ticket price into the Turf Replacement Fund.

Mrs. Clark asked if the administration looked at surrounding communities to see what they are charging for Family Passes. Mrs. DiNello replied that it was done three years ago and Southington was one of the few districts that offered that option. It was difficult to compare.

Motion carried by voice vote with eight in favor and Mr. Oshana opposed.

Mrs. Notar-Francesco reported that the committee discussed the New Britain Transportation contract that expires in June 2014. The annual budget for transportation is approximately \$4 million which does not include athletic transportation cost. The administration believes that the Board should be due diligent in providing safe transportation services to students and making sound fiscal decisions around the cost of transportation. At the recommendation of administration, the Finance Committee explored a proposal from a transportation consultant called Transportation Advisory Services (TAS). Their proposal was a two-phase approach, with Phase I providing a transportation efficiency study and Phase II providing the management of the bid process. The committee requested that TAS provide a presentation before the committee makes any action recommendation to the full Board. The presentation will take place on September 4, 2013 at 5:30 p.m. in Conference Room #2 in the Municipal Center. She stated that all Board members are encouraged to attend and to forward any questions to Mrs. DiNello before the meeting.

Mrs. Notar-Francesco reported that the committee discussed the Time and Attendance System. The Board directed administration to come back with a recommendation on the electronic time and attendance or an electronic timesheet application. She pointed out that administration attended several presentations from Alio and TimeCenter and agreed that a true time and attendance system is the better choice. The cost projection for this system is approximately \$36,000. The Board had budgeted a little more than \$16,000 for the project. She noted that the \$36,000 includes monitoring of hourly paid staff. The committee recommended that administration return to a future Finance Committee meeting with proposals for additional review that included the cost for incorporating all staff into this proposal.

Mrs. Lombardi stated that the committee also discussed if there was an opportunity to share services for a system like this between the Town and the Board of Education. Mrs. DiNello stated that she planned to talk to the Town Finance Director to see if there was any interest in getting pricing for the hardware, which they might be able to share. The Town and the Board of Education would need the interface for the two different financial accounting systems. Mrs. Lombardi noted that our staff was processing 500 pieces of paper every other week.

10. OLD BUSINESS

a. Town Government Communications

Mr. Goralski reported that he had nothing to report.

b. Construction Update

Mr. Cox reported that the sidewalks and paving for the Middle School Projects were being done and the office staff was returning on Friday, August 16 to their respective schools. The middle school main office will be up and running Monday morning, August 19, which was on schedule. Classroom furniture will start coming out of storage next week and washed before being put into place. Work continues on the interior and exterior.

Mr. Oshana asked what the narrative would be for the upcoming middle school meetings. Dr. Erardi explained that the Public Building Committee Chairperson will speak at both meetings along with Mr. Cox, and Dr. Erardi. The common message at both venues will be:

- Nothing has changed in regard to teaching and learning with the exception of the gymnasium, which will not be used until November.
- To answer any questions.
- Parents must understand that it is a construction zone.
- Every subcontractor on site will have gone through a security and background check.
- Parents will be informed of traffic patterns and student entrances.
- The parents will be able to walk through the building.

Mr. Goralski felt that for tonight's agenda, this was the most important topic that the news media could write about. The schools will open on time and will be safe. He encouraged Board members to attend these meetings with some members attending Kennedy and some attending DePaolo. If Board members would like to see the schools before those meetings, they are to contact Mr. Cox. He recommended that the Board members wait until after the teachers are in. Otherwise, they will need to get a special pass as part of the security protocol. It is a very

strict protocol. Board members cannot go on the grounds after school hours unless they have a Newfield Construction badge. He pointed out that the new entrance will not be in direct sight of the office, and security personnel on the grounds will monitor that entrance. There will be camera and buzzer access only.

Mr. Goralski asked when the state will be closing out the elementary school projects. Mr. Cox replied that the state has brought back a retired state employee for 120 days who worked on these projects. He is working on closing out our elementary schools.

c. Administrator Evaluation Plan Update

Dr. Erardi explained that the State Board of Education made changes to the Administrator Evaluation Plan; however, he believed that more changes from the state were forthcoming. He credited the State Board of Education for doing their absolute best work to rollout the Administrator and Teacher Evaluations Plans with the staffing that they have. Today was the first day of the Southington Administrator Retreat and it was dedicated to the Administrator Evaluation Plan. There were two State Board of Education employees who presented in the morning. The most important part of Administrator Evaluation is that it will be understood and in place for the start of the new school year.

d. Teacher Evaluation Plan Update

Mrs. Smith reported that on the second day of the Administrator Retreat the focus will be the Teacher Evaluation Plan. The administrators, department chairs, assistant department chairs, and 092 cohort members were invited to attend. They will begin with the Teacher Evaluation Committee giving a summary review of the rollout done on May 21 that now includes all of the changes from the state, which arrived two days ago. Mr. Patrick Flynn, Executive Director of ReVision, an educational research company, will be working with them on the skill of calibration. Everyone who will be evaluating, informally or formally, needs to calibrate their own observational skills so they all know what they are looking for, looking at, and what it means. This will be professional development that will be ongoing throughout the school year during meeting times.

Mrs. Carmody noted that Southington has done an excellent job in accommodating the state mandate. Dr. Erardi noted that currently there were 10 districts who have not complied.

11. NEW BUSINESS

a. Superintendent's 2012-2013 Annual Report

Dr. Erardi thanked the cabinet, administrative team and all staff who participated in putting together the Annual Report for 2012-2013. He stated that it was a year of celebration for the Southington Board of Education. Mrs. Notar-Francesco was impressed that every department at central office met significant challenges and initiatives in the work that they performed for the district, and she thanked them. Mr. Derynoski stated that it was a very impressive document. Mr. Goralski asked Mr. Bob Brown [SEA President] to inform the teachers that the administrators wrote about the excellent work of the teachers, the consistency among the schools, and the connection of the elementary schools to the middle schools and the

middle schools to the high school. Mrs. Clark agreed that there was consistency; however, there was also the individuality of each school that shines through with each teacher covering the curriculum in their own way.

Mrs. Lombardi noted that this was an example of the district's achievements and when the Board puts the budget together they might want to put this Annual Report in front of the public to show what excellence is. This document is results-driven.

Mr. Goralski asked Dr. Erardi to share this document electronically with the other elected boards in town. Mrs. Queen felt that this document should be put on the home page of the school system's website as a link.

b. Superintendent's Proposed Goals for 2013-2014

Dr. Erardi stated that the goals for 2013-2014 are a first read and the work that we need to accomplish. He pointed out that the words the Board shared with him at the close of the 2012-2013 school year regarding "less is more" stayed with him, and he did his absolute best to bring that to fruition. This is a district that will not allow Teacher and Administrator Evaluations and Common Core State Standards to be the only work that the district will do. They will do that work well, but it will not be the only path that they travel and these goals are their next level of work.

Mrs. Lombardi did not think they were ready for beginning discussions and community conversations on the renovation needs of Derynoski, Kelley, and Flanders Elementary Schools. She felt that they had a lot on their plate right now. Dr. Erardi replied that this was originally part of the proposed goals for last year and they put a moratorium on it because they are so deeply vested into the middle school projects. He brought that goal back because every year that they hold on it, it will get more expensive.

Mr. Derynoski agreed with Dr. Erardi and, from a planning perspective, they would be looking at two to three years before they could get into the "nuts and bolts" of it. He thought if they hold off starting the discussion now, it would push this goal out farther and the three-year plan will become an eight-year plan. He believed that construction for the middle schools would be done by the end of 2015. He felt this goal should be started and in the planning stages.

Mrs. Johnson agreed with Mr. Derynoski. She noted that people have been waiting at least 15 years for these elementary school projects to be done. She felt that they could not put it on the back burner any longer, and that it should be addressed in a reasonable way. She noted that the building process is something that is never-ending.

Mr. Goralski read the goal for the public that *"on or before March 1, 2014, begin discussion and a community conversation on the renovation needs of Derynoski, Kelley and Flanders Elementary Schools."* He felt that, if they did not start discussing this now, there would be a big gap between the middle school projects ending and starting these schools. He noted that Southington High School needs some serious upgrades too.

Mrs. Lombardi agreed on the discussion piece, but was not so sure on the timing. Mrs. Queen thought that the driving force behind this goal was the question of equity amongst all the

elementary schools, especially in the area of technology. She felt that they should begin the discussion of this goal with the public. Mrs. Clark agreed with Mrs. Queen because these are things that have to be done and not put off as deferred maintenance anymore. Mrs. Lombardi's concern was the date of March 1, 2014. Mr. Derynoski assumed the beginning stage would be getting the parents, staff, and community leaders involved in an open discussion and getting their input. Dr. Erardi concurred with Mr. Derynoski.

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

“Move to approve the 2013-2014 Superintendent’s Goals, as submitted.”

Motion carried unanimously by voice vote.

c. Opening of Schools Dates 2013-2014

Dr. Erardi stated that the dates were for the Board members' calendars. He noted that last year's Adopt-A-School Board representation was attached, and asked the Board how they would like to proceed. Mr. Goralski asked Board members to contact Mrs. Albaitis [Dr. Erardi's Executive Assistant] with any changes by the middle of next week.

d. Closeout of 2012-2013 Budget

Mrs. DiNello reported that the Town will be keeping in their general fund account \$12,399 of the Board of Education's operating budget. She was able to fulfill the Board's request during the budget reallocation process of funding the textbooks, and all furniture and curricular needs for All-Day Kindergarten, as well as Phase I of the technology infrastructure.

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

“Move to approve the fiscal year closeout for 2012-2013.”

Motion carried unanimously by voice vote.

e. Class Size Report

Dr. Erardi reported that he was happy to share information on class size earlier than ever before with the Board. The following has transpired since July 1, 2013:

- There were 128 new registrations
- Elementary school new registrations: 88
- Middle school new registrations: 33
- High school new registrations: 7
- This does not include 18 phone messages today and 14 standing appointments for the rest of this week and next week.

Dr. Erardi distributed an enrollment grid (*Attachment #1*) that has one administrative recommended change, if endorsed by the Board. The Derynoski School Kindergarten has one additional section added to it. He reminded the Board that, when they closed out the 2013-2014 operational plan, they held two FTEs for this evening. Administration recommended that there

not be any other changes at this point. He noted that this remains the best grid that the Board has looked at in a very long time. Dr. Erardi pointed out that there were some sections that were hitting high numbers. He felt that it was important for the Board to better understand what class size in a Full-Day Kindergarten program looks like compared to a half-day program. His greatest concern on the grid was in Kindergarten, which administration will continue to watch.

Mrs. Carmody did not like to see a class size of 18 or 19 students in Kindergarten. Dr. Erardi agreed. He asked the Board to allow the schools to open and to see what the final numbers look like. If the Board supports the additional Kindergarten teacher at Derynoski, they will have a 1.0 FTE that remains "in the bank" for the Board of Education. Right now, they cannot predict where the next "hottest spot" will be. Mr. Derynoski thought that they needed to keep an eye on Grades 3 and 4 at Plantsville School.

Mr. Oshana noted that there were two full-time positions that were left open. He asked how it would affect the cost of the overall Kindergarten proposal if they put one of the teachers into the All-Day Kindergarten Program. Dr. Erardi replied that the approximate cost of a new FTE would be \$42,000 and was in the original proposal. Mrs. DiNello explained that, if they go back to the actual budget document, they had an additional classroom teacher unallocated because they were not sure what the enrollment shift would look like. It was one of the two FTEs listed on the All-Day Kindergarten proposal. Dr. Erardi explained that there are more than a handful of parents in Kindergarten who have registered their child and have yet to determine whether their child will start this year or next year.

Mrs. Lombardi asked in what grades were the 14 children who have appointments to register. Dr. Erardi explained that those were messages taken today and that administration will continue to share the best information available with the Board between now and the start of school. Mrs. Lombardi asked if the Board had to wait until their next meeting if some of these 14 children who register bump up the numbers in Kindergarten or elsewhere. Dr. Erardi replied that in the past the practice of the Board was additional paraprofessional support in the upper elementary grades. The paraprofessional support most of the time is a credentialed teacher looking for a full-time elementary position. On the first day of school, administration would gather the information and bring it to the September 12 Board of Education meeting.

Mrs. Queen noted that the South End Kindergarten sections were low and asked if administration would consider offering a student in another school the choice to attend South End School if their street was near the South End district. Dr. Erardi replied that it would be attractive from a class size perspective; however, the Board does not have the ability to offer transportation.

Mrs. Clark asked if the Kindergarten numbers included Open Choice and how many seats were left available. Mrs. Smith replied that the South End numbers do not include Open Choice and that there would be two to three additional incoming Kindergartners. She needed to verify that with Mrs. Passamano [Registrar].

The Board consensus was for Dr. Erardi to go forward and hire the Kindergarten teacher at Derynoski, as presented.

f. Staff Update 2013-2014

Dr. Erardi invited the Board to attend the mandated two-day New Teacher Orientation on August 22 and 23. Under the leadership of Kimberly Hunt [Personnel Manager] they have been aggressive and have reached their goal that, when the school year starts, all of the certified staff will be in place unless there is an eleventh-hour resignation or retirement. Dr. Erardi pointed out the depth of the Personnel Report and that the school system was in good shape.

Mr. Goralski asked if the three positions on the agenda as of July 31, 2013 had been filled. Dr. Erardi replied that they had all been filled except the special education position, which was close to being filled.

g. Instructional Time – Professional Development / School Governance

Mrs. Hunt [Personnel Manager] gave a PowerPoint presentation regarding Time Out of the Classroom by Certified Staff that was requested by the Board. It was based on data that was collected on the time staff members were out of their classrooms during the weeks of May 13-17, 2013 and May 20-24, 2013. Mrs. Hunt explained the criteria used in the calculations. The overall average of time out of the classroom for the elementary schools was 2.19%, middle schools were 2.13%, and the high school was 3.43%.

Mrs. Hunt explained the various reasons why certified staff was out of the classroom. For the elementary schools, the largest time spent out of the classroom by the teachers was 44.95% for PPT/504/EIP and case reviews, and 32.62% for Asset Building Classrooms. This was time the teachers were out of the classroom without the students. Dr. Erardi clarified that they have teams of five once a year go through Asset Building training, and it happened to be the two weeks in May. For the middle schools, it was 45.51% for school business and 28.33% was special education related. For the high school, 41.45% of the overall time spent out of the classrooms was for field trips and 38.39% was for school business.

Mrs. Carmody thanked Mrs. Hunt for the excellent presentation and chart. She noted that the two-week period was in May and, if this data were collected in January or February, it would look different. When the high school teachers are out of the classrooms in January or February, the time out of the classroom is much greater than shown on the chart. She had a major concern that, when the high school teachers are out of the classroom for SERC training, there are not enough substitute teachers to cover the classrooms and the students are sent to the cafeteria.

Mr. Oshana asked why the two-week period in May was chosen. Mrs. Hunt replied that it was based on when the Board asked for the data. Administration then collected the data the following two weeks. Mr. Oshana noted that, when calculating the days, in the elementary schools it is 35.75 days of teaching time lost during this two-week period. In the middle schools, it is 30 days and the high school it is 62.5 days lost of teaching time. He felt that was a lot of time in a two-week period. In the closeout document, he noted that we overspent \$249,396 in terms of substitutes. He asked if it was to pay for this. Mrs. Hunt replied that it could be long-term leaves of absence where the teacher is getting paid and the substitutes are also being paid. Mr. Oshana summarized that they do not know how many times there was not a teacher in the classroom. He asked if there was a way to gather that information. Dr. Erardi replied that it is data that they would have to go forward with and not backwards. Administration could do that

for the Board as they start the new school year. Mr. Oshana summarized that the 125-plus days lost during the two-week period in May is a tremendous amount of time and with the new mandates they will have more time out of the classroom. He asked what type of procedures they could put into place to cover this to make sure the students are learning and they are not hanging out in the cafeteria or a study hall.

Dr. Erardi stated that there are issues that are inherent when a small sample is taken. Such as for the high school, the lost instructional time for field trips was because it was a Senior Class Day activity and about 15 teachers chaperone. Dr. Erardi thanked Mr. Oshana for encouraging this study, which he found eye opening. Dr. Erardi asked if the Board was willing to consider a shortened day for Professional Development on a reoccurring calendar. He noted that Mr. Oshana was absolutely correct because one of the things that can never be replaced is the classroom teacher in front of their students. Even if there is a substitute, it is not their classroom teacher. Dr. Erardi would like to have a meaningful discussion with the Curriculum and Instruction Committee about the potential proposal of bringing back to the Board at-large how they can do professional development better. Mr. Oshana questioned what they could do about the other items associated this data collection. Dr. Erardi explained that the Professional Development is self-imposed, with a two-hour block of time once a month on a Tuesday. On the chart, there are meetings that are mandated by the state and federal governments to meet the needs of a particular child, and it is impossible to look at free time and plan time. If there is a field trip taking place, it has to be meaningful in regard to instruction. Dr. Erardi stated that the administration will return to the Board with a better solution because time out of the classroom is going in the wrong direction.

Mr. Goralski pointed out that the special education teachers are primarily the ones going to the PPTs and that means the students with the most needs do not have the teacher in the classroom.

Mrs. Carmody felt that Dr. Erardi's suggestion to have the shortened day once a month for professional development would eliminate the number of instructional classroom hours lost. She noted that many district's do this and that there was nothing that the Board could do about the mandates. Mr. Oshana noted that everyone on the Board was fully in favor of professional development and made sure that the funding was there; however, he did not think it should be at the expense of the student. He thought that they needed to find a creative way of how to do it while still providing the educational experience.

Mrs. Notar-Francesco commented that the Asset Building Classroom was one-third of the time out of the classroom that was indicated on the chart. She asked if the teachers would be going to the Asset Building Classroom training every year, or if it is one-time training. Dr. Erardi replied that, over the past three years, we take great pride in the commitment and partnership with STEPS. We have Asset Building Classrooms in every school, and there is retraining annually in the spring. It depends on the composite of the team because in some cases the teams are paraprofessionals and parents, and in other cases it is all teachers or administrators.

Mrs. Queen questioned if the Asset Building Classrooms played into why they received the mental health federal grant. She thought that things like that might put them in a competitive position to get some of the grant money.

Mr. Derynoski felt that the chart was eye-opening and it was a misrepresentation of the school year because it is a snapshot in time and two weeks out of 40 weeks. It could be an anomaly in some instances and may not represent other issues that surface during the course of the year. To have a clear picture, they need an information gathering document so if a teacher is out for a specific reason they can fill out a form from which the data could be gathered. Instead of doing all the schools, they could pick one elementary school, one middle school and the high school to gather this data. It might give the Board a better picture of what the impact is on time out of the classroom.

In moving forward, Mrs. Notar-Francesco would like administration to address how to mitigate it and bring solutions to the Board, instead of asking them to collect more data. She felt that it should be done through the Curriculum and Instruction Committee. Mr. Goralski felt that the administrators had the talent and the ability to do comparisons of past and future. Going forward, he would like to see what the new impacts are with evaluation. He did not want the administrators wasting their time, but it is something new, and the Board should have a general idea of how much time is being spent so they can plan for next year's budget.

Mr. Oshana agreed and noted that what they don't track, they can't fix. He felt that they should not wait a year for solutions and should look for solutions now. As they continue to track going forward, they could monitor where the areas of hot spots are and attack those because they should not sustain this type of time out of the classroom.

Mrs. Queen thought that they were assuming that, when the teacher is out of the classroom, there is no learning happening. Mr. Oshana noted that, during conversations last year, the teachers told the Board that they were being bombarded with things that they have to do, such as new documents, new forms to complete, new tracking, etc., that has to be done and there was no time to do it. He felt that the Board needed to find ways to streamline what they do and how they do it and what the expectations are.

Mrs. Clark did not want administration to go forward and people jumping to conclusions based on one snapshot in a month where traditionally teachers are out of the classroom. She wanted teachers in classrooms teaching students. They are the key component and, at the end of the day, a teacher in front of the classroom is what makes education possible.

Mrs. Lombardi would like input from the teachers, as well as administration, in terms of what is reasonable in these areas. These two weeks are not representative of what happens in an average week or month. She felt they should involve the teachers in this conversation.

Mrs. Smith thought that there were some things that administration could do now without waiting. She explained that there was not universal understanding or consistency on how the data was collected. It was not scientific. It was an e-mail that was sent. She noted that, at Kennedy Middle School, they include their department chairs and curriculum specialists for fifth grade orientation, and DePaolo Middle School does not. DePaolo only has their Guidance Department involved. With that information now known, administration can have a conversation about what is the better way to proceed and then fix it. Also discovered from this data collection was how many times they have a case conference prior to a PPT. It is not mandated to do that, but sometimes there are two or three case conferences before the PPT, and they don't always have to have one before every PPT. She noted that there was a story behind the data collected,

and agreed that it should not be used as a generalization. She loved the idea about bringing it back through the Curriculum and Instruction Committee and investigating a little further. She thought that it would end with some valuable information for everyone.

Mr. Goralski summarized that the next steps would be some follow-up by the administration, discussion with the Curriculum and Instruction Committee, and then it will come back to the Board.

Dr. Erardi thought that there would be great value to have the conversation with the Executive Board of the Southington Education Association for their input on the topic.

h. Personnel Matter regarding a Teacher Resignation

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

“Move to authorize the Superintendent to enter into an agreement concerning a teacher resignation.”

Motion carried unanimously by voice vote.

12. ADJOURNMENT

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

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Linda Blanchard
Recording Secretary

SOUTHINGTON BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

EXECUTIVE SESSION
AUGUST 15, 2013

1. CALL TO ORDER

Mr. Brian Goralski, Board Chairperson, called the meeting to order at 6:30 p.m.

Board Members Present:

Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Patricia Queen, Mrs. Jill Notar-Francesco, Mrs. Terri Carmody, Mrs. Terry Lombardi, Mr. Zaya Oshana, and Mr. Brian Goralski

Administration Present:

Dr. Joseph Erardi, Jr., Superintendent of Schools
Mrs. Karen Smith, Assistant Superintendent
Mrs. Sherri DiNello, Director of Business and Finance
Mrs. Kimberly Hunt, Personnel Manager

Others Present:

Mrs. Dawn A. Miceli, Town Council member
Mrs. Sandra Feld, Board of Finance member
Ms. Jessica Ritter, Board Attorney from Shipman & Goodwin
Mr. Steven LePage, Administrative Intern

2. EXECUTIVE SESSION TO DISCUSS ADMINISTRATORS' CONTRACT AND POSSIBLE ACTION REGARDING PROPOSED AGREEMENT CONCERNING TEACHER'S RESIGNATION

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

“Move to go into Executive Session, excluding the public and the press, for the purpose of discussing collective bargaining strategy for negotiations with the Southington Administrators' Association and, upon conclusion, reconvene to public session.”

Motion carried unanimously by voice vote.

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

“Move to go into open session.”

Motion carried unanimously by voice vote.

Mrs. Sandra Feld and Mrs. Dawn Miceli left the meeting at 6:50 p.m.

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

“Move to go into Executive Session, excluding the public and the press, for the purpose of discussion regarding a proposed agreement concerning a teacher’s resignation and, upon conclusion, reconvene to public session.”

Motion carried unanimously by voice vote.

The Board went back into Executive Session at 6:51 p.m.

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

“Move to go into open session.”

Motion carried unanimously by voice vote.

The Board exited Executive Session and recessed at 7:08 p.m.

Respectfully submitted,



Jill Notar-Francesco, Secretary
Southington Board of Education

**ELEMENTARY ENROLLMENT
2013-2014**

As of 8.14.13

SCHOOL	KDG	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	TOTAL
Derynoski	16	19	18	19	20	22	
	16	19	18	20	20	22	
	16	19	18	20	20	22	
	16	19	19	20	20	23	
	16	19	19	20	21	23	
	17	20		20			
TOTAL	97	115	92	119	101	112	636
FTEs	6	6	5	6	5	5	33
Flanders	18	18	17	16	24	18	
	18	19	17	17	24	18	
	19		17	17		19	
TOTAL	55	37	51	50	48	55	296
FTEs	3	2	3	3	2	3	16
Hatton	17	19	21	22	17	23	
	17	19	21	22	17	23	
	18	20	22	22	17	24	
TOTAL	52	58	64	66	51	70	361
FTEs	3	3	3	3	3	3	18
Kelley	18	17	17	21	21	24	
	19	17	18	22	22	24	
	19	17	18	22	22	24	
TOTAL	56	51	53	65	65	72	362
FTEs	3	3	3	3	3	3	18
Plantsville	15	16	22	23	24	23	
	15	17	22	24	24	23	
	16	17					
TOTAL	46	50	44	47	48	46	281
FTEs	3	3	2	2	2	2	14
South End	13	17	18	21	23	23	
	14	17	19	21	23	23	
TOTAL	27	34	37	42	46	46	232
FTEs	2	2	2	2	2	2	12
Strong	15	19	21	18	17	23	
	16	20	21	18	18	23	
	16		22	18	18	24	
TOTAL	47	39	64	54	53	70	327
FTEs	3	2	3	3	3	3	17
Thalberg	17	18	19	20	23	20	
	18	18	20	21	24	21	
	18	19	20	22	24	22	
	18	19		22			
TOTAL	71	74	59	85	71	63	423
FTEs	4	4	3	4	3	3	21
ENROLLMENT TOTALS	451	458	464	528	483	534	2918
FTE TOTALS	27	25	24	26	23	24	149