

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

OCTOBER 14, 2010

The regular meeting of the Southington Board of Education was held on Thursday, October 14, 2010 at 7:30 p.m. in the Town Council Chambers, Southington Town Hall, 75 Main Street, Southington, Connecticut.

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairperson, Mr. Brian Goralski. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Rosemarie Fischer, Ms. Michelle Schroeder, Mrs. Patricia Johnson, Mrs. Jill Notar-Francesco, and Mrs. Kathleen Rickard.

Present from the administration were Dr. Joseph Erardi, Jr., Superintendent of Schools; Mr. Howard Thiery, Assistant Superintendent; Mr. Frederick Cox, Director of Operations and Mrs. Sherri DiNello, Director of Business and Finance.

Student Representative present was Christopher Amnott.

2. PLEDGE OF ALLEGIANCE

Mr. Amnott led the meeting with the Pledge of Allegiance.

3. APPROVAL OF MINUTES ~ SEPTEMBER 23, 2010

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

“Move to approve the minutes of the regular meeting of September 23, 2010, with revisions.”

ROLL CALL VOTE: YES – Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Ms. Schroeder, Mrs. Johnson, Mrs. Notar-Francesco, Mrs. Rickard, Mr. Goralski. **Motion carried unanimously.**

4. COMMUNICATIONS

a. Communications from Audience

Mr. Arthur Cyr, 103 Berlin Avenue, noted that there was a camera at the Wall of Honor Ceremony at the high school and questioned if it was recorded to be shown on the Board of Education cable channel. He asked who recorded the ceremony. Mrs. Rickard thought that it was videotaped for the man in Colorado who could not attend the ceremony. Dr. Erardi was

confident that he would get a copy of that tape and put it on local cable. He thanked Mr. Cyr for the suggestion. Mr. Cyr thought that any time somebody had an operating camera, and it was something that the rest of the town could see, it should be shown. Mr. Cyr heard about the Board of Education trying to go paperless and noted that the Board of Education packet had to be about 50 pages. He stated that the Board of Education was the only Board where someone could walk in and get a copy of the last Board minutes. All of the other Boards make an interested party print it out online. He looked forward to getting a single sheet of paper with just an agenda because that should be all that anybody needs. He commended the Board for being proactive on paper reduction, just as they were proactive on the energy policy.

b. Communications from Board Members and Administration

Communication from the Board Members:

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

“Move to move agenda Item 8.c, Field Trip Authorization, up to agenda Item 5.c.”

ROLL CALL VOTE: YES – Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Ms. Schroeder, Mrs. Rickard, Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mr. Goralski. **Motion carried unanimously.**

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

“Move to add Pending Litigation to the Executive Session.”

Motion carried unanimously by voice vote.

Mrs. Notar-Francesco attended the October 4 Flanders PTO meeting and the Plantsville School PTO meeting on October 13. She stated that the PTOs are running at full force fundraising for the students. She noted that on November 10 from 6:00-9:00 p.m. Flanders PTO would be holding a Vendor Fair. Last year, they raised about \$1,800 with the Vendor Fair and they are in the process of organizing the event now. Mrs. Fischer remarked that she attended the Vendor Fair last year and there were many vendors.

Ms. Schroeder reported that she attended the Derynoski PTO meeting on October 13 and noted that they profited in excess of \$17,000 in book sales from the Fall Book Fair. On top of that, they donated over \$13,000 in books to the Derynoski teachers and staff. She pointed out that they are really putting a push on reading and books. The Derynoski PTO is also having their Character Counts kick-off on November 8 at 2:00 p.m. in the auditorium.

Mrs. Johnson addressed the Brown Bag Luncheon that she attended that afternoon. She stated there were many representatives from the elementary and middle schools and that she and Ms. Schroeder were there representing the Board. She reported that the Teacher Appreciation Week would be the first week of May and the PTOs are coordinating their efforts toward that time. She reported that they talked about a fundraiser for Cerebral Palsy, as well as the paperless Progress Reports. She noted that Dr. Erardi explained that Report Cards will never be given in a paperless fashion because they are legal documents and would always be sent home. Mrs. Johnson stated that Mr. Thiery has been making the rounds of the elementary schools with regard

to the Standards-Based Report Cards, which have been very well received. She reported that they talked about Mrs. Thalberg's generous technology donation to Grades 4 and 5. She stated that they spent a lot of time discussing the legislative decisions that were made last year, such as Public Act #10-111. She continued that Dr. Erardi distributed information to the parents about that Act and how it would impact local Boards of Education. They also discussed putting this information on the school websites.

Mrs. Johnson noted that one of the big issues with PTOs was conflict of important events. In May, the PTOs submitted their calendar for the next school year to the administration and they were not synchronized or coordinated, which resulted in several events taking place on the same night. She noted that Dr. Erardi recommended that, at the May 2011 Brown Bag Lunch, everyone should bring their event calendars and the dates would be coordinated at that time so there would not be any conflicts.

Mrs. Johnson reported that there was discussion at the Brown Bag Lunch concerning the Substance Abuse Action Council. She noted that there were many opportunities that the Substance Abuse Action Council could offer to the PTOs.

Mr. Goralski reminded the Board about the CAFE Convention that is held annually. He had registration forms and information on the seminars that he would give to Dr. Erardi. If any Board member was interested, they could call Dr. Erardi. He noted that funds were in the Professional Development budget for Board members if they wanted to attend.

Communication from Administration:

Dr. Erardi commented on the discussion that took place at the Brown Bag Lunch on the conflict regarding the calendar. He pointed out that it was triggered the evening when the rally on the Town Green was competing with six or seven different activities in the school community. Parents were concerned with how they could be at both places. Dr. Erardi stated that the coordination would improve.

Dr. Erardi discussed the following (*Attachment #1*):

1. Paperless Initiative: Dr. Erardi reported that on November 9 he would be presenting the Board's pitch for funding the paperless initiative to the Cox Advisory Committee. He would give any Board members who would like to join him the location and time.
2. Adult Education 2010/2011: Dr. Erardi reported that the administration would continue to update the School Board on the Adult Education Program. The attachment gives the Board the sense of depth, growth and programming. He stated that he and Mr. Thiery met with the Adult Education Director and his assistant one and one-half weeks ago and they would continue to have conversations regarding this program.
3. Project Choice: Dr. Erardi reported that, on October 22 at 3:00 p.m. at Plantsville School, they will meet with the Plantsville and South End administration and Kindergarten teachers to talk about what the first seven or eight weeks of the Project Choice experience looks like, along with what has been done well and what needs to be improved.

4. Board Retreat: Dr. Erardi reported that the Board Retreat is usually on a Saturday in Southington and is open to the public. He would like to have Mrs. Albaitis [Executive Assistant] poll the Board for a Saturday in December or January that the Board would like to hold the retreat. He would like the Board to consider an invitation to the Commissioner of Education and to the State Board of Education Chair to address the Public Act #10-111. Two years ago, they invited the Commissioner who brought the Deputy Commissioner with him and they had a spirited conversation.

5. Delegate Breakfast: Dr. Erardi asked the School Board for direction regarding when to have the Delegate Breakfast. Mr. Goralski stated that the Board would like it as close to the election as possible. He felt that late November or early December would be a good time for the breakfast.

c. Communication from Student Board Representative:

Christopher Amnott reported the following:

- The Red Ribbon Rally was held on Wednesday on the Town Green.
- The PSAT is Saturday, October 16 at the high school.
- The Wall of Honor induction ceremony was held October 14.
- FBLA and DECA are holding their annual Halloween Party for elementary school students on October 28.
- The SATs were held last Saturday at Southington High School.
- The new issue of The Emblem will be published next week.
- The Girls' Volleyball team is still undefeated and they are defending their State Championship this year.
- The football team was victorious in its annual showdown against New Britain at Rentschler Field.
- Former Blue Knight star Jake Rodrigues is playing for Fordham University this year and will be playing at Yale University on Saturday.
- Cross Country runner Brian Wilcox has set multiple school records in Cross Country this season.
- Many Southington High School clubs and organizations were at the Apple Harvest Festival supporting it and raising money.
- He noted that Mr. DiNello, who was the Girls' Basketball Coach for over 10 years, would be missed at the high school. Mr. Amnott wished him the best at Teikyo Post.

Mr. Goralski added that the biggest night of the year for the Southington Band Backers is the Music of the Knight, which would be held on Saturday, October 16.

5. COMMITTEE REPORTS

a. Policy and Personnel Committee Meeting ~ September 22, 2010

Mrs. Fischer reported that the last Policy and Personnel Committee meeting was held on September 22 and they discussed the volunteer coaches. She noted that Mr. Thiery brought to their attention the CIAC guidelines. They had been looking at some informal policies that were

in place and they asked Mr. Thiery to report back with an opinion from legal counsel. The committee looked at job descriptions that are on the agenda this evening for the full Board to take action on. The committee also discussed Regulation #4140 (2), Fundraising by Booster Organizations, that came from the last Board meeting. She noted that Mr. Thiery was going to come back to the committee with a revised form. The committee also discussed the Acceptable Use Policy, which is on the agenda this evening for its first reading.

Mrs. Rickard questioned if the committee was still planning to have fundraising come before the Board twice a year. Mrs. Fischer replied that the committee talked about that and it would be part of the work of the committee before it comes to the Board.

b. Curriculum and Instruction Meeting ~ October 4, 2010

Mrs. Carmody reported that the committee met on October 4. The first item that they discussed at the meeting was the Early College Experience (ECE). She stated that Tina Riccio presented to the committee extensive material showing availability of ECE courses including what courses were offered at the high school and the possibility of offering more. She distributed to all Board members a pamphlet that explained it more thoroughly. In the future, they are looking at combining the AP [Advanced Placement] and ECE courses. This is in the planning stages at this time.

Mrs. Carmody stated that there were questions by some Board members after the Sitton Spelling presentation at the last Board meeting. She stated that Board members wanted to know how the committee was going to assess this new program. The committee asked three teachers, who were part of the pilot, to come to their meeting to explain some of the materials that they use to assess the program. Mrs. Carmody distributed to Board members Level Three priority words and a word test that demonstrates how the teachers are assessing the students. She noted that the three teachers gave a very impressive presentation. Mrs. Carmody noted that she went to Grandparents Day at Thalberg Elementary School and visited a second grade class. She stated that they were doing a spelling lesson using the SmartBoard, which was very impressive to see. She noted that the students had to make words from the priority list they received that week. Mrs. Carmody pointed out that the committee would like to get a report from the teachers at some of the schools in May to see how this new spelling is proceeding.

Mrs. Carmody reported that the committee discussed the monthly curriculum presentations for the rest of the year. She noted that, in October, Dr. Semmel [Southington High School Principal] would give a Board presentation on the CAPT/SAT/AP/College Acceptance. In the future, they are interested in having the high school guidance program give a presentation on preparing students for college and a presentation on the Grade 8 to Grade 9 transition.

Mrs. Johnson commented on the spelling presentation that was given. She stated that, when the Board was presented with the new spelling program, she was anxious about it. She noted that, at the Curriculum meeting, the three teachers who presented walked them through the process, gave lesson plans, showed what a lesson in spelling would look like, and gave them examples of students work; the committee understood exactly what was going on and her comfort level was very high. She was excited about this program and thought that it would work out very well for the children.

c. Field Trip Authorization

Mr. Thiery reported that every year at this time the administration brings field trips forward under the Board policy for foreign and out-of-state overnight field trips. These were for the Board to review and decide whether to approve.

Mrs. Rickard suggested that, just like the fundraising, the Board should give teachers the opportunity to bring these field trips to the Board in the spring of the year prior to when they would like to go on the field trip. She noted that, for some of the bigger trips, they might appreciate having the extra time to fundraise because the Board does not allow them to fundraise until the trip is approved. If the teacher is planning for a February vacation field trip and does not come before the Board until the October meeting, it does not give them much time to raise funds. She suggested moving this process to spring of the prior year. They would have the bulk approved in the spring and give the teachers another opportunity in October. Dr. Erardi thought that it was a terrific idea. He noted that one field trip was actually for the spring of 2012 because they are working within the framework of once a year. Mr. Thiery explained that in order to do that the policy would have to go before the Policy Committee because there are timelines written into the policy. He thought that it was a great idea.

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

“Move that the Board of Education approves the attached field trips as submitted.”

Mrs. Notar-Francesco questioned if the figures included trip insurance on the Rome / Greece April 2012 field trip. Mr. Goralski believed that the Board policy requires trip insurance to be included in all foreign field trips. Mrs. DiNello added that, when the business office receives notification of foreign field trips, the Board’s liability carrier is placed on notice so additional coverage could be picked up.

Mrs. Maureen Waldron [Latin Teacher and chaperone of the Rome / Greece field trip] replied that the current price did not reflect trip insurance. She planned to encourage the students to purchase it on the trip for 2012. The trip insurance is \$15 per day, and insurance for a 13-day trip would cost an additional \$195. She noted that the trip insurance is optional with Explorica [travel agency]. She felt that, with the timeframe of the field trip, the trip insurance was something she would strongly recommend.

Mrs. Notar-Francesco asked Mrs. Waldron if the price was locked in. Mrs. Waldron replied that it was not. She has traveled with Explorica twice and they have been very good. She was on the field trip that was caught in Rome for three days and Explorica was extremely supportive and picked up the cost of the hotel. The only thing they did not pick up was the cost of lunch on Saturday and Sunday, which they normally would not have, and transportation in and out of Rome. It cost the students \$20 or less for the three extra days. She acknowledged that Explorica was an excellent carrier and she would continue to work with them.

Mrs. Notar-Francesco noted that Mrs. Waldron was planning to do Yankee Candle and Applebee’s fundraisers. She asked if Mrs. Waldron was planning to do anything else because it was a very expensive field trip. Mrs. Waldron replied that for the 2008 field trip Ms. McGrath [former SHS Principal] limited them to the two fundraisers because of the fundraising burden on the community. At that time, they chose a non-candy item, which were candles. The field trip participants sold them to family members and friends in October. They also did the Applebee’s

fundraising that was very lucrative. One of the mothers had a connection to a bus service, which was \$900, but, if they prepaid, it was \$800 and their fundraising paid for that. The fundraising also included museums that were not on the itinerary. She thought that they fundraised \$1,500-\$1,600; she kept a financial statement and e-mailed it to Ms. McGrath and all the participants and parents. She had records if the Board wanted to see them. Mrs. Notar-Francesco noted that this was a wonderful opportunity for the students and thanked Mrs. Waldron for doing it.

Mrs. Johnson asked Dr. Erardi how the unexpected student absences were handled due to traveling problems on Board-approved field trips. Dr. Erardi stated that the Board might want to amend their motion because the past practice of the School Board included three stipulations. The first stipulation was that the Board has the right to rescind approval up until the day of the trip because of turbulence in the world. The second stipulation was that the Board has that right without any cost to the Southington Board of Education. The third stipulation was that, if the trip has been rescinded, the Board expectation was that staff was to report to work during the time that the trip was scheduled. The absences on the field trip for students who leave prior to the school recess are held without penalty towards loss of credit. Mr. Thiery added that it is a school-related activity and considered as if they were on a field trip to the Bushnell that day.

Mrs. Johnson noticed that on the agenda form it states that the SHS Band trip to Busch Gardens is a 10-day (May 5-15) field trip. On the submitted form, it states May 12-15. Mr. Shaw [Band Director] replied that the correct dates were May 12-15. Mr. Goralski replied that the cover sheet needed to be fixed to indicate May 12-15 like the inside form.

Mr. Goralski thought that it was written into Board policy that, for foreign field trips, insurance was not an option, but required. Dr. Erardi believed that it was not a policy, but a practicing guideline. He would check on that. Dr. Erardi commented that the trip insurance was invaluable last spring because they had a group stuck for an extended period. Mr. Goralski recalled that, in order for the Board to have the right to rescind and no cost incurred by the Board, they wanted to make having trip insurance a priority. Mr. Thiery pointed out that, on the bottom of the new foreign field trip form, there are a series of statements, with one of them being that the Board of Education would not be responsible for financial obligations incurred as a result of the planning or the cancellation. The idea was that the Board was not responsible if there was money lost due to cancellation; the Board would have the right to cancel or revoke. The recommendation of insurance was important because the insurance protects the individual student from the loss. Mrs. Rickard did not think that the Board ever said they could cancel for any reason at all. She thought that there had to be a certain color threat level. Dr. Erardi explained that it was at the discretion of the Board and that Homeland Security has done away with color codes. He stated that the spirit of the amendment is clearly around safety.

AMENDED MOTION: by Mrs. Rickard, seconded Mrs. Notar-Francesco:

“Move to amend the motion to include the caveats of the Board’s right to rescind approval up to the day of the field trip, without any cost to the Board, and that staff reports to work if the trip is cancelled.”

Mr. Goralski complimented the organizers of the field trips who completed the forms because they were the most thoroughly completed forms that the Board has received in many years.

ROLL CALL VOTE – YES: Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Ms. Schroeder, Mrs. Rickard, Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mr. Goralski. **Motion carried unanimously.**

6. REPORT OF THE SUPERINTENDENT

a. Personnel Report

MOTION: by Mrs. Notar-Francesco, seconded by Ms. Schroeder:

“Move to approve the Personnel Report as submitted.”

Mr. Goralski noticed that several of the retirees are returning and serving two roles. Dr. Erardi explained that they are part-time employees. Mr. Goralski asked if the reason was because some were ARRA grant-funded and others were through the operating budget. Dr. Erardi replied that was correct.

ROLL CALL VOTE: YES – Mrs. Clark, Mr. Derynoski, Mrs. Fischer, Ms. Schroeder, Mrs. Johnson, Mrs. Notar-Francesco, Mrs. Rickard, Mrs. Carmody, Mr. Goralski. **Motion carried unanimously.**

7. OLD BUSINESS

a. Town Council / Board of Finance Communications

Mr. Goralski announced that last night he and Dr. Erardi attended the Drug Free Rally on the Town Green, but left early to attend the Board of Finance meeting. It was a unanimous vote by the Board of Finance to support the Middle School Feasibility Study. There were no caveats and it showed the collaborative teamwork efforts in this process. The Board of Finance minutes go before the Town Council now for approval as a consent agenda item. After the next Town Council meeting, Mr. Cox will be going before the Facility Committee with an RFP document, moving the Feasibility Study forward. He felt that they were starting to move in the right direction.

Mr. Goralski shared that Dr. Erardi, Mrs. DiNello, Mr. Cox and other town administrators have met to look over the North Center School bids. He noted that they are seeing the work of the Facility Committee coming to fruition.

Mrs. Rickard stated that she and Fred Cox attended the Capital Bonding Committee meeting last week. She explained that Dr. Urillo and Mr. D’Angelo were planning to go back to the Town Council and recommend that, because the process worked so well, they explore the opportunity to keep the committee together. Mr. Goralski asked when that committee was formed. Mrs. Rickard replied that, when Rev. Victoria Triano was the Town Council Chairperson, it started as conversations over time before it was officially formed over six years ago. Mr. Goralski noted that many things were fixed because of that committee. Mrs. Rickard thought that the Capital Bonding Committee was the first committee that had members from all three Boards in town and that was what made it so successful. She felt that committee set the tone for the future and she was very proud to have been on it the entire time.

b. Construction Update

Mr. Cox reported that the funding for the Education Capital Building Committee was \$4.6 million spent over a period of six years. He pointed out that there were 24 large projects that were completed because of that effort. Mrs. Rickard noted that Dr. Urillo acknowledged that, because of the economic times, many of the projects were completed under budget and money was left over to do even more things.

Mr. Cox reported that, for the Plantsville project, they were reviewing the lawn and site plantings and it should be accepted by the committee for November 1. It was the only outstanding punch list item at this time.

Mr. Cox reported that for the South End project, the site work was farther behind and he did not anticipate that being accepted until the spring, in May. They are working on the seasonal changes, and programming the mechanical equipment.

Mr. Cox reported that the Vo-Ag project would be discussed under the agenda item "New Business" for closeout.

Mr. Goralski stated that last winter there were some issues with the exhaust and heating at Plantsville School. He felt that, before they close it out, they should see a couple of cold days cycle through with the heating. Mr. Derynoski replied that the committee, engineers and architects feel very confident that they have identified the problem, changed out all of the fittings and added exhaust extensions beyond the manufacturer specifications. Mr. Cox stated that they wanted to go into the heating season and made sure all the repairs are thoroughly tested before the committee accepts the project.

Mrs. Johnson noted that they had issues with the windows at South End School and the HVAC system; she asked if they had any similar problems at Plantsville School. Mr. Cox replied that the windows at Plantsville School are sliding windows and open per the architect's specifications to eight inches. The specifications at South End School are a four-inch opening. They have been balancing the system, taking temperature and humidity readings. He stated that Mr. Saucier from the Building Committee, Newfield Construction and he went around on the recent hot and humid days and visited both schools. The relative humidity and temperature in the corridors and classrooms were almost identical. There were not problems in the spaces that were not air-conditioned in either school.

Mrs. Johnson's concern was that the heat spells were over for the year and could come again in June and both of these projects would be closed-out. She questioned what recourse they would have at that time in modifications. Mr. Cox replied that the committee already discussed not closing out the South End project until they are well into the warmer season and it has been proven to be functioning properly. One of the problems this year was the central hub of the building, which is air-conditioned, was being over cooled. When they went from the non-air-conditioned spaces into the over-cooled spaces, it was like opening an oven door going between the areas. He stated that was what they have been balancing and modifying for several months.

c. Re-dedication of Plantsville Elementary School Playscape

Dr. Erardi reported that the October 13 meeting was a very productive, meaningful meeting and re-captured the spirit of 1996. He stated that administration was strongly recommending that the Board members allow the committee to go forward with a finalized date and time.

Mrs. Rickard thanked the Board for allowing Plantsville to do this again and that it means a lot to all of them. She spoke with the family today and they are trying to make travel arrangements. She would get back to Dr. Erardi on Friday.

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

“Move to authorize the re-dedication of the Plantsville Playscape with the date to be determined.”

ROLL CALL VOTE: YES – Mr. Derynoski, Mrs. Fischer, Ms. Schroeder, Mrs. Johnson, Mrs. Notar-Francesco, Mrs. Rickard, Mrs. Carmody, Mrs. Clark, Mr. Goralski. **Motion carried unanimously.**

d. Henne Dedication: SHS Concession Stand ~ November 5, 2010

Dr. Erardi stated that the administration strongly recommended that the Board take action to allow the committee to dedicate the concession stand on November 5 at the home football game at half time.

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

“Move to dedicate the SHS Concession Stand to the Henne Family with the recognition on November 5, 2010 during half time at the football game.”

Mr. Goralski stated that he saw the plaque and he was excited about this because Helen Henne has worked on this before he was on the Board of Education. He thought that this was not just for football, but for everything at the high school. Although Mrs. Henne’s passion was mostly connected to the Gridiron Club and football, she has done this for the entire school community and it will benefit all sports. Mrs. Rickard noted that the initial funding stream has been on the Gridiron Club budget for a very long time as a capital item that was carried forward from year to year. She noted that Mrs. Henne and Ms. McGrath set-up a committee of representatives from all the different Booster Clubs and it will be a three-season concession stand. Mr. Goralski wanted to make sure that no one thinks that it was just for football because Mrs. Henne’s intent was never just for one sport; it was for the whole school community.

Dr. Erardi pointed out the committee felt that it was important to recognize the extraordinary effort with the Gridiron Club and that was why the plaque reads the way it does. He stated that, as this nears the finish line, there is a real strong partnership with the Maintenance Department, through the direction of Mr. Cox, taking all the skilled laborers and trying to make this come to completion.

Mr. Derynoski added that Mrs. Henne came to him eight years ago with the idea of building a concession stand, a freestanding building. At that time, they were in the process of talking about the Vo-Ag Center and where it was going to go. They did not want to have a

concession stand built that would need to be moved or torn down. He had asked her to hold off on it. When they got into the initial planning, the thought was that they could have it be part of Vo-Ag, but it did not work out. He noted that she has been very diligent in trying to accommodate the Gridiron, the Band Backers, and everybody. Mrs. Rickard added that one of the plans was to have it behind the baseball bleachers, but then Mr. Cox found all the underground pipes. There had been several different plans that have been discussed over the years. Mr. Derynoski commended Mrs. Henne for her due diligence in her approach to get this done and for never giving up.

ROLL CALL VOTE: YES – Mrs. Carmody, Mrs. Clark, Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Ms. Schroeder, Mrs. Rickard, , Mr. Derynoski, Mr. Goralski. **Motion carried unanimously.**

8. NEW BUSINESS

a. Job Description ~ Agriculture Science & Technology Department Secretary, High School (Class II)

b. Job Description ~ Secretary to Special Education & Curriculum Coordinator (Class II)

Dr. Erardi stated that he wanted to include agenda Item 8.b. with 8.a. Items 8.a. and 8.b. represent a change in workforce agreed upon by the bargaining group. He noted that Item 8.b. is a need, especially with the science CMT, for the coordinator who has oversight for math and science for additional time with her secretary. It is also his belief that, if they work more efficiently in the Ag Center Program, that they could reduce hours in the summer time. They are asking the School Board to endorse what has been agreed upon with the bargaining group, as well as the administrators that oversee both of those positions. There is no cost; they are changing hours from one job space to the next.

Mrs. Notar-Francesco totally agreed with the secretarial position for the Coordinator of Math and Science, but she was concerned about the Vo-Ag Secretary being reduced by those summer hours. She wondered what has changed in the job description that Dr. Erardi feels they could do this because she was sure that they had to justify this position when it was first put into place. Dr. Erardi believed that, as they look to hire this position, the technology skill-set from the new staff member would create efficiencies that were not in that office in the past.

Mrs. Notar-Francesco noted that the Vo-Ag Department Head and Vo-Ag teachers needed to work 228 days in the school year by statute so they are there in the summer for a number of days. Now, the secretarial support is being cut from them; she wanted to know what Dr. Erardi would be doing to help the Department Head meet responsibilities on the clerical end. She would hate to see the Department Head be the one actually doing the clerical work. Dr. Erardi replied that, in conversation with Mrs. Stannard, Vo-Ag Department Head, they touched on a number of things and they believe that they can do this and she was willing to watch what takes place. A great deal of the summer work has to do with the students' projects, coordinating visits, and transportation and much of that could be done prior to the close of the school year. He also noted that they do have office staff on-site because the Ag Center Program is a part of the larger picture at the high school and they have secretaries that work all summer long. Dr. Erardi felt that, from the internal scan that they have done, this is doable. If they need to come

back to the School Board at some point to revisit Ag Science, they will do that. It is their clear belief that the Math / Science Coordinator needs additional help and they are looking to balance this at no cost. They are confident that it could work, but if it does not, administration would bring it back to the Board.

Mr. Derynoski noted that on these job descriptions they changed the 10-month to a 12-month work year and then a 12-month to a 10-month. He thought that all the other job descriptions identify the workdays per year. Mrs. Hunt [Personnel Manager] responded that secretaries' job descriptions usually state if it is a 12-month or 10-month position. Mr. Derynoski questioned what months they had off. Mrs. Hunt replied that the 10-month secretaries work the school year from September to June and the 12-month secretaries are all year. Mr. Derynoski asked what happens if they start school the last week of August. Mrs. Hunt replied that they start with the first day of school. Mr. Derynoski stated that now they would be working 11-months. Mrs. DiNello clarified that they also have secretaries that they equate in days and they have the 10-month positions, which Mrs. Hunt was referring to, that they also call their 181-day school-year secretaries. They also have their 212-day secretaries that work 10 days before school starts and 9 days following the last day of school. They do have that spelled out within the contract for workdays. She noted that it is easier to refer to them as 12 and 10 months, but within their contract they refer to them as 181 days or 212 days. Dr. Erardi suggested that they stay with the language that was in the bargaining unit contract. Mrs. Hunt added that the bargaining unit was comfortable with this language. The school-year positions are considered 10-month positions. Mr. Derynoski thought that they should make a note for the next negotiations to change the language in the contract.

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

“Move to approve both job description changes as submitted.

ROLL CALL VOTE: YES – Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Ms. Schroeder, Mrs. Rickard, Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mr. Goralski. **Motion carried unanimously.**

d. Project Close-Out ~ Carl M. Small Regional Vo-Ag Center

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

“Move to close out the Carl M. Small Regional Vo-Ag Center as complete and direct administration to close out the project with the Town’s Finance Department and the State Department of Education.”

Mrs. Johnson asked Mr. Cox if the difficulties they had with the overhang were resolved. Mr. Cox replied that they had to go through two winters of testing and replacing sidewalks. They put a watertight roof structure over the opening where there was latticework before, which allowed snow and ice to form. They had to remove the sidewalk and put in a heated system and a membrane roof that made it water tight. Any snow that drifts there now melts with the heated sidewalks. Last winter, during the storms, it was deemed safe and appropriate.

Mrs. Johnson stated that heating system was working as opposed to the one that was in the front of the high school. Mr. Cox replied that the one on the promenade in the front of the

original building is currently working and is an electric heated system. The system at Vo-Ag is a hot water system. Mrs. Johnson asked him if he was satisfied that the roof and the heating system for the snowmelt were satisfactory. Mr. Cox stated that he was absolutely satisfied that they were.

Mrs. Notar-Francesco questioned the opening and closing of the greenhouse roof. Mr. Cox replied that the greenhouse roof repairs from the windstorm were covered partially by insurance and the repairs were done along with using the maintenance budget. Mrs. Notar-Francesco asked if it was operating satisfactorily. Mr. Cox replied that it was and that they are still dealing with some programming with local specialists. The Maintenance Department was working with Mrs. Marion Stannard on that. The unit was out of warranty and they are satisfied with the way it was working right now and are keeping an eye on it.

Mrs. Rickard recalled that during the Vo-Ag project they had to put up significant netting to protect the side of the building from baseballs and asked if that had been successful. Mr. Cox replied that denting of the building has not taken place since that was installed.

ROLL CALL VOTE: YES – Ms. Schroeder, Mrs. Rickard, Mrs. Carmody, Mrs. Clark, Mr. Derynoski, Mrs. Fischer, Mrs. Notar-Francesco, Mrs. Johnson, Mr. Goralski. **Motion carried unanimously.**

e. July 1, 2011 – June 30, 2014 SAA/Board of Education Agreement

Mr. Goralski stated that this item would follow Executive Session.

f. Acceptable Use Policy #4118.5 ~ (First Reading)

Mr. Thiery explained that this policy was the partner of the student policy that was passed by the Board last year. The policy came to the Board last spring and the Board made some recommendations and suggestions around appropriate use. The committee sought legal counsel and had the Technology Director attend a conference around some of these issues and bring back advice from the conference. The topic at the conference was actually run by our legal counsel. The committee re-drafted the policy. It comes before the Board as a first read, even though they have seen it already, because of the time gap. There has been some talk around the state regarding social networking and this policy is different, although the two are related items. He noted that in the spring the Board passed a Social Networking Policy well ahead of the rest of the state. This policy addresses the appropriate way to use the technology that the school system provides for professional use. It includes a consent form of understanding that will be signed annually.

9. EXECUTIVE SESSION FOR A STUDENT MATTER, SAA NEGOTIATIONS AND PENDING LITIGATION

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

“Move to go into Executive Session, excluding the public and the press, for the purpose of discussing a Student Matter, SAA Negotiations and pending litigation, and upon conclusion reconvene to open session to complete the agenda.”

Motion carried by voice vote.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Linda Blanchard

Recording Secretary

**SOUTHINGTON BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

**EXECUTIVE SESSION
OCTOBER 14, 2010**

Mr. Brian Goralski, Board Chairperson, called the Executive Session to order at 8:50 p.m.

Members Present: Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Rosemarie Fischer, Mrs. Patricia Johnson, Mrs. Jill Notar-Francesco, Ms. Michelle Schroeder, Mrs. Kathleen Rickard, Mr. Brian Goralski.

Administration Present: Dr. Joseph V. Erardi, Jr., Superintendent of Schools, and Mrs. Sherri DiNello, Director of Business and Finance.

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

“Move to go into Executive Session, excluding the public and the press, for the purpose of discussing a Student Matter, SAA Negotiations, and pending litigation, and upon conclusion reconvene to open session to complete the agenda.”

Motion carried by voice vote.

Mrs. DiNello left the meeting at 9:05 p.m.

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

“Move that the Board return to public session.”

Motion carried unanimously by voice vote.

The board reconvened public session at 9:22 p.m.

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

Move to add a student expulsion to the agenda as item 9. a.

Motion carried unanimously by voice vote.

MOTION: by Mrs. Notar-Francesco, seconded by Ms. Schroeder:

“Move to accept the Collective Bargaining Agreement between the Southington Administrators’ Association and the Southington Board of Education for July 1, 2011 to June 30, 2014.

Motion carried unanimously by voice vote.

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

“Move to expel student 2010-2011-07 as recommended by the Superintendent of Schools.”

Motion carried unanimously by voice vote.

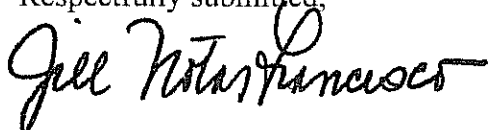
MOTION: by Mr. Derynoski, seconded by Mrs. Carmody:

“Move to adjourn.”

Motion carried unanimously by voice vote.

The Board adjourned at 9:25 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill Notar-Francesco". The signature is written in a cursive, flowing style.

Jill Notar-Francesco, Secretary
Southington Board of Education

Administration: Board of Education Update October 14, 2010

1. **Paperless Initiative – BOE Update:**
 - a. **Cox Advisory Committee – November 9th**
2. **Adult Education – 2010/2011** (Attachment #1)
3. **Project Choice – October 22nd – 3:00 p.m. – PES**
4. **Board Retreat – Agenda Setting / Date Setting**
5. **Delegate Breakfast – Agenda Setting / Date Setting**

Joel
Exempt
10/14/10

Southington Continuing Education
720 Pleasant Street
Southington, Conn.06489 860-628-3229X333

Fall Registration:

Last year was 275 pupils

This year was 320 pupils

Fund Balance according to Class Quick Report

| | |
|----------------------|-------------|
| July, 2008-June 2009 | \$41,163.51 |
|----------------------|-------------|

| | |
|----------------------|-------------|
| July 2009-April 2010 | \$49,554.05 |
|----------------------|-------------|

| | |
|--------------------------|-------------|
| July 2009-September 2010 | \$55,750.87 |
|--------------------------|-------------|

Southington Continuing Education
720 Pleasant Street
Southington, Conn.

860-628-3229-x333

FREE BASIC COURSES:

| | | | |
|-----------------|--------------------|-------------|-----|
| Math Refresher | Monday 6:00-8:00PM | 4- students | SHS |
| Americanization | Monday 6:00-8:00PM | 2-students | SHS |
| ESL | Monday 6:30-8:30PM | 9-students | SHS |

| | | | |
|--------------------|---------------------|------------|-----|
| GED English | Tuesday 6:00-8:00PM | 8-students | SHS |
| GED Social Studies | Tuesday 8:00-9:00PM | 8-students | SHS |

| | | | |
|-------------------|-----------------------|------------|-----|
| GED Math | Wednesday 6:00-8:00PM | 8-students | SHS |
| GED Science | Wednesday 8:00-9:00PM | 7-students | SHS |
| Literacy | Wednesday 6:00-8:00PM | 0-students | SHS |
| English Refresher | Thursday 6:30-8:30PM | 8-students | SHS |

Morning GED, ABE, ESL Times Vary Days Vary Public Library
According to students needs

Enrichment Classes:

| | | | |
|-------------------|--------------------|-------------|-----|
| Microsoft Excel | Monday 5:30-7:00PM | 4-students | SHS |
| Microsoft Office | Monday 7:00-9:00PM | 11-students | SHS |
| Scrapbooking | Monday 6:30-8:30PM | 5-students | SHS |
| Quilting Beginner | Monday 6:30-8:30PM | 11-students | SHS |

| | | | |
|---------------|--------------------|------------|---------------|
| Aerobics | Monday 6:15-7:00PM | 8-students | Hatton School |
| Step Aerobics | Monday 7:30-8:30PM | 6-students | Hatton School |

Money received from Monday Night Classes : \$5,010.00

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| | | | |
|---------------------------|---------------------------------|-----------------|------------------------------|
| Cake Decorating | Tuesday 6:30-8:30PM | 4-students | DePaolo Middle School |
| Zumba Gold | Tuesday 7:00-9:00 PM | 79-students | Hatton School |
| Hatha Yoga | Tuesday 6:00-7:00 PM | 20-students | Kelley School |
| Hatha Yoga | Tuesday 7:15-8:30 PM | 10-students | Kelley School |
| Hatha Yoga | Tuesday 6:00-7:00PM | | Kelley School Starts in Oct. |
| Hatha Yoga | Tuesday 7:15-8:30PM | | Kelley School Starts in Oct. |
| SAT PREP | Tuesday & Thursday 6:00- 8:00PM | SHS | Class size varies |
| | OUTSOURCED | | |
| Intro Digital Photo | Tuesday 6:30-8:30PM | 9-students | SHS |
| Learn to Crochet | Tuesday 6:30-8:00PM | 5-students | SHS |
| Feng Shui | Tuesday 7:00-9:00PM | Starts November | SHS |
| Window Replacement | Tuesday 7:00-9:00PM | 5-students | Starts October SHS |
| Fundamentals of Investing | Tuesday 7:00-9:00PM | 0 students | SHS |

Money received from Tuesday Classes: \$4,465.00

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Portraiture in Oil/Pastel Wednesday 6:30-8:30PM 8-students SHS

Aerobics Wednesday 6:15-7:15PM 8-students Hatton School
 Body Flex Wednesday 7:30-8:30PM 10-students Hatton School
 Woodworking Wednesday 6:30-8:30PM DePaola Middle School

Intro to Photo Shop Thursday 6:30-8:30PM 0-students SHS
 Italian I Thursday 7:30-9:00PM 0-students SHS
 Italian II Thursday 6:00-7:30PM 6-students SHS
 Spanish I Thursday 6:30-8:30PM 7-students SHS
 Spanish II Thursday 6:30-8:30PM starts in October SHS
 Retirement Options Thursday 7:00-9:00PM starts in October SHS

Zumba Toning Thursday 7:00-8:00PM 52-students Hatton School
 Beginner Line Dance Thursday 6:30-7:30PM 12-students Flanders “
 Plus Line Dance Thursday 7:30-8:30PM 7-students Flanders “

Money received from Wednesday and Thursday night: \$3,465.00