

Historic Southington, Connecticut



First Congregational Church
(Third Meeting House of the Town)
c. 1830



Although Southington was formally established as a town, separate from Farmington, in 1779, its roots go back to a much earlier time. Samuel Woodruff, Southington's first white settler, moved south from Farmington to the area then known as "Panthorne". The settlement grew, prospered and came to be known as "South Farmington" and then later, the shortened version, "Southington."

A meeting house, independent of the Farmington parish, was first constructed here in 1726 and was used until 1757. Its location on the site of the present Oak Hill Cemetery, is commemorated by the First Meeting House stone and plaque.

Southington became a thriving community with the construction of dwellings, taverns and stores. Industry flourished rapidly. In 1767, Atwater's grist mill was established and by 1790 Southington had a button factory, saw mills, a brass foundry and potash works. In addition, the first machines to make carriage bolts were developed in Southington.

Southington played a part in this country's military heritage. Important town visitors during the Revolutionary War include Washington, Lafayette and Count Rochambeau.

Southington today is a growing community, once described as "A Microcosm of America". The town is located in Hartford County, within 20 miles of Hartford and 9 miles of Waterbury, and includes the sections of Plantsville, Milldale and Marion. The geographic area of the town is 36.8 square miles, ranking it 40th out of 169 Connecticut towns, and its population is approximately 43,000. While today it is a modern residential, commercial and industrial community, Southington is proud of its history.

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Southington Town Hall

Department Heads:

Mark J. Sciota	Town Manager
Teresa Babon	Director of Assessments & Revenue
John Smigel	Building Official
Robert Verderame	Calendar House – Senior Director
Janet Mellon	Community Service Director
Louis Perillo, III	Economic Development Coordinator
Keith Hayden	Director of Public Works
Annette Turnquist	Town Engineer
Richard Butler	Fire Chief
Emilia C. Portelinha	Finance Director
Shane Lockwood	Health Director
Jay Baker	Information Technology Director
Kristi Sadowski	Library Director
Robert A. Phillips	Planning & Community Development Director
John F. Daly	Police Chief
David A. Lapreay	Recreation Director
Tom Janik	Registrar of Voters
Robert L. Sherman	Registrar of Voters
Kathy Larkin	Town Clerk
Peter Stallings	Water Pollution Control Superintendent
Christina Simms	Youth Service Director

TOWN OF SOUTHTON
BOARDS AND COMMISSIONS
June 30, 2019

TOWN COUNCIL

9 members - 2 yr. terms to November 2020

Christopher J. Palmieri Chairman
Dawn Miceli, Vice Chairman
Christopher J. Poulos
Tom Lombardi
Victoria Triano
Kelly Morrissey
John N. Barry
Victoria Triano
Michael A. Riccio

TOWN MANAGER
TOWN ATTORNEY
ASSISTANT TOWN ATTORNEY

Mark J. Sciota
Carolyn Futtner
Paul Bedard

BOARD OF EDUCATION

9 members - 2 yr. terms

	<u>Nov.</u>
Brian S. Goralski, Chair	2019
Terri C. Carmody	2019
Colleen W. Clark	2019
David J. Derynoski	2019
Lisa Cammuso	2019
Joseph Baczewski	2019
Robert Brown	2019
Zaya G. Oshana, Jr.	2019
Patricia A. Queen	2019

BOARD OF FINANCE

6 members - 2 yr. terms

	<u>Nov.</u>
John J. Leary, Chair	2019
Joseph K. Labieniec, VC	2019
Kevin R. Beaudoin	2019
Tony Morrison	2019
Susan J. Zoni	2019
Edward S. Pocock, Jr.	2019

REGISTRARS OF VOTERS

2 members - 4 yr. terms, elected

	<u>Jan.</u>
previous November	2021
Thomas S. Janik	2021
Robert L. Sherman	2021

TOWN CLERK

6 yr. term, elected previous Nov.

	<u>Jan.</u>
Kathy Larkin	2020

PLANNING & ZONING COMMISSION

7 members - 4 yr. terms

	<u>Nov.</u>
Michael DelSanto, Chair	2021
Paul Chaplinsky, Jr., VC	2021
Jennifer Clock	2019
James Sinclair	2019
James E. Morelli	2019
Susan Locks	2021
Robert Hammersley	2021

PZC ALTERNATES

4 members - 4 yr. terms

	<u>Nov.</u>
Theodore Cabata	2019
Joseph F. Coviello	2019
Ross Hart	2019
Peter Santago	2021

BOARD OF WATER COMMISSIONERS

6 members - 4 yr. terms

	<u>Nov.</u>
Michael S. Domian, Pres.	2019
Erika Pocock	2019
Robert M. Berkmoes	2019
Ralph Warner	2021
Rudolph Cabata	2021
Thomas J. Murphy	2021

BOARD OF ASSESSMENT APPEALS

3 members - 4 yr. terms

	<u>Oct.</u>
Jerry W. Belanger	2020
James M. Bowes	2020
Barbara P. Roberts	2019

BOARD OF ETHICS

4 members - 3 yr. terms (6 yrs. Consec.)

	<u>Aug.</u>
Atty. William Weber	2019
Patricia Johnson	2020
Andrew J. Meade	2019
Gloria Brown	2020

BOARD OF ETHICS ALTERNATES

2 members - 3 yr. terms

	<u>Aug.</u>
Steven J. Walowski	2021
Christine Shanley - Buck	2021

BOARD OF FIRE COMMISSIONERS

5 members - 4 yr. terms

	<u>Nov.</u>
Michael C. Bunko, Chr	2020
Christine Shanley-Buck	2022
Nathan Wilson	2022
Christopher Robertson	2019
John Moise	2021

BOARD OF POLICE COMMISSIONERS

5 members - 4 yr. terms

	<u>Nov.</u>
David DellaVecchia	2022
Stephen Kalkowski	2019
James Sinclair	2021
Stephen C. Pestillo	2020
James Verderame, Chair	2022

CAPITOL REGION COUNCIL
OF GOVERNMENTS (CRCOG)

2 members

Christopher J. Palmieir, Council Chair
Mark J. Sciota, Town Manager

CENTRAL REGIONAL TOURISM
DISTRICT BOARD

1 member - 3 yr. term

	<u>Sept.</u>
Dawn Miceli	2021

COMMISSION ON DISABILITIES

9 members - 2 yr. terms

	<u>April</u>
Karen M. Leary	2019
Mary F. Etter	2019
George J. Pohorilak, Chair	2019
Susan Spatafore	2019
Ryan P. Rogers	2019
Diane M. Snow	2019
June C. O'Leary	2019
Marlene Carbone	2019
Debra Ruzzi	2019

CONSERVATION COMMISSION

7 members - 4 yr. terms

	<u>April</u>
Theresa A. Albanese, Chair	2019
Christopher Borowy	2021
Jeffrey L. Crown	2020
Alicia J. Novi	2020
William O'Camp	2019
Mathew Bunko	2022
James P. Sullivan	2021

CONSERVATION COMM. ALTERNATES

2 members - 4 yr. terms

	<u>April</u>
Vacancy	2021
Shari Guarino	2021

CONSTABLES

7 members - 2 yr. terms

	<u>Nov.</u>
Joseph DelDebbio	2019
Michael Pompei	2019
Nathan Berkmoes	2019
Michael Gaudio	2019
Dennis P. Conroy	2019
Thomas DelSanto, Sr.	2019
David Zoni	2019

ENTERPRISE AND ECONOMIC
DEVELOPMENT COMMITTEE (SEED)

13 members - 4 yr. staggered terms

	<u>Sept.</u>
James Garstang	2020
David M. Pestillo, VC	2019
Mark Sciota	2019
Juanita Champagne	2020
Lucille Cusano	2021
Jack Daly	2022
Jeffrey A. Gagnon	2020
Allen I. Harrison	2022
Louis Perillo	2019
Dana G. Rickard	2021
Thomas O'Shea	2021
Edward Pocock III	2019
Michael Riccio	2021

HISTORIAN

Phil Wooding

HOUSING AUTHORITY

5 members - 5 yr. terms

	<u>Oct.</u>
Sharon M. O'Brien, Chair	2020
Agnes Bart	2019
Stuart Savelkoul	2023
Sharon M. O'Brien	2020
John J. Vey, Jr.	2021
Angela Monica (tenant member)	2019

LIBRARY DIRECTORS

9 members - 4 yr. terms

	<u>Nov.</u>
Mary Ellen D'Angelo, Chair	2021
Heidi K. Bittner, Sec.	2019
Patricia Kraut	2019
Walter Grover	2019
Frances W. Meade	2021
Robert W. Cusano	2019
Jenifer Micacci	2019
Kevin E. Curtiss	2019
Valerie E. DePaolo	2019

OPEN SPACE

ACQUISITION COMMITTEE

8 members - 2 yr. terms

	<u>Nov.</u>
Dawn Miceli, Chr	2019
John Barry, V. Chair	2019
Robert Berkmoes	2019
Paul Chaplinsky	2019
Valentino Guarino	2019
Edward S. Pocock, Jr.	2019
Michael Riccio	2019
Dave Lavallee, Ex- Offico	2019
Rob Phillips, Ex- Offico	2019

PARKING AUTHORITY

5 members - 5 yr. terms

	<u>Nov.</u>
Andrea Berkmoes	2023
Mark J. Meade, VC	2021
Mathew W. Florian	2019
Michael Gaudio	2020
Elaine Bedard	2021

PARKS & RECREATION BOARD

5 members - 4 yr. terms

	<u>Oct.</u>
Michael J. Fasulo, Chair	2021
Julie Portfolio	2022
Michael T. DeFeo, VC	2021
Robert E. Galati	2019
Joseph Miceli	2022

SENIOR CITIZENS COMMISSION

9 members - 3 yr. terms

	<u>March</u>
C. Mark White, Chair	2020
Elliott R. Colasanto, Sec	2020
Kimberly R. Roy	2019
Clifford H. Snow	2020
Elaine D. Bedard	2021
Nathan Wilson	2019
Paul Shupenko	2019
John C. Flynn	2021
Bartolomeo Cammuso	2021

ZONING BOARD OF APPEALS

5 members - 4 yr. terms

	<u>Nov.</u>
Robert Salka, Chair	2019
Alicia Novi, V Chair	2022
Joseph LaPorte	2019
Theodore Cabata	2022
Erica Byrne	2022

ZBA ALTERNATES

4 members - 4 yr. terms

	<u>Nov.</u>
Ronald Bohigian	2019
Christina Volpe	2022
Ryan Rogers	2019
Jeffrey D. Gworek	2022

SELF-INSURANCE COMMITTEE

9 members - 2 yr. terms

	<u>Oct.</u>
Joseph Labieniec, Chair	2019
Christopher Poulos, V Chair	2019
John Barry	2019
Kevin Beaudoin	2019
Colleen Clark	2019
Tom Lombardi	2019
Zaya Oshana	2019
Patrica Queen	2019
Salvatore J. Dominello	2019
Joe Spurgeon	2019
Sherri DiNello	2019
Emilia Portelinha	2019

PLAINVILLE-SOUTHINGTON REGIONAL
HEALTH DISTRICT (est. 7/1/11)

7 members

	<u>July</u>
Joseph Marino, VC	2019
Kelly Morrissey	2020
John N. Barry	2019
Stephanie A. Urillo	2020
Mark Sciota	2021
Robert E. Lee	2021
Charlotte Politis, Chair	2020

Town of Southington

Town Council

CHRISTOPHER J. PALMIERI, CHAIRMAN
DAWN A. MICELI, VICE CHAIRMAN
JOHN N. BARRY
WILLIAM DZIEDZIC
TOM LOMBARDI
KELLY MORRISSEY
CHRISTOPHER J. POULOS
MICHAEL RICCIO
VICTORIA TRIANO



Town Manager

MARK J. SCIOTA
(860) 276-6200
FAX (860) 628-4727

Honorable Chairman
and Town Council

Ladies and Gentlemen:

It is my distinct pleasure to submit to you the Town's 53rd Annual Report under the Council-Manager plan covering the period July 1, 2018 to June 30, 2019.

This year's report will reflect our dedication to good stewardship of our taxpayers' resources and a rededication to providing the best customer service possible. Each of the departments describes the work that they have accomplished for our residents over this past year. Our intent is to provide the very best local government possible.

Southington's strong financial management has led the Town to once again be rated AA+ with Standard and Poor's Rating Agency, allowing us to borrow money at very competitive rates. Our financial rating is due to solid management by the department heads and a strong community built on smart economic development.

We have a wonderful town government made up of many dedicated professionals committed to providing first class services. We hope you enjoy reading what your departments have accomplished over the course of this past year. We appreciate your support and look forward to serving you in the years ahead.

Very truly yours,
TOWN OF SOUTHTON

Mark J. Sciota
Town Manager

"City of Progress"

Town of Southington

Department of Assessments



Department of Assessments Annual Report July 2018 thru June 2019

The 2018-2019 fiscal year was a very busy year for the department. The Town's Grand List continued to experience significant growth, especially when compared to surrounding communities. The volume of building permits, real estate transactions and subdivision activity remained strong.

From a staffing perspective, we lost Deputy Assessor, Jennifer Gauthier. We wish her well in her new position as Municipal Assessment Professional at OPM. Erin O'Connell was later promoted from within, to fill the Deputy vacancy. Finally, Michelle Tarca joined us from the Town Clerk's office to fill the last open spot.

I want to thank my hard working staff of Tracey Fernandez, Lisa Bonenfant, and Michelle Tarca for maintaining a level of professionalism our residents have become accustomed to, even during the staffing turnover. I would also like to thank Erin O'Connell for stepping into a chaotic situation and being able to display competence and steadiness when it was needed the most.

Here are the final 2018 Grand List assessment totals:

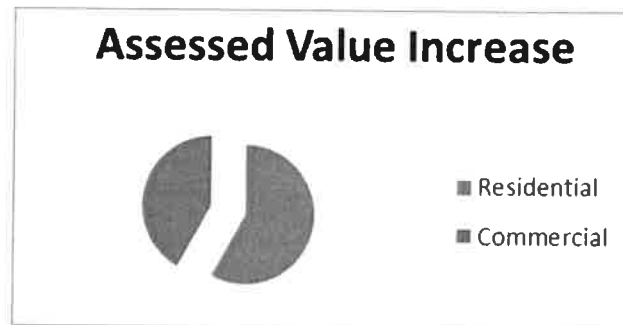
Comparison Net Taxable Value

	2017	2018	Change	% Change
Real Estate	3,410,466,600	3,444,774,690	34,308,090	1.01%
Motor Vehicles	363,374,378	369,918,790	6,544,412	1.80%
Personal Property	235,100,057	253,821,033	18,720,976	7.96%
	=====	=====	=====	=====
Grand Total	4,008,941,035	4,068,514,513	59,573,478	1.49%

Real Estate

The net assessment of real estate increased by approximately 34.3 million or 1.01 percent. As can be seen in the table below, commercial properties represented just over 35% of the new construction activity. This is a moderate decrease when compared to the 2017 Grand List. In 2017, commercial assessments increased by approximately 13 million and represented almost 42% of the total real estate assessed value increase.

	Assessed Value	
Property	Increase	Percent
Residential	22,052,990	64.89%
Commercial	11,929,510	35.10%
Total	33,982,500	



Some of the more substantial increases in assessed value are as follows:

1081 West St	Courtyard by Marriott	4.4 million	(65% complete as of 10/1/2018)
1588 M&W Rd	CT Self Storage of Southington	1.7 million	
462 Queen Street	Hartford Healthcare Medical	1.4 million	
West St/M&W Rd	(2) Dollar General Stores	1.1 million	

Pro-rated assessments were generated increasing assessments by 1.2 million for renovations at the Holiday Inn Express on Laning St, completion of the AAA building on Queen St, construction of two new manufacturing buildings on Industrial Dr, as well as upgrades to the old Pratt & Whitney building on Aircraft Rd.

Other significant projects remain in the "pipeline." Construction continues within notable residential developments including: Winding River Estates on Tridell Dr, North Ridge Estates on Welch Rd, Hillcrest Village on Meriden Waterbury Rd, Woodland Heights on Loper St, Bayberry Woods Apartments on Hunters Ln, and of course the condominiums on Beecher St and Water St.

Personal Property

The increase in the assessed value of business personal property at 7.96%, while only half of what the increase was for the 2017 grand list, is still quite respectable. The growth in personal property assessments goes hand-in-hand with new commercial real estate construction. Existing businesses continue to invest in new furniture, fixtures, and equipment.

Assessed values of business personal property are determined from the business personal property declarations that are filed annually by the 2,100 businesses located in Southington. With the 2018 grand list, we instituted an outreach program to businesses in town that have historically had difficulty in filling out the declaration. We offered guidance and suggestions to make the process easier to understand. This outreach will continue with businesses in town as new ones open.

In contrast to real estate, which is reassessed once every five years, business personal property is assessed annually at market value. Market value of business property, which includes computers, furniture, fixtures and equipment, is determined by applying depreciation to the original cost on an annual basis. In other words, as a business item remains in place and ages, its value decreases. In order for the personal property portion of the Grand List to increase year-over-year, the value of new equipment purchased must exceed the depreciated drop in value of existing equipment. As the chart below indicates, the taxable assessed value of business personal property has increased by more than \$100 million over the last 10 years. This occurred in spite of the State of Connecticut's decision to totally exempt all manufacturing equipment in 2010.

Year	Personal Property Net Grand List	Change in Value	Percent Change
2008	161,402,164	8,794,772	5.76%
2009	163,628,484	2,226,320	1.38%
2010	162,030,003	-1,598,481	-0.98%
2011	171,875,741	9,845,738	6.08%
2012	173,601,414	1,725,673	1.00%
2013	175,888,086	2,286,672	1.32%
2014	192,512,504	16,624,418	9.45%
2015	197,598,481	5,085,977	2.64%
2016	205,783,093	8,184,612	4.14%
2017	235,100,057	29,316,964	14.25%
2018	253,821,033	18,720,976	7.96%

There was a \$2.3 million assessment increase associated with nine (8) new businesses which included Popeye's Louisiana Chicken, Chipotle Mexican Grill, Elegance Dental, O & G Industries, Pustola & Associates, Mission BBQ, Roche Diagnostics, and Chick Fil-A.

Approximately ten (10) percent of all business locations account for over 90% of the assessed value of business personal property. In the table below are the top 30 companies in Southington as of October 1, 2018. They are ranked by the net assessed taxable value of their business property. The highlighted companies indicate businesses not in the rankings 10 years ago.

1 CONNECTICUT LIGHT & POWER	11 COCC	21 HOSPITAL OF CENTRAL CONNECTICUT
2 YANKEE GAS SERVICES CO	12 STOP & SHOP SUPERMARKET CO	22 SHOPRITE OF SOUTHTON
3 YARDE METALS INC	13 MOHAWK NORTHEAST INC	23 LOWES HOME CENTERS INC
4 SUPERIOR INC	14 A DUIE PYLE INC	24 TARGET CORPORATION
5 ESPN INC	15 SUPREME FOREST PRODUCTS INC	25 WELLS FARGO VENDOR FINANCIAL
6 WEBSTER FINANCIAL CORP HEADQUARTERS	16 PRICE CHOPPER SUPERMARKET	26 AQUA TURF CLUB INC
7 FESTIVAL FUN PARKS LLC	17 BJS WHOLESALE CLUB	27 ENVIRONMENTAL DESIGNS INC (WINTERBERRY GARDENS WEST ST)
8. MEDEX INC	18 BRIAD LODGING GROUP SOUTHTON	28 WAL-MART STORES EAST
9 BLACK & DECKER (US) INC	19 MT SOUTHTON SKI AREA INC	29 STARPLEX OPERATING LLC
10 BRUNALLI CONSTRUCTION CO INC	20 HOME DEPOT USA INC	30 CT BAKED POTATO 5287 (WENDYS)

Motor Vehicles

Approximately 78% of the motor vehicle Grand List is made up of vehicles associated with private, personal use such as passenger cars, campers, and motorcycles. However, four (4) companies (A Duie Pyle, F&F Concrete, Mohawk Northeast, and Superior Inc.) account for a total assessed value of nearly \$8.2 million.

Summary

It's important to note that Southington continues to experience a significant expansion in residential, commercial, and industrial development. The effects of this growth will be experienced over the next few years.

Southington Top Ten Taxpayers

RANK	PROPERTY OWNER	LOCATION	REAL ESTATE ASSESSMENT	PERSONAL PROPERTY ASSESSMENT	TOTAL
1	Eversource(Connecticut Light & Power	Various	2,142,980	115,090,810	117,233,790
2	Yankee Gas Services	Various	60,280	22,417,260	22,477,540
3	45 Newell Street Associates (Yarde Metals)	45 Newell Street	13,489,810	9,203,730	22,693,540
4	Home Depot	1816 Meriden Waterbury Tpke. & 89 Interstate Park Dr.	14,237,630	1,492,540	15,730,170
5	R K Southington (RK Queen Plaza	825 Queen Street	11,744,070		11,744,070
6	Southington/Route 10 Associates (Shop Rite Plaza)	750 Queen Street	11,383,400		11,383,400
7	Target Corporation	600 Executive Blvd.	9,933,590	919,700	10,853,290
8	Execsouth KKF LLC (Lowes)	500 Executive Blvd.	9,048,200	931,460	9,979,660
9	Olson Murial et al(Wal-Mart Plaza)	235 Queen Street	9,318,330		9,318,330
10	Briad Lodging Group Southington	1096 West Street	7,412,210	1,090,540	8,502,750

Respectfully,



Teresa M. Babon, CCMC

Director of Assessment & Revenue

Office of Building Department

Town of Southington, Connecticut

John Smigel
Building Official
(860) 276-6242
Fax (860) 276-6295



John Weichsel
Municipal Center
196 North Main Street
Southington, CT 06489

The main mission of the Southington Building Department is to protect the lives, safety and property of the residents, businesses and visitors of the Town of Southington, maintain quality of life and promote safe economic development through administering the State Building code through education, inspections, plan reviews and enforcement of the State Building code.

The department consists of the Building Official, Assistant Building Inspector, Electrical Inspector, Mechanical Inspector, Building Department Secretary and Office Assistant.

REPORT OF THE BUILDING OFFICIAL JULY 1, 2018 TO JUNE 30, 2019

REVENUE RECEIVED BY MONTH:

JULY	\$ 75,680.91
AUG	\$ 85,222.82
SEPT	\$ 68,428.68
OCT	\$ 72,803.49
NOV	\$ 60,737.09
DEC	\$ 42,234.81
JAN	\$ 43,743.47
FEB	\$ 48,334.60
MAR	\$ 86,753.57
APR	\$ 72,110.01
MAY	\$ 93,886.04
JUNE	\$ 83,715.66

MINUS STATE & FIRE DEPT FEES: (\$32,954.65)

TOTAL REVENUE RECEIVED: \$800,696.50



CALENDAR HOUSE
TOWN OF SOUTHTON
SENIOR CENTER
388 PLEASANT STREET
SOUTHTON, CONNECTICUT 06489
TELEPHONE 621-3014

ANNUAL REPORT FY-2018/2019

Calendar House, the Town of Southington's Senior Center is a multipurpose facility which provides a focal point in the community for residents 55 and older, and residents aged 18 and older, who are disabled, as defined by Social Security standards.

The Center's purpose is to serve as a resource center, providing a broad range of services and activities to meet the diverse social, physical and intellectual needs of older adults and disabled individuals.

This facility is unique in that our members and staff are encouraged to help implement various activities to reinforce positive attitudes and preserve individual dignity.

In pursuing its mission, this Center shall enhance an atmosphere of compassion, equality and mutual concern for all older adults and disabled individuals.

Our diversity is best reflected in the variety of art and craft classes, the always expanding computer classes, energetic exercise classes and numerous informative educational and wellness classes.

This report will expand upon the FY 2018/2019, providing insight and information regarding this community asset.

The Center's membership as of June 30, 2019 was **5,505** members with **684** new members added during FY 2018/2019.

Fiscal Year 2018/2019 saw the true beginning of our new Senior Center. Construction to the parking lot was completed and then a grand opening and ribbon cutting took place in September, along with our official Certificate of Occupancy that was handed to us by the Town Manager, Mark Sciota.

My thanks to the Southington Town Council, Board of Finance, Calendar House Building Committee, our Senior Citizen's Advisory Board, my staff, Calendar House members and of course the voting residents of Southington for passing our beautiful building through the Town Referendum.

Here is what the rest of fiscal year 2018/19 provided:

Calendar House offers a wide variety of fine arts and craft classes including, acrylic painting, drawing, water color painting, pastels, adult coloring, poetry and quilting. We also have occasional one day art and craft and/or painting classes, all with experienced instructors. After taking a year off due to construction, our Fine Arts and Crafts Exhibition was held once again on June 2, 2019. This event, free to the public, showcases the artistic talents of Southington's seniors. The event was well attended and everyone had a wonderful time.

Calendar House offers several fitness classes that are very well attended. We currently sponsor one line dance class, one dancercise class, four physical fitness DVD classes, four strength training classes, an ACE Aerobic class, a gentle Aerobic class, two gentle seated yoga classes, and one gentle

flow yoga class. Special interest classes for balance have been introduced this year, and we have plans to offer individual training on our cardio and strength equipment in the future. The addition of a pickle ball court in the new building has drawn great interest to the sport, while our enthusiastic ping pong and pool players continue to participate in tournaments with other senior centers.

A number of active social clubs and groups meet at Calendar House on a regular basis, including: two book discussion groups, and the “Granny Squares”, a quilting group that meets weekly to work on lap quilts for the homebound, as well as baby items which are donated to Community Services. In addition, set-back, party bridge and mahjong groups meet on a weekly basis.

In our continued efforts to promote intergenerational events and strengthen community ties, we continue to enjoy an on-going relationship with students from the DePaolo Middle School’s Community Service Organization and as in past years, students from DePaolo assisted with our meal program five days per week. Seniors were invited to attend “Oliver”, a performance by DePaolo and Kennedy drama club students. Hatton Elementary School 3rd graders once again helped us cheer up our seniors by coloring and drawing place mats for holiday dinners. On Valentine’s Day a very special intergenerational program was put on at Kennedy Middle School under the direction of educator Karen Sciota. The 8th grade students sang along and danced with our seniors, made goody bags filled with candy and just put on a great show for us. We thank all of them for a great time! In May, many seniors volunteered to work with 6th grade Kennedy Middle School Students to “Rock the Community” by painting rocks with inspirational quotes to be placed along the linear trail in Southington. Our seniors also actively participated in collecting oral care waste to help the students of Derynoski Elementary School win a new playground valued at \$25,000! Have fun children!

Our staff started the fiscal year with the process of taking pictures of our members for their brand new scan cards. Calendar House now utilizes a membership database system called Schedulesplus, which requires members to scan their cards and let us know what activities they are participating in for the day. Calendar House began actively using the sign-in station in September.

In October our monthly newsletter, the primary source of communication called “Active Lifestyles” since June 2014, took on a brand new look as we transitioned to a new publisher, LPI. Our publication expanded from a 4 page newspaper insert to a 12 page glossy magazine. We both appreciate and thank the various businesses that help us print and publish this worthwhile communication bulletin.

On October 9th the United Way of Southington, Community Services and Bread for Life sponsored the Annual Senior Luncheon here at Calendar House. It was a great way to show off the new building to everyone.

In December, Calendar House Secretary Cynthia Gilbert announced her retirement effective January 4th and a retirement celebration was held at Calendar House for her on February 14th after nearly 30 years of service. Calendar House was lucky to have a person like Cindy on staff and we wish her the best in her retirement. Cindy was the creator of our monthly newsletter which we know today as “Active Lifestyles.”

Calendar House Social Events were held throughout the year at various venues with great success. Our annual Christmas Party at the Aqua Turf remains very popular. Events held at Hawk's Landing continue to be a great "fit" and included: Hawaiian Shirt Night; Italian Night; St. Patrick's Day Luncheon; Polish Night and Country Western Night. Outstanding service and food served at both banquet facilities has increased our numbers.

Here at the Center the Calendar House staff and the Membership Association continue to work with each other to present a variety of social and educational programs. We continue with our Friday afternoon Bingo and our very special "Hot Dog" Bingos that are sponsored by The Summit of Plantsville in our new facility. Our membership meetings provide an opportunity for members to meet and socialize with one another, including the celebration of birthdays with cake (donated by The Summit at Plantsville). After a brief business meeting members are encouraged to stay for entertainment, a movie, or educational presentation. Some of the offerings from Fiscal Year 2018/19 included: A presentation on Southington's Special Needs Registry, Sharing Life with Companion Parrots, the movie "It Happened One Night," Kate Snow, The Bristol Fiddlers, the movie "The Greatest Showman," and Dave Giardina w/ Fiesta Del Norte'.

In the spirit of cooperation, our facility has been made available to various community organizations in order to establish and continue ongoing connections. UNICO, Knights of Columbus, Lions Club, Southington Police Explorers and Fire Engine Company 1 have all sponsored breakfasts at the Calendar House. The Orchard Valley Garden Club also holds their annual plant sale in May at Calendar House. We look forward to offering these community events.

Our Trips and Tours Committee headed by Lana White, is in its sixth year and continues to be very popular and successful. Just a small sample of the numerous trip offerings included "Southern Maine Coast and Coves, Canada's Niagara Falls, Menopause the Musical, A Day at the MGM Casino and numerous senior events at the Aqua Turf.

Calendar House is the intake site for the State of Connecticut's Renters' Rebate Program for people over age 65 and those who are totally disabled. The program, which runs from May to September, assisted over **369** applicants this year. Calendar House is also the intake site for the Energy Assistance Program which runs from October to March. A total of **235** applications were completed this year.

Information, referrals, social services, case management and short-term counseling on a number of issues are all a part of the everyday challenges for our staff here at the Calendar House. The Medicare Part D Prescription Drug Program, now in its 14th year, continues to keep us busy.

A significant number of individuals come into Calendar House requesting information and assistance for enrolling in a prescription drug plan for the first time or to change to another plan that best suits their current needs. Those who are new to Medicare may apply with a three month window period no more than 31 days prior to receiving Medicare benefits or shortly thereafter. Training workshops and webinars (on-line instruction) were offered for staff. In addition to Medicare D, many individuals approaching 65 years of age have made requests for Medicare A & B, Medicare Supplemental Insurance and Medicare Advantage (HMO's) counseling throughout the year. Calendar House provides trained staff and volunteer counselors under the CHOICES Program, mandated by the federal government, in order to assist Medicare eligible individuals with counseling in the above-referenced areas, including Medicaid and the Medicare Savings Program. Pre-retirement health

benefits workshops are held periodically throughout the year in order to keep members apprised of the changes occurring at the federal, state and local levels, and to assist them in making changes in their benefits as necessary.

Calendar House continues to be a field placement site for the Central Connecticut State University Bachelors of Social Work Program. We have been fortunate to have hosted several capable interns who assisted us with social service programs. Calendar House provides a rich learning experience for those interested in social work generalist practice within our community.

We are also an established site for the AARP/TCE (Tax Counseling for the Elderly) in partnership with the IRS. Close to **256** individuals were provided assistance in the preparation and filing of federal and state income tax returns by certified volunteer counselors who also addressed many questions and concerns regarding filing requirements, capital gains/losses, etc. The majority of those assisted e-filed individual or joint returns. With assistance from the IRS, an incident of fraud was resolved. During the season, an inspection by an IRS official produced an A+ rating of our site, including compliance, accuracy and service. Without the dedication of our volunteers this service could not be provided. It was a very successful season for the entire program statewide, with our district commended again this year on the high percentage of returns filed electronically. Calendar House was specifically commended for excellence in service, minimal errors (primarily software issues), and timely reporting. District, state and regional coordinators, as well as IRS representatives expressed appreciation for the efforts and results produced. Calendar House staff utilizes a core group of trained and dedicated volunteers to assist with these programs.

The Computer Learning Center continues to expand in many ways. A full complement of computer classes is offered, including several new courses in the past year. Class registrations fill rapidly, and the enthusiastic response is encouraging. Open lab is scheduled on a regular basis with monitors available to assist users. In addition, a computer station with Internet access is available in our library, so that seniors can search the web and access e-mail at their convenience. Our volunteer staff, all of whom are Calendar House members, continue to be the most valuable asset in opening the world of computers to Southington's senior citizens.

Special Group sports activities included: a golf league at Hawk's Landing Golf Course, complete with a twenty week schedule, banquet and two picnics; a pickle ball group that meets three days a week, as well as daily ping-pong and billiards in our new game room. Our billiard players have participated in tournaments with other senior centers.

Without question, among our most valuable resources are the members. They provide encouragement, inspiration and assistance. Volunteering in countless ways they support and enable activities, programs and projects contributing their time, talents and skills in many areas. Active participation provides meaningful involvement and mutual benefit.

The Dial-A-Ride program continues to grow. Calendar House was awarded the Federal Fiscal Year (FFY) 2016 Section 5310 Grant for a new Dial-A-Ride bus. In October our new 2018 service bus was delivered. Calendar House was again granted permission by the Town Council to apply for the Federal Fiscal Year (FFY) 2017 Section 5310 Grant to acquire another additional bus. I am happy to say that grant was also awarded to Calendar House, and a 2019 model service bus is expected to be delivered in August or September of 2019.

During fiscal year 2018/19, July 1st through June 30th, our Dial-A-Ride buses provided Southington residents age 55 and older and disabled individuals with **16,613** one way rides, averaging **1,384** one way rides per month. These figures include **3,594** rides to medical appointments in-town and **1,105** rides to medical appointments out-of-town. Our Dial-A-Ride Program also provides transportation for senior citizens to shopping destinations throughout town, as well as back and forth to the Calendar House for programs and services. We also provide transportation to places of employment for several disabled individuals.

As evidenced by the numbers, the multitude of rides provided takes a toll on the vehicles. With vehicles registering mileage at the end of fiscal year 2018/2019 at 11,089 (2018) 27,472 (2017) 78,815 (2016); 79,893 (2015); 116,159 (2012); and 149,832 (2009), respectively and potential maintenance issues, the Calendar House will be thankful to receive an additional new bus late Summer or early Fall. I would like to extend a very special thank you to Mark Aszklar and his staff at Aszklar Automotive for always helping to maintain our fleet of buses.

In January, 2019 The Community Renewal Team (CRT) once again received federal grant funding for The Retired Senior Volunteer Program (RSVP). RSVP has provided supplemental medical transportation for Southington residents in instances the Dial-A-Ride program cannot accommodate. During the fiscal year 2018/19 RSVP provided nearly **131** round trips for medical purposes with destinations as far away as Yale New Haven Hospital. The Calendar House would like to thank Theresa Strong and Yahaira Santiago, as well as their staff and volunteer drivers for their dedication to assisting those in need of medical transportation in our community.

In August, 2017 the New Britain Main Street Foundation contributed funds to Senior Transportation Services Inc. of New Britain. They continue to supplement our Dial-A-Ride program by transporting seniors to out of town destinations that we cannot accommodate. We would like to thank them, the Southington United Way and the Main Street Foundation for helping our Southington Seniors.

Exploring new ways in which to maintain a healthy, balanced lifestyle is very important to our Calendar House members. In response to sustained interest in health and wellness programs, and relevant topics Calendar House provided educational programs, clinics and screenings throughout the year, in conjunction with Hartford Healthcare Senior Services, HOCC, Bristol Hospital Multi-Specialty Group, Southington/Plainville Health Department; VITAS, CRT, The Social Security Administration, Way to Go CT, AARP, AT&T and others. These included: four blood pressure screenings per month, 2 foot clinics per month, annual flu shot clinic, monthly AARP Smart Driver Courses which provide multi-year discounts on auto insurance once passed. Coffee 'n Desserts now held on Wednesday afternoons have proven to be so popular the need to repeat programs has occurred. Some topics included were "Cooking for One," "Keeping Memory Strong," and "Don't Get Scammed!"

T.O.P.S., (Taking off Pounds Sensibly) holds weekly meetings at our facility, and A.A.R.P. continues to hold their monthly Board of Directors Meetings at Calendar House as well. Holiday parties were hosted by A.R.C. of Southington, Flanders West Apartments, Community Services and CW Resources. The majority of these events are attended and thoroughly enjoyed by many of the Calendar House members.

Our senior lunch program, known as the Senior Community Café, provides a well-balanced, nutritious meal to the senior population Monday through Friday. During fiscal year 2018/19 the Center served **10,751** meals over **245** days. This is an average of **44** meals per day served, while at the same time providing a friendly atmosphere where seniors may meet new friends. The monthly “Carving Station” menu offered by CW Resources has proven to be a very popular addition.

The Elderly Volunteer Work Program has completed its eighteenth year. The program offers assistance in the form of community service while providing seniors with a monetary stipend. With authorized supervision from their facility, residents from The Summit at Plantsville and Southington Care Center, as well as residents from Mulberry Gardens and The Orchards at Southington, the Town’s assisted living facilities, are all welcome to participate in our social events. In addition, clients of ARC are also welcome, and have used the Center, supervised by ARC staff. Transportation through our Dial-A-Ride may be arranged for these events, thereby extending our outreach programs to ensure a continued feeling of self worth within a friendly environment.

Committed to maintaining a high standard of service while responding to the challenges, interests and concerns of expanding and changing demographics, the Executive Director, Program Coordinator, Senior Center Secretary, Clerk Typist II, Bus Drivers, volunteers, the Membership Association and the Senior Citizen Advisory Board continue to work together to explore and develop new and relevant programs. In the next fiscal year we look forward to many residents signing up to join Calendar House as new members and enjoy this wonderful Senior Center the Town of Southington has provided.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Robert Verderame", written in a cursive style.

Robert Verderame
Executive Director

RV/dms



Southington Community Services
91 Norton Street

Plantsville, CT 06479
(860)-628-3761



Annual Report

July 1, 2018 to June 30, 2019

The mission statement of Southington Community Services (SCS) is:
To assist and empower Southington residents.

Southington Community Services (SCS) is located in the Old Milldale Firehouse #3 at 91 Norton Street in the Plantsville section of Southington. SCS hours of operation are from 8:30 a.m. to 4:30 p.m., Monday through Friday. Later or earlier appointments can be scheduled upon request. SCS provides assistance to those in need 365 days a year. When the office is closed, we are available for emergency services through the Southington Police, Fire Department and Building Department.

Full time employees:

Janet Mellon
Mark Fazzolari
Vincent Tranquilli

mellonj@southington.org
fazzolarim@southington.org
tranquilliv@southington.org

Seasonal employees:

Ed Belanger
George Cole

Tess Drezek
Jack Eisenmann

Frank Salerno
Tom Wolf

Southington Community Services relies on volunteers to provide necessary services to residents of Southington. We currently have one-hundred and forty volunteers and their recorded hours are estimated to be worth \$547,588 to the Town. This astonishing figure was obtained from the National Value of Volunteer Time (<https://www.independentsector.org/resource/the-value-of-volunteer-time>). This figure was reached by using the rate of \$26.89 which is the value of a volunteer hour in Connecticut 2018 chart

Month	Volunteer Hours
Jul-18	1,140
Aug-18	1,567
Sep-18	1,374
Oct-18	1,104
Nov-18	1,829
Dec-18	2,142
Jan-19	1,894
Feb-19	1,549
Mar-19	1,778
Apr-19	1,937
May-19	2,295
Jun-19	1,755
Total	20,364
Average	1,697

Major Donors

- Julieann Aparo
- Archbishop's Annual Appeal
- CCOG Women's Health Group
- Bill & Pat Charamut
- Frank & Lucille Cocozza
- Dave & Colleen Daddona
- Derwin Family
- Mary & Ricahard Dowd
- Elks Lodge 1669
- Trisha & Joseph Gavagni
- Gentleman's Club
- Ann Gilland
- Giving Back Girls
- Alan & Judith Heinke
- Immaculate Conception Church
- Italian American Festival
- Joe & Kay Calvanese Foundation
- Kiwanis Club of Southington
- Knights of Columbus
- Jim & Karen Dwyer
- Firdos & Judith Kherica Family
- First Lutheran Church
- Peter & Paula Leibovitz
- McLean Fund
- Plantsville Congregational Church
- Sharon Poupart
- Power of Peace Group (POP)
- Curtis & Sheila Robinson Foundation, Inc.
- Rotary Club of Southington
- Saint Thomas Catholic Church
- Salvation Army
- Smith Medicals
- Son's of Italy
- Southington Italian Festival
- Southington Lions Club
- Southington Painting
- Stop & Shop Friends for Food
- UNICO Club of Southington
- United Way of Southington
- WFSB Channel 3 – Eyewitness News
- Zion Evangelical Lutheran Church

Monetary donations were sent in memory of the following people:

- Joseph Domalewski
- Debra Sheron
- Joseph Rich

A few of the many acts of kindness are listed below:

- Madison Hendricks has been asking for donations instead of gifts on her birthday for the past four years straight. This year, she has donated over 450 boxes of cereal.
- As part of becoming an Eagle Scout, Riley McNamara and scouts from Troop 45 in Southington created a new bicycle parking station outside the Southington Community Services. Riley and his fellow scouts spent the day volunteering their time to provide an area just for SCS clients to park their bikes.
- In A Heartbeat donated an Automated External Defibrillator (AED) to Southington Community Services. Presenting the AED to SCS were cardiac arrest survivors Mike Papale and Leigh Pechillo, who is the president of In A Heartbeat. Funds for the AED were raised during a Southington Community Heart Starters event that trained 71 people in CPR, as well as through donations by Ben Was Here Inc. and the Bradley H. Barnes & Leila U. Barnes Memorial Trust at the Main Street Foundation.
- Three Brothers Property cleaned out and mulched the property at no cost.

- Allison Zak held a food drive at DePaolo School and made a giant taco from the donations. It was proudly displayed to raise awareness about the need for donations at the “Taste of Culture” to end hunger event. She donated the 361 pounds of canned food.
- Xavier asked his friends to donate food in place of gifts for his seventh birthday.
- Any federal employees affected by the recent government shut down came into Community Services for items collected by Webster corporate office. Items available included: diapers, hygiene items, cleaning products, and pet food. Thanks to Madelyn Cruz and her team that collected these items for us.
- Maggie Wills, a volunteer at SCS, requested food donations in lieu of gifts for her birthday this year. She donated 175 pounds of food to our pantry.
- Trent and his brother, Travis, collected items for our food pantry.
- Sarah saved her money to purchase Christmas gifts for other children.
- The Southington High School Girls’ Soccer Team made beautiful ornaments for SCS to distribute to stores, restaurants and clubs wishing to hang them on a tree to be adopted for the holidays.
- The Southington Police held their annual toy drive filling a trailer.
- The Southington Police held their first annual “Back To School” drive at Target.
- Kinsmen Brewing Company held a toy drive.
- Sharon Kavanah Kleinhenn and her family held their 10th annual toy drive.
- The kind folks at Rogers Orchards supplied apples and pies to add to the Thanksgiving meals we distributed.
- The Southington Fire Department Company #1 is amazing. They delivered the holiday gifts to our seniors and shut-ins.
- The King and Queen of Mulberry Gardens donated their prizes to SCS to give to residents.
- The Southington Knights of Columbus purchased several boxes of new coats for children to make sure no child in Southington was cold this winter.
- The Southington school system held our largest food drive this year. The total amount donated food items was 12,824 lbs.

The following churches in Southington assist with food donations, financial donations, volunteering for programs and/or holiday assistance:

Faith Baptist Church
 First Baptist Church
 First Congregational Church
 First Lutheran Church
 Grace United Methodist Church
 Immaculate Conception Church
 Mary Our Queen Church
 Plantsville Congregational Church

Southington Clergy Association
 Saint Aloysius Church
 Saint Dominic Church
 Saint Paul Episcopal Church
 Saint Thomas Church
 The Church of Jesus Christ of Latter-day Saints
 The Tabernacle Christian Church

Shelf sponsors for this past year were:

In memory of Jim Aparo
In memory of Ray & Cecile Chapman
In memory of Ellen Gioia & James
Fasulo
In memory of Lester Pierson
In memory of Kevin Pisko, Meg Carlson
& Ryan Carlson
Catlin Family
Cato/Powell Family
Cooper Family
Elks Lodge #1669
First Lutheran Church
Gelada Family
Key Club
Kiwanis Club of Southington
Peter & Paula Leibovitz
The Lovies
Lutkus Family

Mary Our Queen Youth Ministry
Micacci Fischer Family
Pet Valu
Plantsville Congregational Church
Plantsville Engine Co. 2
Rotary Club of Southington
Sassy Mama's Sweets
Smokin' with Chris
St. Paul's Episcopal Church
Sorelle d'Italia
Southington Catholic School
Southington Lion's Club
Southington Women for Progress
The Mark & Meidoros Families
Village Pet Grooming
Wednesday Bible Babes
Zion Lutheran Church of Southington

SCS Community Foundation Funds:

- **Their Vision:** This fund was established at the Community Foundation of Greater New Britain (www.cfgnb.org) by Kaye Davis, Teri Javier and Janet Mellon to honor Kathy Reinhard, Peter Veronneau and Stuart Estra for all they have done and continue to do for the Southington Community.
Fund balance as of June 30, 2019: \$32,220
- **Julius D. Bristol Fund:** This fund was established many years ago by Julius D. Bristol to provide school necessities for Southington children. The fund is administered by the Main Street Community Foundation (www.mainstreetfoundation.org)
Fund balance as of June 30, 2019: \$159,621
- **Inside Rebecca's Bag:** This fund was established at the Main Street Community Foundation (www.mainstreetfoundation.org) to honor Rebecca Michlin for the way she improved the school programs sponsored by SCS.
Fund balance as of June 30, 2019: \$22,915
- **Kristen's Wishes:** This fund was established at the Main Street Community Foundation (www.mainstreetfoundation.org) in memory of Kristen Warner.
Fund balance as of June 30, 2019: \$26,794

Friends of Southington Community Services:

“Friends of Southington Community Services” supports Community Services in its mission. Friends of Southington Community Services held two fundraisers this year:

- A High Tea, held at Mary Our Queen with Tang Luo from The Green Teahouse as the speaker. This event netted \$1,200.
- Friend’s also co-sponsors the annual “Unique Boutique”, along with the Salvation Army. This year the event netted \$28,600.

Some of the items funded by this organization this year were:

- Purchased food for the food pantry.
- Purchased gift cards for senior Christmas gifts.
- Assisted with utility payments for residents.
- Subsidized rent for a storage area for SCS.

SCS Food Pantry

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.”

To file a complaint for discrimination, write to:

**USDA, Assistant Secretary for Civil Rights
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W. Stop 9410
Washington, DC 20250-9410**

To file a complaint of discrimination, call toll-free:

**866.632.9992 (English)
800.877.8339 (TDD)
866.377.8642 (English Federal-relay)
800.845.6136 ((Spanish Federal-relay) ***

***” USDA is an equal opportunity provider and employer.”**

What did the SCS food pantry do to help fight hunger?

- Partnered with United Way of Southington to provide funding for purchasing food from Foodshare for the food pantry.
- Partnered with the Salvation Army and Foodshare.

- Spoke at several civic groups during the year to inform them as to what programs and needs there are in town.
- SCS provided bread, pastry, fresh produce and dairy items as often as daily to residents in need. Residents can pick up their full food package, which includes meat and personal hygiene products, weekly. A family of five that comes in twice a week for bread, pastry and dairy products and once a week for food saves approximately \$10,000 annually.
- On the fourth Tuesday of every month, our office is a satellite location for the WIC (Women, Infants & Children) Program (www.wicprograms.org) for Southington residents. WIC consumers are referred to our office by WIC staff when needed and we also refer to the WIC Program. WIC provides supplemental foods, healthcare referrals and nutrition education to income eligible pregnant, breastfeeding and postpartum women, and to infants and children up to age five who are found to be at nutritional risk. WIC eligible foods are:
 1. Infant cereal, fruits, vegetables, meat and formula
 2. Cereal, milk, cheese, tofu, soy-based beverage, legumes, peanut butter, fruits, vegetables, canned fish, whole wheat bread, juice, eggs and yogurt.
- SCS partnered with Foodshare along with the following stores or organizations for food:

Aldi	Panera
Aqua Turf	Pepper Pot
Back Nine	Rogers Orchards
BJ's Wholesale Club	Price Chopper
Bread For Life	Sassy Mama's Sweets
Bozzuto's, Inc.	Shop Rite
Carter Cares	Smokin' with Chris
Cheshire Food Pantry	Stop & Shop
Fancy Bagels	Target – New Britain
Foodology	Target - Southington
Gulf Shrimp	T A Travel Center
KBF5	Walmart
Kettle Bagels	
- Delivered bi-weekly food packages to residents who are unable to get to our office.
- Continued to educate the public on the needs in Southington.

How many residents used the food pantry fiscal year 2018/2019

Month	Meals Per Month	Total Visits to Food Pantry Per Month	Unduplicated Number of Families	Unduplicated Household Members	Pounds of Food Purchased or Donated
Jul-18	60,659	1,124	440	964	62,401
Aug-18	65,684	1,226	441	973	47,716
Sep-18	59,651	1,114	452	980	60,479
Oct-18	64,119	1,425	463	1,062	45,746
Nov-18	61,573	1,148	473	1,052	71,732
Dec-18	56,566	1,037	528	1,121	70,520
Jan-19	64,629	1,218	438	907	33,326
Feb-19	58,141	1,087	447	937	39,553
Mar-19	58,137	1,088	444	932	35,069
Apr-19	61,149	1,130	429	946	47,588
May-19	52,865	969	387	861	52,068
Jun-19	53,162	986	406	887	45,517
Total	716,335	13,552	5,348	11,622	611,715
Average	59,695	1,129	446	969	50,976

Using Foodshare's formula, SCS distributed 716,335 meals during the last fiscal year. This averaged out to 59,695 meals per month and includes only the weekly food packages. Foodshare provides the formula to calculate the number of meals per pound of food.

Qualified residents can come to SCS for bread, pastry and dairy products every day and these numbers are not included in the meal count. Additionally, SCS distributed 1,319 family holiday meals (2,813 individuals) between Thanksgiving and Christmas that are also not included in the meal count.

Eligibility for the Food Pantry: Southington residents who receive groceries are required to meet financial guidelines set by Foodshare and bring in proof that they live in Southington. They must sign documents provided by Foodshare annually.

Pantry Hours: The pantry is open Monday through Friday from 8:30am to 4:30pm. Hours are extended on an individual basis for those who cannot come in during normal business hours and weekly deliveries are made to those families that cannot get to the pantry.

Foodshare:

Agency: Agency Ref is 20215							
Agency Ref	Agency Name	Period 1 1/1/2018 To 12/31/2018			Period 2 1/1/2019 To 7/18/2019		
		Qty	Pounds	Dollars	Qty	Pounds	Dollars
20215	S/A Southington Community Services						
A TE FAP		3,610	83,797	\$.00	961	24,023	\$.00
C Buying Club		320	4,831	\$4,344.45	146	2,059	\$1,356.31
F CT-NAP		606	14,267	\$713.35	408	9,160	\$458.00
H FEMA		415	6,426	\$659.26	255	4,465	\$446.50
I Salvage		15,105	28,236	\$2,390.88	18,314	22,889	\$548.76
K Donated		73,930	103,482	\$4,909.20	48,431	66,486	\$3,004.75
M Food Drive		110	1,075	\$.00	0	0	\$.00
N Produce		57,277	57,277	\$.00	38,168	38,168	\$.00
P Meat the Need		19,758	86,023	\$11,622.90	13,871	46,989	\$5,824.20
	Totals:	171,131	385,414	\$24,640.04	120,554	214,239	\$11,638.52
	Report Totals:	171,131	385,414	\$24,640.04	120,554	214,239	\$11,638.52

Top twenty (20) food donors for the last fiscal year are listed below: 2018 – 2019

Donor	Pounds
BJ's	76,431
Price Chopper	39,837
Target	34,895
Individual	30,528
Shop Rite	24,844
Boy Scouts	22,032
Stop & Shop	19,595
Truck Stop	17,327
Reverse Solutions	17,032
Carter Cares	14,140

Donor	Pounds
Tops	12,683
Cheshire Food Pantry	12,256
Board of Education	9,197
Salvatore, Dave	8,899
St. Dominic	7,178
Panera	4,644
Bozzuto's	4,278
Kettle Bagels	3,452
Plantsville Engine Company 2	2,929
Aldi's	2,800

School Programs in 2018

- Smart Start: This program provides Southington students entering grades K-12 with new backpacks filled with needed supplies. This program was once again successfully coordinated by the Giving Back Girls and sponsored by the Arc of Southington. Two hundred and twelve Southington families applied for the "Back to School Program" (302 students) to received backpacks filled with new school supplies and a \$20 gift card to be used for additional school supplies. The average package costs \$100, bringing the total cost to \$30,200.
- Summer School Classes for 2018: SCS paid for 11 Southington students to attend required 13 summer classes at the cost of \$2,950.
- DePaolo Middle School Community Service Club: An after-school activity for students to assist SCS in projects.
- Summer school club: Sponsored by SCS, this club promotes students to do service to their community.
- SCS continued to be a site for Southington students to do their community services hours.

Income Tax Assistance

Human Resources Agency of New Britain, Inc. (HRA) set up a satellite office on Monday mornings to assist residents in filling out their tax forms. This year 44 tax returns were completed (down by 13.73%).

Expenditures to provide services to those in need:

Reason	Expenditures	Families	Individuals
Food Pantry	\$ 51,305	446	969
Rent/Mortgage	\$ 24,080	51	101
Energy	\$ 21,104	71	150
Transportation	\$ 245	2	5
Medical	\$ 257	3	3
Back to School	\$ 10,328	212	302
Summer School	\$ 4,125	11	15
Senior/Children Camp	\$ 12,040	---	71
Holiday Gifts	\$ 10,130	693	1,498
Miscellaneous	\$ 1,850	20	32

Energy Assistance: Another important service that SCS handles is the Energy Assistance Program. Because of the high cost of home heating, these programs are meeting a critical need for Southington residents. A combination of local, state and federal dollars comprise the resources used to help families. The chart above shows the amount of families and resources provided by our department.

Total applications for the FFY 19 Connecticut Energy Assistance Program taken for all Southington residents regardless of intake site (Community Services, Calendar House and New Opportunities of Meriden):

- 734 applications, of which 660 were approved and 83 were denied. Total expenditures were \$491,846.
- 399 applications were taken at SCS, of which 340 were approved and 59 were denied. The total expenditures were \$253,375.

Housing:

- Eviction/Foreclosure: SCS worked in partnership with the Town Manager, the Town Attorney and the Highway Department on local evictions to make sure the Fair Housing policy and procedures are followed. More importantly, SCS continued to work to prevent the eviction or foreclosure of Southington residents.
- The Salvation Army and the United Way of Southington provide funds to assist in our eviction program.
- The Southington Clergy Association, through the Southington Manna Fund, assisted our office in meeting unusual housing needs in town through their donations.

- Partnered with the United Methodist Action Reach-Out Mission for the second year to do light repairs and indoor painting for several homes in Southington at no cost to the resident.

Fair Housing Training and Outreach

- July, 2018 - Distributed Farmer Market Vouchers, applications taken for the holidays, along with a brief explanation of Fair Housing and programs available through Southington Community Services to residents of the Southington Housing Authority, Flanders West and Wheeler Village.
- October 18 - Attended the Connecticut Local Administrators of Social Services (CLASS) regarding "211" which dealt with housing issues.
- January 17 - Attended the Connecticut Local Administrators of Social Services (CLASS) regarding veterans and their housing issues.
- March 14 – Submitted a letter of support for the Community Development Block Program (CDBG) \$800,000 grant to the Southington Housing Authority for the Joseph A. Zdunczyk Terrace Phase 11 renovations, located at 500 Pleasant Street in Southington.
- March 23 – Attended the Homeowners & Renters Resource Fair, located at the Parker Memorial Community Center in Hartford.
- April 2 – Participated in the second annual Ann Dandrow Memorial Educational Event. The purpose of this event is to provide an opportunity for organizations to showcase the services that they provide for those with disabilities. Our table's theme was "Fair Housing" as is the month of April. This event was held at Hawk's Landing and we had a representative from CT Fair Housing Center come to the event.
- April 3 – Attended the "Fair Housing Basics and More" sponsored by the Salvation Army Charting Chance National Social Service Conference held in Kansas City, Missouri.
- April 4 – Attended the "Shelter and Housing – HUD Best Practices in Action and Lessons Learned" sponsored by the Salvation Army Charting Chance National Social Service Conference held in Kansas City, Missouri.
- April 26 – Attended the 2019 Annual Fair Housing Conference (Unfinished Business: Fair Housing in 2019), sponsored by the Fair Housing Association of Connecticut (FHACT) held in Wallingford, CT.
- July 1, 2018 – June 30, 2019 – Dues paying member of Fair Housing Association of Connecticut (FHACT).
- July 1, 2018 - June 30, 2019 – No Fair Housing complaints were received through our office this fiscal year.

Holidays in Southington:

Below is a chart showing how many Southington families and individuals took part in our holiday programs:

Program	Families	Individuals
Back to School	212	302
Thanksgiving Meals	637	1,351
Christmas Meals	682	1,462
Children's Shopping Party*	102	263
Shop With a Cop**	19	19
Family Holiday Gathering ***	110	200
Holiday Presents	693	1,498
Easter	130	197

*Children's Shopping Party is a party where children are able to pick out gifts for their parents or grandparents, while enjoying a meal together, making crafts and seeing Santa. This event is sponsored by the Rotary Club of Southington, Grace United Methodist Church, Spring Lake Village and Southington Community Services.

**Shop with a Cop was hosted by the Southington Target store and several local police departments. Around 80 police officers and 80 children participated in this event. SCS was able to bring 19 children to this event. Each officer paired with a child, enjoyed dinner and then headed off to Target in Southington where the officers took the kids shopping. It was a very heartwarming night complete with a visit from Mr. and Mrs. Claus.

***Family Holiday Gathering is a holiday party, which includes a meal, games, crafts and a visit from Santa at the Aqua Turf Club. This event is sponsored annually by the Calvanese Foundation and Realty 3 Carroll & Agostini.

Robin Taillie and the Salvation Army volunteers worked on the Salvation Army bell ringing event this year and raised \$17,000. These funds, along with the money donated through the United Way of Southington, paid for the food in the food pantry, along with assistance in the holiday programs, energy and emergency needs for Southington residents.

During the month of December, William (Bill) Leonard, Hitchcock Printing in New Britain and the following Southington restaurants took part in the annual "Southington Dreams."

Anthony Jacks	El Pulpo	Pepper Pot
Back Nine Tavern	Eddie's Sombreros	Puerto Vallarta
Carousel Coffee Shop	Family Pizza	Riverbend Pizza
Cava Restaurant	Fratelli's	Saints
Close Harbor Seafood	Hen House	Salsa Southwest Grill
Denny's Restaurant	Manor Inn	Smokin with Chris
Doninic & Vinnies Pizza	Paul Gregory	Spartans 11

Steves
Tavern 42
The Fire Place

The New Mill
Tony's Pizza
Wood-N-Tap

Zingarellas

Envelopes requesting donations are left on tables at various restaurants. Gift cards were purchased by the committee and this event enabled SCS to make sure residents received gifts during the holiday season.

The Army National Guard provided space for the Thanksgiving food basket distribution and the set up and distribution of holiday gifts.

Gasoline Assistance

The Curtis & Sheila Robinson Foundation held their second annual gasoline assistance to Southington residents. They donated \$20 of gas from Palumbo's Gas Station to 100 Southington residents.

Civic Groups/Clubs/Businesses: The following organizations help our office make a difference in the lives of our neighbors:

AARP
All Pets Club
Alzheimer Resource Center
ARC of Southington
American Legion Auxiliary Kiltonic Unit 72
Apple Valley Chiropractic
Board of Education
Boy Scouts of America
Bread For Life
Bristol Hospital
Carter Cares
Century 21
Central CT Cornhole
Conveyco
Curtis & Sheila Robinson Foundation, Inc.
Day's Inn
ESPN
Fire Dept. Company 5
Giving Back Girls
Hartford Hospital at Bradley
Hawk's Landing
Health Department
Highway Department
Home Depot
Interact Club
Jaycees of Southington
Jensen Community Group
J & J Custom Automotive

Joe and Kay Calvanese Foundation
Just For You Gifts
Key Club
Kingsmen Brewery
Kiwanis Club
Knights of Columbus Isabella Assembly 122
Liberty Bank
Lion's Club of Southington
Little Princesses
LuLu Belles
Margaret C. Griffin Child Development Center
Mary Our Queen Church
McCabe Movers
Mohawk
Mulberry Gardens
Partyka Lawncare & Landscaping
Pepper Pot Restaurant
Polish Falcons Club 307
Polish Club Zumba
Putting on the Ritz
Raya Clinic
Relay for Life
Reverse Solutions
Rogers Orchards
Rotary Club of Southington
Salvation Army
Saucier Mechanical Services

Smokin' with Chris Restaurant
Sons of Italy
Southington Cares
Southington Education Foundation
Southington Elks Lodge #1669
Southington Jaycees
Southington Library
Southington Police Department
Southington Soccer League
Spring Lake Village Association
The Orchards

Three Brothers Property Service
Uptown Consignment
UNICO Club of Southington
United Way of Southington
Valentine The Clown
Vallaris Martial Arts
WalMart
Webster Bank
Westerly Little League
Worldwide Wine & Spirit

Camp Programs

The Salvation Army Camp (CONNRI): CONNRI Lodge is located in Ashford, CT. The camp is situated on 272 acres of rolling hills, overlooking a 50-acre lake. Campers enjoy a wide variety of activities including, but not limited to: socialization and interaction, swimming, hiking, fishing, kayaking, baseball, softball, basketball, volleyball, nature studies, arts & crafts, low ropes, paddle boats and much more. The Camp is accredited by the American Camping Association, the State of Connecticut and The Salvation Army. The cost of both summer camps was \$12,040.

- The American Legion Auxiliary Kiltonic Unit 72 of Southington sponsored children that attended Camp CONNRI (a five-day overnight children's camp) in Ashford, CT.
- Southington Community Services and The Salvation Army sponsored senior citizens for a five-day, four-night trip.

Southington Parks and Recreation Day Camp: Working with Southington Parks and Recreation, Southington Community Services qualified Southington children for a discount at the summer camp.

Respectfully submitted,



Janet Mellon
Director of Southington Community Services

TOWN OF SOUTHTON
Conservation Commission
Inland Wetland & Watercourses Agency

196 NO. MAIN STREET, SOUTHTON, CT 06489

J. Sullivan (T. Albanese), Chairman
C. Borowy (J. Sullivan), Vice Chairman
J. Crown
M. Bunko
S. Guarino
D. Byrne
B. Solury
W. Camp (thru 2/19)
A. Novi (thru 12/18)
R. Ives, Alternate
J. Christiance, Alternate

**2018-2019 ANNUAL REPORT of the SOUTHTON
CONSERVATION COMMISSION/ INLAND WETLANDS and WATERCOURSES AGENCY**

The Southington Conservation Commission/ Inland Wetlands Agency is the primary agency responsible for the regulatory review of development proposals which involve the filling or alteration of wetlands and watercourses. In reviewing these applications, it is the Commission's responsibility to assess the potential environmental impact associated with each development proposal and determine whether such proposal represents the most suitable alternative. The Agency also provides recommendations to the Planning and Zoning Commission on applications involving the filling of floodplain areas.

A total of 16 applications were filed during the Fiscal Year 2018-2019. The applications included 8 Inland Wetland applications & 8 Floodplain Filling applications.

In addition to performing regulatory functions, the Conservation Commission also serves to educate and enhance public awareness concerning the preservation of Southington's natural resources. Every year the dedicated members of the Commission give out Blue Spruce seedlings to local residents as part of the Arbor Day celebration.

The officers and membership of the Commission during the 2018-2019 fiscal year are listed above.

Respectfully Submitted,



David Lavalley, IWEO/CAWS
Environmental Land Use Planner/ Assistant Town Planner



Town of Southington, Economic Development ANNUAL REPORT, 2018-2019

The Town of Southington's growth remained strong throughout the 2018-2019 fiscal year. We are very pleased to report that significant growth emerged within existing companies in addition to the attraction of new business. The growth is occurring in various sectors such as hospitality, business services, financial services, dining, entertainment and manufacturing.

The professional office buildings on Executive Boulevard are increasing the need within that area for more development. Webster Bank has increased its employee count from 550 workers last year to 650 currently. Longhorn Steakhouse was recently approved and the adjacent retail plazas have near full occupancy. The recently opened Courtyard by Marriott celebrated its grand opening adding more rooms to the area. Additional absorption of space occurred at 75 Aircraft Road with the expansion of 3PL Worldwide, and the future home of Economy Spring which will nearly triple in size. Additionally, Vanguard Plastics Corporation and International Plating Technology, LLC are also at the site. Kinsmen Brewing Company is adding a banquet facility in addition to the Sauced Restaurant within the building. AES Remedial Contracting added 4,800 sf to its existing 10,000 sf facility on Townline Road.

Our Town also boasts three tremendous Halloween venues consisting of the Haunted Graveyard at Lake Compounce, the Haunt on Eden at Mt. Southington and the top-rated Evidence of Evil at Crystal Bees. These entertainment venues are a terrific draw to our community and provide additional entertainment to the area.

The Town's three main retail corridors are all performing well with limited vacancy causing redevelopment and new development to occur. Additionally, Plantsville and Southington downtown areas are experiencing near full occupancy with several new restaurants and service businesses occupying available space. Several new personal care businesses along with Sherman's Taphouse, Flair Restaurant, and Mangetsu Ramen provide new venues to the area. A new 64-unit apartment complex is under construction on Eden Ave as changes occur within that area. Factory Square continues to attract entertainment venues joining WitchDoctor Brewing. Escapism, an escape

game room opened and approvals for a chocolate factory and arcade allow for more fun!

Also downtown, Juniper Lighting will be moving its manufacturing facility from Brooklyn New York to 157 Water Street adding 28 new jobs to the downtown area. The renovations to the factory building shall exceed \$1.7 million of new investment to the area. In Plantsville, renovations and redevelopment of 57 West Main Street will offer new space transforming the look in that area to the common theme.

Tops Market suffered a total loss due to a fire in the fall of 2018. John Salerno and Betsy Tooker are committed to rebuilding the landmark business on Meriden-Waterbury Road. The land use staff has expedited services assisting to ensure a smooth progression for redevelopment. Mama Mia's Pizza also suffered a fire closing the business temporarily. Additional development includes a 60,000 sf storage facility, a Dollar General, and several approvals including a new Dunkin Donuts, Wendy's, and a 4,000 sf retail building.

The Economic Development Department continues to pursue the potential remediation of the former Beaton & Corbin Manufacturing Company site located at 318 North Main Street. The potential cleanup cost for the property far exceeds the value which further complicates the project. The new initiative of the utilization of a Land Bank provides for the potential remediation and redevelopment of the site to include a 13,000 square foot office center. Additionally, our office continues to attempt to foster beneficial reuse of the former Lincoln College site and the former Ideal Forging property known as Greenway Commons.

A brief summary of activities and projects include:

A Southington Chamber of Commerce co-sponsored Breakfast event titled "X, Y and Boomers, Oh My!" with Andi Campbell was held in June at Hawk's Landing

Skygazer Brewing and John Meade Landscaping opened new space in the spring of 2019

Popeye's, Silk Nails, Southington Orthodontics, Koshi Sushi, Embrace Home Loans and LiveFit Physical Therapy

Kinsmen Brewing banquet facility under construction at 409 Canal Street

125 room Courtyard by Marriot on West Street

Juniper Lighting - 20,000 sf of manufacturing space located at 157 Water Street

Andy 2017, LLC. – 20,000 sf new manufacturing facility

Top Line Woodworking - 13,300 sf new manufacturing facility

Ulimite Construction - 14,000 sf facility

AHCO – two new buildings under construction

AES Remedial Contracting - 4,800 sf addition to its 10,000 sf facility

Long Horn Steakhouse approval on West Street

Sherman's Taphouse

SOUTHINGTON PUBLIC SCHOOLS



Superintendent's Annual Report

2018 ~ 2019



Superintendent's Annual Report

2018-2019

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Terri C. Carmody, Vice Chairperson

Colleen W. Clark, Secretary

Joseph M. Baczewski

Robert S. Brown

Lisa Cammuso

David J. Derynoski

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Steven G. Madancy, Assistant Superintendent of Curriculum and Instruction

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Margaret T. Walsh, Director of Pupil Services

Peter J. Romano, Director of Operations

Jamie Olander, Director of Technology

Michelle Passamano, Human Resource Manager

Jennifer S. Mellitt, Accounting Manager

SOUTHINGTON PUBLIC SCHOOLS

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Southington Public Schools
Superintendent's Annual Report 2018-2019

SUPERINTENDENT'S EXECUTIVE SUMMARY

Timothy F. Connellan, Superintendent of Schools

The Southington Public Schools once again enjoyed a rich blend of veteran and early career faculty, staff, Board of Education members, Central Office Administrators and Building and District-wide Administrators. This blended talent across the district continued to provide a rich environment for the cultivation of ideas and for creative problem solving. Some very talented and experienced individuals and promising early career professionals joined the staff during the 2018-2019 school year. The Southington Public Schools professional staff became more diverse in terms of training, background and experience. Staff members continued to exemplify the high standards and intense work ethic that is the hallmark of the Southington Public Schools.

The work involving Southington's Vision of a Graduate and 21st Century Skills included a continued focus on building capacity through professional learning opportunities. Specifically, members of the Administrative Leadership Team developed a deeper understanding of the 21st Century Skills that are the core of Southington's Vision of a Graduate. Administrators engaged in observations, dialogue, reflection and calibration of their own skills and understanding of 21st Century skills in classroom settings and 21st Century leadership practices. Administrators worked with staff in their buildings, providing opportunities for teachers to gain a better understanding of 21st Century skills in practical applications. In addition, some administrators began to set the stage for the integration of staff goals and 21st Century skills in staff evaluation and support plans and in the work of Instructional Learning Teams. As anticipated, growth and progress in this area was variable across the district and proceeded at a pace commensurate with the level of capacity built over time. A focus for the 2019-2020 school year will be to build greater capacity in all buildings while allowing for the continued differentiation, growth and evolution of individual schools and staff.

The District continued to focus on improved student performance at all levels. During the 2018-2019 school year, the Southington Public Schools consolidated and expanded the internal infrastructure necessary to ensure the highest quality of day-to-day teaching and learning. This infrastructure had several key components that are outlined below.

The redesigned Curriculum Development and Renewal Process with the addition of a Curriculum Leadership Team completed a second full year of implementation. Curriculum development was focused on Southington's Vision of a Graduate and the inclusion of 21st Century Skills in addition to content. The Southington Public Schools continued the implementation of a curriculum renewal process that was effective and sustainable. The Curriculum Leadership Team continued work on the implementation of a Learning Management System for curriculum development. A pilot group of educators worked with the new Learning Management System during the 2018-2019 school year. In addition, the STAR™ assessment system was implemented fully across the district for students in Kindergarten through grade eight. The system provided real time data that was used to modify and plan instruction

The Professional Development and Evaluation Committee (PDEC) successfully designed and implemented a thoughtful system of continuous professional learning experiences for all staff

Superintendent's Annual Report 2018-2019 Executive Summary

across the district. PDEC attended to the very different professional learning needs of the diverse population of educators in the Southington Public Schools. In addition, PDEC began to examine alternative methods and structures that might better serve Southington's specific needs for support and evaluation of professional staff members. The work in this area will continue in the 2019-2020 school year and will be connected to Southington's Vision of a Graduate and focus on 21st Century Skills.

The Southington Public Schools consolidated the process of utilizing Instructional Learning Teams (ILT) during the 2018-2019 school year. The ILT's promoted collaboration and reflection among team members and facilitated the identification of real and pressing instructional/learning problems in classrooms. The ILT allowed teachers the time to work together in a very focused, specific and intentional manner. A focus for the 2019-2020 school year will be to connect the work of the ILT's with the instructional goals of the Evaluation and Support Plan and Southington's Vision of a Graduate.

The Southington Public School District completed the fourth full year of implementation of the Scientific Researched Based Intervention (SRBI) model. Each school refined its SRBI team and process. Through collaboration between and among general education classroom teachers and literacy and mathematics specialists, school-based teams consolidated their understanding of different tiered levels of targeted academic support for students at all achievement levels. The purpose of the SRBI process was to identify students in need of some level of support, provide that support, monitor student progress and then create pathways for students to succeed and perform academically and behaviorally on at least grade level. Each school achieved the capability to pursue that goal aggressively.

Southington Public School students continued to learn in areas not considered "academic" subjects. In each school, students engaged actively in the community in a variety of ways. Students learned the benefits of community service and of the intangible rewards that come with helping those in need. The details of Southington Public School students' efforts in these areas are reflected in the individual school reports. Suffice to say that students in the Southington Public Schools did engage in a broad range of experiences that had a significant and positive impact on their growth and development and had a positive impact on the community.

The District engaged in a second year of work with two consultants who worked directly with students in grades three, five, seven and eight on diversity and equity issues. In addition to the diversity and equity work noted above, the District created the Southington Public Schools Collaboration for Social Justice (CSJ). The CSJ is a broad-based group of professional staff, community members, parents and students working together to tackle the difficult topics that fall under the heading of social justice.

In summary, the Southington Public School District pursued a path of diligence, dedication and hard work. The professional staff worked to build capacity as described above and refined the internal organizational structures and processes that allowed the district to become intentional in its actions. The District focused on incremental and continuous improvement in professional practice in all areas. Southington's Vision of a Graduate had a significant impact on all areas of operation of the district. The Vision will continue to drive curriculum development, evaluation and support and selection and retention of talented professionals.

Superintendent's Annual Report 2018-2019

ASSISTANT SUPERINTENDENT FOR CURRICULUM & INSTRUCTION

Steven G. Madancy, Assistant Superintendent of Curriculum & Instruction

The Office of Curriculum and Instruction continued to work deliberately and intentionally to connect all initiatives and priorities to the district's Vision of a Graduate during the 2018-2019 school year. At the center of the Vision are the 21st skills of creativity, critical thinking, collaboration, communication, citizenship, content mastery and dispositions of empathy, equity and effort.

Curriculum

All content areas worked toward focusing district curriculum and assessment to the adopted Vision of a Graduate. The district level creation of content agnostic transfer goals that promote the use of 21st century skills within daily lessons and assessments was the first step toward this work this year. Some content areas began to embed these transfer goals into individual units within the Understanding by Design unit development process.

Revision or adoption of content specific curriculum work occurred across all levels of the school system this year. A combination of revised and new Kindergarten through grade five English Language Arts units were brought to the Curriculum and Instruction Committee of the Board of Education and adopted by the full Board. Also new science units for grades three, five and eight, Earth Science and Biology were adopted by the Board of Education. Units in grades six through eight in Social Studies and Health and a ninth grade Modern United States History curriculum were reviewed and adopted by the Board. The high school Social Studies department began work on a course revision for Civics.

The curriculum writing processes were revised and a revised compensation formula for curriculum writing will provide the district's Curriculum Leadership Team with assistance in further curriculum development, revision and expansion in the 2019-2020 academic year.

Instruction and Assessment

The district formally introduced and implemented the STAR™ Assessment series from Renaissance Learning in the fall of 2018. STAR assessments provided benchmark measurements for Kindergarten through grade eight students in the areas of reading and math. Data from these assessments was analyzed at the school and district level to determine students who needed intervention within the district's SRBI (*Scientific Research-Based Intervention*) process. Results from these assessments assisted teachers with instructional grouping to differentiate effectively for all students. A district committee undertook a complete revision of the district's SRBI manual to align accurately with current practices and promote consistency across the system.

The assistant superintendent, middle school administration and teacher representatives from both schools worked to develop measurable Habits of Work to inform and report out on student effort and engagement aligning to the Vision of the Graduate disposition of effort. Also, during the 2018-2019 academic year, this team of teachers worked with the district Instructional Technology Coordinator to test various approaches to recording and reporting out on these measures within the Student Information System, PowerSchool. This work will cascade out to all middle school staff during the 2019-2020 academic year for continued Beta level exploration with the goal of formal introduction to students and families for the 2020-2021 academic year.

Assistant Superintendent for Curriculum & Instruction 2018-2019

The online Learning Management System, Canvas, was introduced to staff in grades six through twelve. Canvas allows teachers to integrate material from multiple sources, collaborate with students in real time, and engage students at higher levels due to the various mediums that exist within the platform.

The district Instructional Technology Committee, along with approximately 60 teachers from all schools, vetted three database products and vendors in anticipation of the adoption and implementation of a new district database for the 2019-2020 school year. Lyman Systems was the chosen system and vendor. It was recently introduced to the Administrative Leadership Team. As a next step, this database will be rolled out to all teachers upon return from summer break in August.

Policy

The district made tremendous progress toward the review, revision or adoption of numerous Board of Education policies during the 2018-2019 school year. All 1000, 2000 and 3000 series policies were reviewed and updated as needed. Policies originating from legislation of recent years that were not yet present within the Board's current manual were created and adopted. Also, several 5000 and 6000 series policies were revised including the Board's Graduation Requirement Policy (#6146), which increased credits required for graduation from 22 to 25 starting with the class of 2023. This will apply to the incoming freshman class for the 2019-2020 academic year.

Professional Development

A significant district effort this year focused on building the professional capacity of the Administrative Leadership Team and furthering team member's understanding of the 21st century skills associated with the district's Vision of the Graduate. The school system's membership within the professional learning community, EdLeader 21, continued to provide a district leadership team made up of building administrators, content-area coordinators and central office leadership with the capacity and resources to support progress toward achieving the vision. Regular monthly administrative meetings served as professional learning sessions for building leaders and district coordinators. Much time was spent discussing why these 21st century skills were essential in achieving the vision and how they could be incorporated into professional learning for staff. The leadership practices associated with EdLeader 21 were used to discuss shifts in practice and theory associated with effective instructional leadership among the Administrative Leadership Team. The district began working with the executive leadership team of the administrator's bargaining unit as well as officials with the State Department of Education to revise the current Administrator Evaluation Plan to align with these leadership practices.

In addition to the administrative level work, teachers across the district continued to meet during regular professional learning time within Instructional Learning Teams. This collaborative structure allowed teachers to study their instructional practices with colleagues. The team structure provided opportunity for staff to think critically, exhibit creativity, and collaborate with one another; interacting themselves with the 21st century skills the district is reinforcing with students. Many teachers across the district used this time to better understand the Vision of the Graduate's associated 21st century skills and how to incorporate student use of these skills into daily lessons.

Assistant Superintendent for Curriculum & Instruction 2018-2019

Another area of focus within the elementary and middle schools during the 2018-2019 school year was the education of the whole child. Promoting the district's vision related disposition of empathy, a focus on EI (*Emotional Intelligence*) allowed two principals, awarded fellowships with Yale's Center for Emotional Intelligence, to provide regular and ongoing professional development to school-based teams. These teams then worked with their respective building staff to understand Emotional Intelligence and the associated strategies that promote self-regulation and reflection.

Trainers Paul Vivian and Audley Donaldson were brought back for a second year and worked with students in grades three, five, seven and eight at all schools relative to the Vision of the Graduate, related disposition of equity and diversity. In addition, the district formed the Southington Public Schools Coalition for Social Justice in the spring. The Coalition was formed with students, staff, parents, administrators, central office leadership, community members, professional partners from both SERC (*State Education Resource Center*) and CREC (*Capitol Region Education Council*) and two elected officials. The Coalition recently adopted four goals that will serve to focus the work around social justice and promoting equity for the 2019-2020 academic year and beyond.

Superintendent's Annual Report 2018-2019

ENGLISH LANGUAGE ARTS CURRICULUM & INSTRUCTION

Stephanie Lawlor, English Language Arts Coordinator

Grades K-5 English Language Arts (ELA)

Reading and Writing Units of Study

Several units, new or revised, were rolled out to staff and adopted by the Board of Education as part of district efforts to revise the grades K-5 ELA curriculum. Teachers in Kindergarten through grade 2, continued to receive job-embedded professional development through the support of the literacy coaches. The coaches met with teams of teachers to introduce a new strategy, plan lessons, or study student work. The coaches not only modeled lessons, they observed teachers teaching and offered feedback. Grade 4 teachers had the opportunity to work with a staff developer from Teachers College. They focused on planning for small group instruction in reading, by studying student work, unpacking the reading progressions and creating tools to differentiate instruction.

Scientific Research-Based Interventions (SRBI)

The elementary literacy team continued to use multiple data points to inform the SRBI process and classroom instruction. They worked diligently to support the needs of students in tier II and III interventions. The team not only focused on student achievement in literacy, but also on the growth of each individual student.

Controlled Study: Units of Study Phonics

Foundational reading skills that are taught in the primary grades are the building blocks for reading success. The district conducted a controlled study using the *Units of Study in Phonics* in four Kindergarten and twelve first grade classrooms across the district. Through the Instructional Learning Team (ILT) process, teachers engaged in learning the guiding principles behind this phonics approach. Teachers received job-embedded coaching on how to implement the lessons at an exemplary level and studied multiple data points to measure the effectiveness of implementation.

The team found that the major guiding principle for the phonics units is supporting student transfer of skills to reading and writing. The lessons provided teachers with strategies and tools to help children see that what they learned in word study fostered stronger readers and writers.

These units were rigorous, and the team found the lessons to be highly engaging. Students worked in "Rug Clubs" to practice strategies using mascots, singing songs, and solving mysteries such as The Mystery of the Silent E and using their super powers to apply their knowledge about letters, sounds and words in their reading and writing.

This past spring, the 2019-2020 cohort of teachers attended a Phonics Showcase to learn about the new units. Teachers had the opportunity to visit classrooms and hear firsthand from the teachers involved in the study. This cohort met in June to begin planning for September.

Superintendent's Annual Report 2018-2019 – ELA Curriculum & Instruction

Grammar

At the start of the year, teachers in grades one through five engaged in professional learning with a new resource on how to teach grammar. The approach was designed by Jeff Anderson and the resource was his book, Patterns of Power. Rather than showing students sentences with errors and asking them to fix them, students will be exposed to mentor sentences from authentic literature and coached through an "invitational process." They will be asked to discuss what they notice about a sentence, compare and contrast that sentence with another, imitate the sentence, edit and apply the pattern in their own writing. After a rule is taught, it will be written on a chart that students will use for reference when they are editing their work in writing workshop.

Grades 6-8 English Language Arts (ELA)

The grade six units of study in reading and writing were adopted by the Board of Education this year. These units build upon the skills and strategies taught at the elementary level. Teachers collaborated to create and revise performance tasks that align to the 21st century skills. Students created Ted Talk presentations and Public Service Announcements to demonstrate mastery of skills in reading, writing, speaking and listening.

Teachers in grades seven and eight reviewed new units of study in reading that will be sent to the Curriculum and Instructions Committee for review and adoption next year. Once these units are approved, the district will have vertical alignment in reading and writing curriculum from kindergarten through grade eight. During district department meeting time, teachers revised the middle school writing rubrics to ensure vertical alignment from grades K-8. Staff also spent time using a protocol to calibrate their scoring of writing pieces.

Each middle school was fortunate enough to have two literacy specialists to support the SBRI model. This team collaborated with one another and the ELA teachers to ensure the district met the needs of all students. The two middle schools shared a literacy coach. The coach was able to support teachers with planning for small group instruction and support the implementation of the workshop model.

Grades 9-12 English Language Arts (ELA)

At the high school level, the ELA Coordinator, English Department Chair, and the Assistant Principal for ELA, met weekly to draft the ELA K-12 Macro-curriculum. The draft was shared with a team of teachers for feedback. The Macro-curriculum is aligned to the Southington Public Schools Vision of the Graduate and will guide the curriculum revisions that will begin at Southington High in the fall.

Superintendent's Annual Report 2018-2019

MATHEMATICS CURRICULUM & INSTRUCTION

Amy Zappone, Mathematics Coordinator

Grades K-2 Math

Over the course of the year, grades Kindergarten through grade two teachers engaged in a process of curriculum evaluation to determine which Mathematics curriculum or program would best support the needs of students in Southington. The K-2 teachers reviewed curricular options and submitted their feedback to the District Math Advisory Council. The Advisory Council then brought the district recommendation to the Curriculum and Instruction Committee meeting in April 2019, and the Committee supported the adoption of Ready Classroom. Ready Classroom is a comprehensive Mathematics curriculum that is built upon student discourse and problem solving. This Spring, all K-2 teachers who were not slated to begin the new phonics program in the fall, began their professional learning around the implementation of Ready Classroom. The elementary mathematics department will continue preparing and training K-2 teachers for implementation over the summer and throughout the school year, so teachers feel confident and supported throughout their implementation. As a district, the mathematics teachers are very excited to launch Ready Classroom for the 2019-2020 school year to work toward a coherent and consistent approach to teaching and learning of Mathematics. The elementary Mathematics specialists will increase their coaching support to assist teachers with Ready Classroom, to benefit from peer to peer collaboration.

Grades 3-5 Math

This year, teachers in grades three through five continued using Ready Common Core to support Mathematics instruction. To expand capacity in differentiating instruction for all learners, teachers engaged in professional learning around Math Workshop. For the Math Workshop Model, the district support encompassed the following principles: quality tasks are at the heart of workshop; student collaboration and discourse are essential; teachers are facilitators of learning. Teachers in grades three through five worked with colleagues across the district to develop and refine differentiated tasks for math workshop. Teachers were also able to use the newly purchased Splash Math program in their technology station within the Workshop to build number sense and fluency. They will continue their efforts with Math Workshop for next year and anticipate continued gains in student growth as a result of purposeful differentiation.

Grades 6-8 Math

The Middle School Mathematics Department engaged in a department book study of National Council of Teachers of Mathematics (NCTM) Principles to Actions, over the course of the school year. This professional resource focused on the eight Highly Effective Teaching Practices for Mathematics. The department focused on practices one and two: “Establish math goals to focus learning,” and “Implement Tasks that promote reasoning and problem solving.” During district department meetings, the work focused on developing and posting student-friendly learning targets and success criteria to guide student learning. Teachers used Instructional Learning Teams (ILT) and curriculum meeting time to collaboratively plan lessons and assessments that promoted cognitive engagement through problem solving. The department was fortunate to have two full-time Mathematics specialists, one at each middle school. The Mathematics specialists worked with

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teachers in the department to support the needs of all students through the Scientific Research-Based Instruction (*SRBI*) process and Tier I instruction. The middle school Mathematics teachers look forward to continuing to explore engaging and rigorous tasks for next year's instruction.

Grades 9-12 Math

The Southington High School Mathematics Department utilized vertical articulation time to meet with the middle school teachers who taught algebra I. The middle school and high school Algebra I teachers were able to collaboratively review the current curriculum and instructional practices. This summer, the work will continue with a focus on incorporating more opportunities for problem solving and real-life application. The district will be using Open Education Resources to fuel curriculum writing. The high school mathematics teachers worked with their colleagues to analyze Preliminary Scholastic Achievement Test (PSAT), Scholastic Achievement Test (SAT) and Advance Placement (AP) data to inform instruction. Also, teachers participated in professional learning opportunities around the practices of using learning targets and student success criteria to support "Visible Learning" from John Hattie's work. Next year, the department will engage in a book study to support their learning around the 21st century skill of Collaboration, which is a critical element of the District's Vision of the Graduate.

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SCIENCE CURRICULUM & INSTRUCTION

John Duffy, Science Coordinator

The district continued the implementation of Connecticut's Science standards, the Next Generation Science Standards (NGSS). The NGSS represented a major shift in instruction for Science teachers. Teachers focused on guiding students in developing answers to students' own questions about real world phenomena. Students took on the role of scientists as they built their understanding of science concepts while solving problems and developing explanations for engaging and puzzling science experiences. In the elementary schools, the emphasis was placed on grades three through five with each grade level implementing new units this year. All grade three, four and five teachers received professional development emphasizing the instructional strategies necessary to successfully support students as they engaged with new units of Science this year. Select grade three, four, and five teachers initiated a collaborative partnership with teachers in the Plainville school district as part of a grant administered by the Connecticut Science Center. This grant-funded partnership was designed to help build district capacity to make the changes in instruction required by the Connecticut Next Generation Science Standards. This grant program will be extended next year to include Kindergarten, first and second grade teachers. The middle school teachers and high school teachers implemented new NGSS units of study at every grade level. Professional development for teachers directly connected with new Science units continued this past school year. As a result of their professional development and curriculum work this year, the middle school teachers will be delivering a complete NGSS curriculum during the next school year. At the high school, the grade nine and ten teachers work this year will result in a fully transformed NGSS curriculum next year. The grade 11 and 12 teachers are on track for the full implementation in the 2020-2021 school year.

Southington students demonstrated a great deal of creativity this year. All grade five students created an invention as part of an invention curriculum unit. One-hundred and eighty students participated in the district-wide Invention Convention with nineteen moving on to the state-wide Invention Convention. Four of those students were invited to the national Invention Convention. Southington middle school students participated in the national eCybermission competition, a Science, Technology, Engineering and Mathematics (STEM) challenge for middle school students. A team of four grade six students from John F Kennedy Middle School were awarded first-place in the state of Connecticut for their unique design solution for oil spills.

The district continues to partner with Lewis Educational Agricultural Farm (LEAF) and seventh generation Southington farmer Mark Ramsay in supporting gardening in all elementary schools, both middle schools and Alta, the alternative high school. Under Mr. Ramsay's tutelage, students at all schools planted vegetables for harvest this summer and fall. Mr. Ramsay and LEAF continued to work with our middle schools this year and plans are in place for an expansion of this partnership during the next school year.

The district continued a partnership with YMCA Camp Sloper funded by a generous grant from the Southington Education Foundation (SEF). All grade four students spent two full days, one in the fall and one in the spring, immersed in a standards-based field experience.

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BUSINESS DEPARTMENT

Sherri P. DiNello, Director of Business & Finance

The Business Office has accomplished the following items during the 2018-2019 school year.

Budget Development 2019-2020

During the 2018-2019 school year, the Board of Education 2019-2020 Operating Budget was developed and presented. The Southington Board of Finance and Town Council funded the Board of Education 2019-2020 Operating Budget with an increase of \$2.3 million or 2.46%. In addition, funds were appropriated in separate line items to fund the anticipated increase to the MERS Municipal Employee Retirement System (MERS) and a contribution to the state Teacher's Retirement Board (TRB). The state budget was not finalized prior to the action by the Town Council; therefore, to be fiscally responsible yet still maintain control of these funds, they were not included within the Board of Education Operating Budget.

Education Finance System/Alio

The 2017-2018 financial report, ED001, was filed on the new EFS (Electronic Funds Source) platform that the State Department of Education rolled out in the spring of 2018. Local Education Agencies (LEAs) were required to report financial data using the new system beginning with the filing of the ED001 Report due by September 1, 2018 for the 2017-2018 school year. All account records uploaded were classified using the EFS codes for: Funding Source, Function, Object, Education Type, Pre-K, Allocation and Location. The Alio financial system did not provide a crosswalk to code the accounts to upload them successfully. The coding was done manually. The programmers at Computer Management Technologies (CMT), the Alio support vendor, have been working on the state reporting module. The district has been assisting them by sharing the excel spreadsheets created to use as real data to test and determine the best way to program the module so all Connecticut districts using Alio can benefit from their new module. In addition, new accounts were created to allow the appropriate coding of building level expenses.

Online Payment System for Fees and Activities Expanded

The Purchase Department Accounting Manager worked with the staff at Southington High School to expand the use of MyPaymentPlus online payment system to collect fees. The dues for the freshman class and payments for the Advanced Placement (AP) exams were collected using the online payment system this year.

Employee Wellness

The Healthy & Wise Committee ran several successful employee wellness programs throughout the year. Walking and weight loss challenges continue to be the most popular. WW (Weight Watchers) was offered onsite and, although participation was low, participants appreciated the opportunity and found success in reaching goals. Also, an introduction to yoga class was offered. Eight (8) one-quarter (1/4) size Crop Shares were purchased to be raffled off to staff, to showcase the fresh local produce options here in town.

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Food Service Financial Reporting

The Food Service Program utilized Alio financial software for payroll and accounts payable. The Accounting Manager worked to expand the chart of accounts to encompass revenue line items so sales and cash receipts could be posted. The goal was to produce financial statements from the software. This goal was completed in May of 2019. In addition, the Accounting Manager reconciled the Prepaid Student Liability Account. Archived data was restored to reconcile funds left from graduates and students that transferred. The Food Service Office staff will reach out to parents of inactive students to offer the option of a refund of their prepaid account balance or a donation of the balance to fund meals and snacks for students in need. A new practice was established for account balances remaining once students exit Southington Public Schools.

Negotiations – Southington Education Association (SEA)

The Director of Business & Finance worked with the Superintendent and legal counsel on behalf of the Southington Board of Education, to coordinate negotiations with the SEA. The Board of Education was able to reach an agreement with the SEA and avoid costly arbitration fees due to the continued conversations between the parties that occurred after mediation. The new contract begins on July 1, 2019.

Paraprofessionals, English Language Tutors (EL) & Applied Behavioral Analysis (ABA) Therapists

The Director of Business & Finance negotiated a three-year contract extension with the UPSEU (United Public Service Employees Union) bargaining group. The extension was accomplished without opening the contract for full negotiations and saved the district legal funds because an attorney was not used for the negotiation process.

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OPERATIONS DEPARTMENT

Peter J. Romano, Director of Operations

The Operations Department accomplished the following items during the 2018-2019 school year:

Construction and Building System Improvements

A substantial portion of construction and improvement projects were performed by in-house staff as a result of the budget uncertainty. These items included:

- Researched, designed and began installation of a state-of-the-art security camera system at Southington High School. Preliminary work was completed prior to the end of school. Work will be completed over the summer recess.
- Replaced a considerable amount of concrete sidewalk at Southington High School and Strong Elementary School.
- Replacement of traditional florescent light bulbs with Light-Emitting Diode (LED) lamps in schools continued throughout the district. The LED lamps were purchased at a discounted price through an Eversource Rebate Program.
- Replaced all existing counters and upgraded the electrical power to support current technology in the Music room at Southington High School.
- Continued the ongoing maintenance of the irrigation system at Southington High School.
- Improved on strategies to ensure the reliable, long-term performance and extending the life-cycle of roofs district-wide.
- Completed short-term structural repairs to the tennis courts at Southington High School.
- The exterior door for the Southington High School Band Room was structurally enlarged from a 3-foot wide door to a 4-foot door to allow for the larger instruments to be transported to the field without being disassembled.

With the approval of the referendum to replace $\pm 70,000$ square feet of roof at Southington High School, administrative work began. A building committee was formed, project manager and architect selected, and state funding requirements were satisfied. Work is scheduled to start at the beginning of summer recess.

Removed the underground fuel tank that was servicing a generator at Southington High School as required by the Connecticut Department of Energy & Environmental Protection.

Continued working toward completion of the required improvements outlined in the Civil Rights Compliance review at Southington High School.

Operations oversaw the replacement of a failed cylinder casing for the main elevator at Southington High School. The modernization of this elevator was bid with the support of the town's Capital Improvement Plan. Elevator work will begin at summer recess. Electrical, fire alarm, and Heating, Ventilation & Air Conditioning (HVAC) work will be performed in-house by the maintenance staff.

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Energy Conservation

Energy Management System: With ten (10) of the district's schools on the web-based dashboard, the Operations Department continued to monitor systems and programmed them for optimum efficiency and health of the buildings.

Reporting

South End Elementary School Construction Close-out: Operations completed documentation with the State Department of Education and Town of Southington Director of Finance, to close-out the project with the state.

Joseph A. DePaolo and John F. Kennedy Middle Schools Construction Close-out: Operations is working with the State Department of Education and Town of Southington Director of Finance to close-out the projects with the state.

School Rental System: The Operations Department evaluated the rates for outside rental of the schools and the policies and procedures. Recommendations were approved by the Board of Education for the 2019-2020 school year.

Health and Safety

Operations, in conjunction with the Southington Police and Fire Departments, coordinated and participated in unannounced emergency drills and fire drills at all schools district-wide.

Asbestos and radon testing programs: Ongoing management of the state mandated asbestos removal and reporting continued. Air quality testing for radon was performed at Agricultural Sciences, Hatton, Strong, and Thalberg Schools, as per Environmental Protection Agency (EPA) and state guidelines for ongoing testing in schools.

Polychlorinated biphenyl (PCB) testing was conducted at the John Weichsel Municipal Center, J. A. DePaolo Middle School and J. F. Kennedy Middle School.

Administrative Enhancements

Operations created and maintained an online process for reporting district-wide fire and safety drills. Drills are reported annually to the Connecticut State Division of Energy Management and Homeland Security.

The Operations Department continued to build on its' electronic infrastructure. Operations worked closely with all the schools in the district. The transition to electronic documentation for the department allowed for greater efficiencies and information sharing throughout the district. A considerable amount of work was moved to the Google Doc format, including sheets and forms for transportation tracking logs, transportation requests and complaints, snow removal vendors and events, lawn maintenance vendors, and custodian scheduling.

District-wide and Town Collaboration

Shared Resources: The Operations Department continued its' ongoing collaboration with the town to complete repairs, service calls and projects at town buildings, as needed. Among the projects completed this year include: Recreation Park water heater repairs, highway garage upgrades, plumbing maintenance at fire stations, and HVAC work at the library.

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HUMAN RESOURCE DEPARTMENT

Michelle Passamano, Human Resource Manager

Progress was demonstrated in many areas throughout the 2018-2019 school year after the Human Resource Department (HR) resources were merged between the Southington Town Government and the Southington Public Schools in 2017-2018.

Alio/Database Merge:

Assisted by the Technology Department and an Alio representative, the department continued work to finalize the process of combining existing multiple employee data sources into one employee database. The completed transition will ensure accuracy and efficiency of operation, saving time in the production of reports required by the state or the district and town.

Hiring Process:

The Hiring Committee worked to improve and update the hiring process including evaluation of documents, reference check information, and interview scoring rubrics. Newly implemented procedures increased efficiency and reflected the current work of the district. The standard forms were converted into pdf fillable forms. Collaboration with the Payroll and Technology Departments helped determine the forms and information necessary for posting on the district's website along with the most efficient manner to store employee documents within the website. Training videos required for new hires; e.g., Bloodborne Pathogens, Life-threatening allergies, Occupational Safety and Health Administration (OSHA) and Title IX, were incorporated within that website. The Human Resource Department continued work on the development of a Personnel Accountability form in Google Forms that will assist the department with notifications from building administrators regarding location and assignment changes, recommendations for hire, and requests for personnel vacancy postings.

The Human Resource Department is currently in the process of utilizing additional resources available through the Frontline Application System. This application system has many features that will streamline the process, including administrators being able to prepare their own postings and electronically routing applications to different levels of the hiring process. Administrators will no longer need to send their recommendations for hire documents to HR in paper form. They will identify who they selected to interview and their recommendation for hire directly in Frontline. The Hiring Committee reviewed the interview questions for all areas and are continuing the work of developing them in Frontline for electronic use during interviews.

Human Resource Website:

The Human Resource Department website is under development. All onboarding forms were created in pdf fillable form format and will be added to the website for use by all new hires. The Human Resource Department has contracted with e-FMLA for all new medical leave notification requests. This is an online source that provides employees with a link to enter their information. A letter will be generated automatically from HR to the employee. The number of requests for absences under the Family Medical Leave Act (FMLA) have increased exponentially. This resource ensures that the required guidelines and timelines are met. The Payroll Department and HR meet twice a month to review an employee's FMLA status.