



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSON  
ASSISTANT SUPERINTENDENT

### **Personnel Committee Meeting Wednesday, February 13, 2019, 6:30 P.M. 355 Migeon Avenue**

#### **Agenda**

Comments may be solicited at any time during the meeting as recognized by the Chair.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Participation: *Members of the public and staff may bring to the committee's attention information, ideas, or matters of concern related to all the duties and responsibilities of this committee. This committee will not allow comments regarding specific staff members or personal grievances. The time for individual remarks will be apportioned according to the number of speakers and will be limited to five minutes per speaker unless extended by the chair.*
5. Discussion/Next Steps:
  - a. Substitute Fill Rates (Kelly Services and Delta T)
  - b. Attendance Reports (Teachers & Para's)
  - c. Timelines for contract renewals
  - d. Consent Agenda – Appointments, Retirements and Resignations
6. Comments for the Good of the Order
7. Topics for Future Meetings
8. Adjournment
9. Next Meeting: March 13, 2019 @ 6:30pm

**Torrington Monthly Report  
Kelly Services Fill Rates**

**Torrington Public Schools  
YTD Monthly Fill Rates 2018-2019**

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	September 2018	Requests	Filled	Filled %
2	2	100%	East	60	32	53%
46	23	50%	Forbes	54	22	41%
42	36	86%	Southwest	54	26	48%
73	44	60%	Torrington	31	2	6%
92	70	76%	THS	33	16	48%
74	46	62%	TMS	74	48	65%
49	34	69%	Vogel	98	26	27%
<b>378</b>	<b>255</b>	<b>67%</b>	<b>TOTAL</b>	<b>404</b>	<b>172</b>	<b>43%</b>
Student days - 19						

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	October 2018	Requests	Filled	Filled %
13	0	0%	East	58	39	67%
50	28	56%	Forbes	42	26	62%
38	23	61%	Southwest	19	11	58%
117	77	66%	Torrington	34	9	26%
125	87	70%	THS	34	15	44%
116	70	60%	TMS	19	8	42%
88	59	67%	Vogel	90	43	48%
<b>547</b>	<b>344</b>	<b>63%</b>	<b>TOTAL</b>	<b>296</b>	<b>151</b>	<b>51%</b>
Student days - 22						

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	November 2018	Requests	Filled	Filled %
25	13	52%	East	28	22	79%
50	32	64%	Forbes	27	17	63%
26	19	73%	Southwest	13	7	54%
117	87	74%	Torrington	26	0	0%
124	84	68%	THS	23	8	35%
102	60	59%	TMS	37	17	46%
65	42	65%	Vogel	94	30	32%
<b>509</b>	<b>337</b>	<b>66%</b>	<b>TOTAL</b>	<b>248</b>	<b>101</b>	<b>41%</b>
Student days - 18						

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	December 2018	Requests	Filled	Filled %
14	8	57%	East	26	11	42%
55	33	60%	Forbes	27	16	59%
28	20	71%	Southwest	12	9	75%
74	43	58%	Torrington	43	17	40%
87	55	63%	THS	30	8	27%
104	72	69%	TMS	24	4	17%
57	30	53%	Vogel	65	16	25%
<b>419</b>	<b>261</b>	<b>62%</b>	<b>TOTAL</b>	<b>227</b>	<b>81</b>	<b>36%</b>
Student days - 15						

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	January 2019	Requests	Filled	Filled %
14	8	57%	East	44	24	55%
62	35	56%	Forbes	39	22	56%
30	22	73%	Southwest	6	2	33%
96	65	68%	Torrington	53	23	43%
96	74	77%	THS	31	12	39%
138	85	62%	TMS	29	12	41%
62	38	61%	Vogel	51	28	55%
<b>498</b>	<b>327</b>	<b>66%</b>	<b>TOTAL</b>	<b>253</b>	<b>123</b>	<b>49%</b>
Student days - 20						

**Torrington Public Schools  
YTD Monthly Fill Rates 2017-2018**

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	September 2017	Requests	Filled	Filled %
18	16	89%	East	10	6	60%
35	30	86%	Forbes	10	7	70%
38	34	89%	Southwest	14	11	79%
53	49	92%	Torrington	10	9	90%
76	68	89%	THS	27	12	44%
75	72	96%	TMS	81	55	68%
47	39	83%	Vogel	35	18	51%
<b>342</b>	<b>308</b>	<b>90%</b>	<b>TOTAL</b>	<b>187</b>	<b>118</b>	<b>63%</b>
Student days - 19						

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	October 2017	Requests	Filled	Filled %
64	58	91%	East	30	19	63%
49	41	84%	Forbes	45	35	78%
63	57	90%	Southwest	11	10	91%
107	96	90%	Torrington	37	29	78%
106	99	93%	THS	47	10	21%
126	106	84%	TMS	68	46	68%
70	50	71%	Vogel	28	15	54%
<b>585</b>	<b>507</b>	<b>87%</b>	<b>TOTAL</b>	<b>266</b>	<b>164</b>	<b>62%</b>
Student days - 21						

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	November 2017	Requests	Filled	Filled %
58	52	90%	East	21	11	52%
35	31	89%	Forbes	30	22	73%
38	35	92%	Southwest	15	15	100%
70	69	99%	Torrington	30	28	93%
148	126	85%	THS	23	12	52%
112	94	84%	TMS	42	27	56%
74	62	84%	Vogel	28	13	46%
<b>535</b>	<b>469</b>	<b>88%</b>	<b>TOTAL</b>	<b>189</b>	<b>128</b>	<b>66%</b>
Student days - 20						

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	December 2017	Requests	Filled	Filled %
52	40	77%	East	36	24	67%
38	29	76%	Forbes	16	12	75%
47	34	72%	Southwest	36	31	86%
65	60	92%	Torrington	19	19	100%
159	133	84%	THS	9	6	67%
137	95	69%	TMS	35	18	51%
64	52	81%	Vogel	23	13	57%
<b>562</b>	<b>443</b>	<b>79%</b>	<b>TOTAL</b>	<b>174</b>	<b>123</b>	<b>71%</b>
Student days - 16						

TEACHER				PARAPROFESSIONAL		
Requests	Filled	Filled %	January 2018	Requests	Filled	Filled %
63	50	79%	East	44	31	70%
56	48	86%	Forbes	15	11	73%
35	31	89%	Southwest	24	20	83%
64	57	89%	Torrington	28	24	86%
82	67	82%	THS	6	5	83%
131	107	82%	TMS	48	32	67%
76	62	82%	Vogel	20	12	60%
<b>507</b>	<b>422</b>	<b>83%</b>	<b>TOTAL</b>	<b>185</b>	<b>135</b>	<b>73%</b>
Student days - 18						

Delta T Paraprofessional Fill Rates  
2018-2019

August 2018			
	Requests	Filled	Fill %
East	1	0	0.0%
Forbes	2	2	100.0%
Southwest	3	3	100.0%
Torringtonford	2	2	100.0%
THS	0	0	
TMS	1	1	100.0%
Vogel	0	0	
	<b>9</b>	<b>8</b>	<b>88.9%</b>

September 2018			
	Requests	Filled	Fill %
East	7	7	100.0%
Forbes	1	1	100.0%
Southwest	10	7	70.0%
Torringtonford	10	10	100.0%
THS	0	0	
TMS	28	27	96.4%
Vogel	3	0	0.0%
	<b>59</b>	<b>52</b>	<b>88.1%</b>

October 2018			
	Requests	Filled	Fill %
East	25	5	20.0%
Forbes	3	2	66.7%
Southwest	14	7	50.0%
Torringtonford	23	9	39.1%
THS	9	0	0.0%
TMS	52	46	88.5%
Vogel	24	7	29.2%
	<b>150</b>	<b>76</b>	<b>50.7%</b>

November 2018			
	Requests	Filled	Fill %
East	31	1	3.2%
Forbes	9	2	22.2%
Southwest	13	2	15.4%
Torringtonford	54	26	48.1%
THS	7	2	28.6%
TMS	43	39	90.7%
Vogel	14	2	14.3%
	<b>171</b>	<b>74</b>	<b>43.3%</b>

November 2017			
	Requests	Filled	Fill %
East	9	9	100.0%
Forbes	3	3	100.0%
Southwest	5	5	100.0%
Torringtonford	11	11	100.0%
THS	2	2	100.0%
TMS	6	5	83.3%
Vogel	12	10	83.3%
	<b>48</b>	<b>45</b>	<b>93.8%</b>

Delta T Paraprofessional Fill Rates  
2018-2019

December 2018			
	Requests	Filled	Fill %
East	23	0	0.0%
Forbes	4	0	0.0%
Southwest	8	1	12.5%
Torrington	44	15	34.1%
THS	6	0	0.0%
TMS	22	1	4.5%
Vogel	38	15	39.5%
	<b>145</b>	<b>32</b>	<b>22.1%</b>

December 2017			
	Requests	Filled	Fill %
East	4	4	100.0%
Forbes	4	4	100.0%
Southwest	4	4	100.0%
Torrington	19	17	89.5%
THS	13	10	76.9%
TMS	9	7	77.8%
Vogel	24	22	91.7%
	<b>77</b>	<b>68</b>	<b>88.3%</b>

January 2019			
	Requests	Filled	Fill %
East	8	0	0.0%
Forbes	31	18	58.1%
Southwest	7	0	0.0%
Torrington	61	16	26.2%
THS	6	0	0.0%
TMS	59	11	18.6%
Vogel	40	21	52.5%
	<b>212</b>	<b>66</b>	<b>31.1%</b>

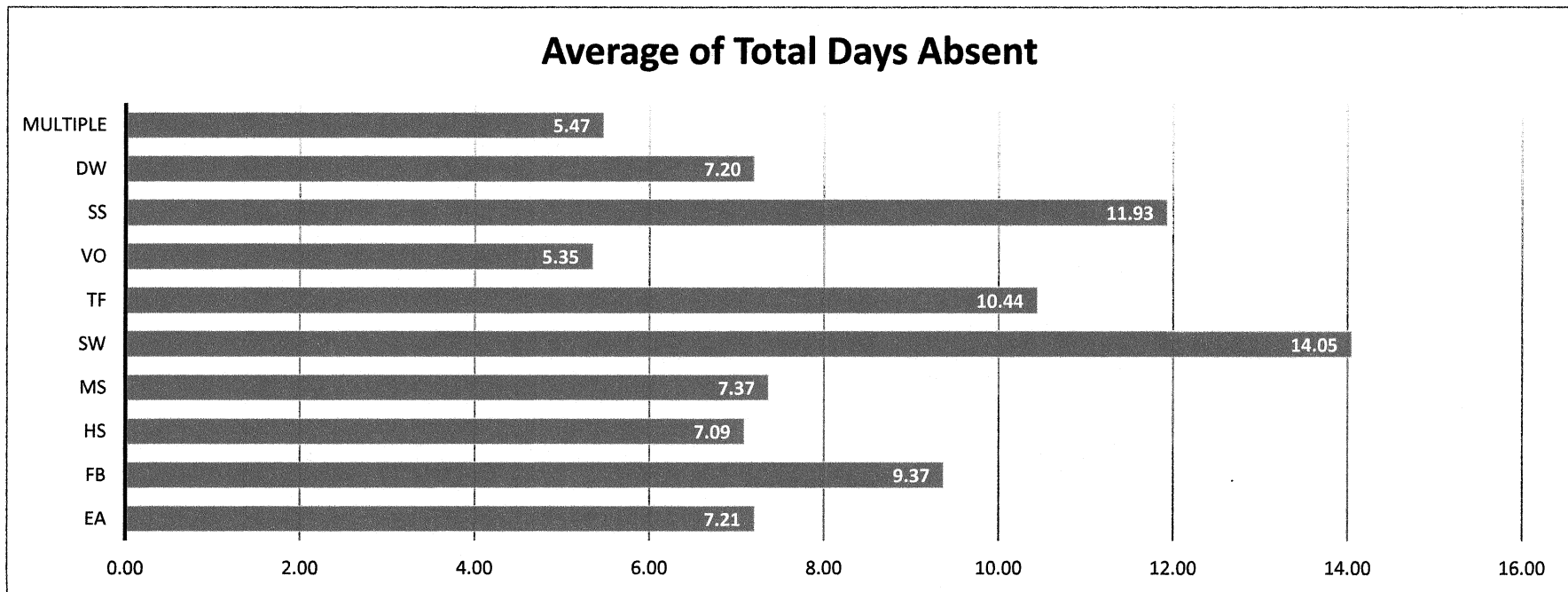
January 2018			
	Requests	Filled	Fill %
East	27	26	96.3%
Forbes	6	4	66.7%
Southwest	2	2	100.0%
Torrington	19	17	89.5%
THS	9	8	88.9%
TMS	10	6	60.0%
Vogel	21	21	100.0%
	<b>94</b>	<b>84</b>	<b>89.4%</b>

**2018-2019 Teacher Attendance Summary**  
**Beginning of School Year to End of January 2019**

School	Total Teachers	Sick Days Taken	Personal Days Taken	Prof. Days Taken	Other Days Taken	Total Absences (Days)	Average of Total Days Taken
EA	6	30.34	1.90	8.00	3.00	43.24	7.21
FB	26	204.07	7.03	24.03	8.52	243.66	9.37
HS	80	414.17	40.48	106.00	6.45	567.10	7.09
MS	84	450.69	31.76	102.72	33.55	618.72	7.37
SW	24	314.31	9.00	11.79	2.00	337.10	14.05
TF	51	467.24	17.03	36.97	11.41	532.66	10.44
VO	46	171.28	19.03	43.38	12.48	246.17	5.35
SS	11	116.72	3.28	9.52	1.72	131.24	11.93
DW	5	27.48	2.52	5.00	1.00	36.00	7.20
Multiple	11	45.17	3.00	12.03	0.00	60.21	5.47
<b>Grand Total</b>	<b>344</b>	<b>2241.48</b>	<b>135.03</b>	<b>359.45</b>	<b>80.14</b>	<b>2816.10</b>	<b>8.19</b>

Type of Absence	Total Days Absent	Average Days Taken	Average Days per Month
Sick	2241.48	6.52	1.30
Personal	135.03	0.39	0.08
Professional	359.45	1.04	0.21
Other	80.14	0.23	0.05
<b>Total</b>	<b>2816.10</b>	<b>8.19</b>	<b>1.64</b>

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**2018-2019 Teacher Attendance Summary**  
**Beginning of School Year to End of January 2019**

Month	# of Work Days	Total Absences (Days)	Work Days X # of Teachers	Percent Absence	Percent Attendance
To Date	100	2,816.10	34,400	8.19%	91.81%
Aug & Sept	24	447.97	8,256	5.43%	94.57%
October	22	695.06	7,568	9.18%	90.82%
November	19	601.49	6,536	9.20%	90.80%
December	15	508.86	5,160	9.86%	90.14%
January	20	562.72	6,880	8.18%	91.82%
February			-		
March			-		
April			-		
May			-		
June			-		

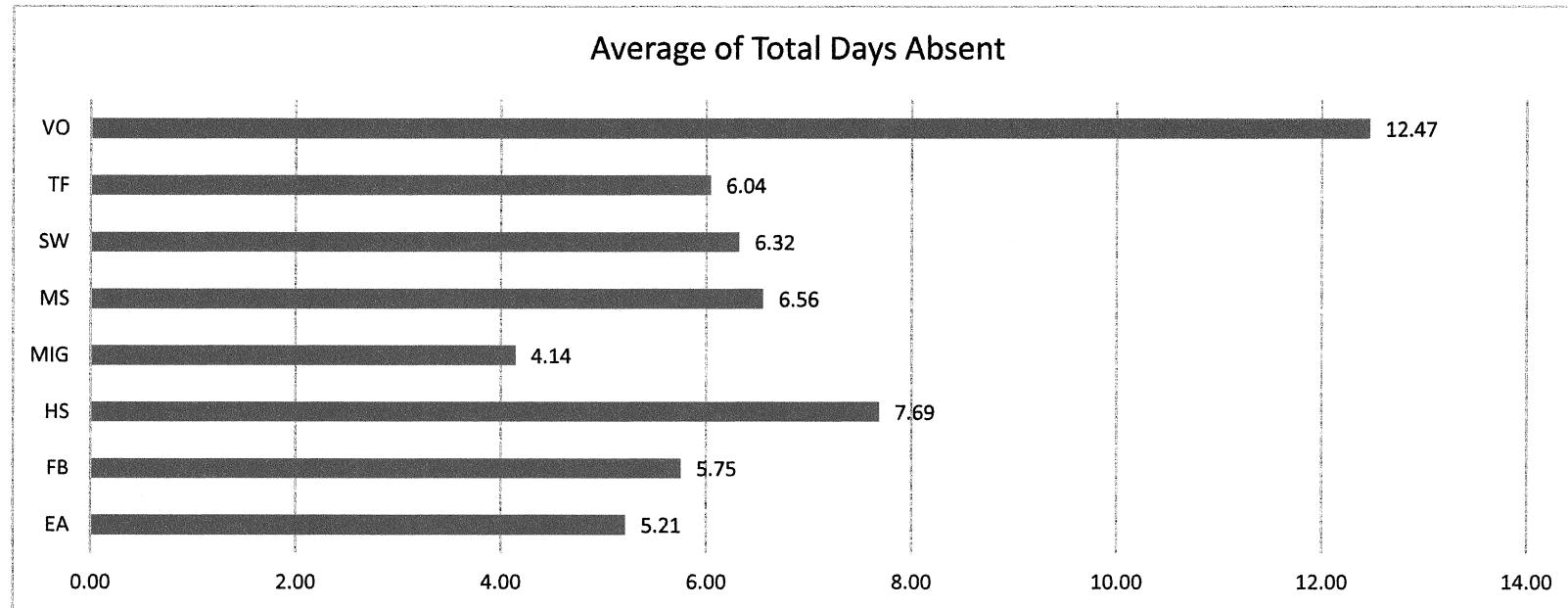
**2018-2019 Paraprofessional Attendance Summary**  
**Beginning of School Year to End of January 2019**

School	Total Paras	Sick Days Taken	Personal Days Taken	Other Days Taken	Total Days Absent	Average of Total Days Absent
EA	21	91.46	10.19	7.85	109.50	5.21
FB	18	93.04	6.54	4.00	103.58	5.75
HS	21	127.43	18.00	16.00	161.43	7.69
MIG	1	4.14	0.00	0.00	4.14	4.14
MS	33	163.64	9.79	42.89	216.32	6.56
SW	14	77.50	8.00	3.00	88.50	6.32
TF	34	180.38	12.00	13.00	205.38	6.04
VO	31	223.46	15.50	147.54	386.50	12.47
<b>Grand Total</b>	<b>173</b>	<b>961.06</b>	<b>80.02</b>	<b>234.28</b>	<b>1275.35</b>	<b>7.37</b>

\*Paras receive 12.5 days per school year

Type of Absence	Total Days Absent	Average Days Taken	Average Days per Month
Sick	961.06	5.56	1.11
Personal	80.02	0.46	0.09
Other	234.28	1.35	0.27
<b>Total</b>	<b>1275.35</b>	<b>7.37</b>	<b>1.47</b>

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**2018-2019 Paraprofessional Attendance Summary**  
**Beginning of School Year to End of January 2019**

Month	# of Work Days	Total Absences (Days)	Work Days X # of Paras	Percent Absence	Percent Attendance
To Date	99	1,275.35	17,127	7.45%	92.55%
Aug & Sept	24	198.76	4,152	4.79%	95.21%
October	22	327.46	3,806	8.60%	91.40%
November	18	147.73	3,114	4.74%	95.26%
December	15	259.34	2,595	9.99%	90.01%
January	20	342.06	3,460	9.89%	90.11%
February			-		
March			-		
April			-		
May			-		
June			-		



**Torrington Board of Education Consent Agenda Detail**  
**ConsentAge190227**

Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
Kate Davis	Teacher	MS	Social Worker	Appoint	2/11/2019
Susan Carbora	Teacher	DW	Special Education	Appoint	3/11/2019
Patricia Sanzone	Teacher	FB	Interim Grade 5	Appoint	1/22/2019
Sherry Artruc	Teacher	FB	Interim Grade 5	Appoint	2/19/2019
Michele Turecek	Teacher	MS	ELA Grade 7	Appoint	2/4/2019
Lynn Emra	Teacher	MS	ELA Grade 7	Appoint	2/6/2019
Julia Michaelis	Teacher	FB	Grade 5	Resign	2/14/2019
Susan Diaferio	Teacher	MS	Coordinating Teacher SpEd	Appoint	2/4/2019