



Torrington Public Schools

Packet for Personnel Committee Meeting

February 14, 2018



Torrington Public Schools

SUSAN M. LUBOMSKI
ASSISTANT SUPERINTENDENT

DENISE L. CLEMONS
SUPERINTENDENT

Personnel Committee Meeting Wednesday, February 14, 2018, 6:00PM Migeon Ave.

Agenda

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the Minutes
5. Additions/Resignations
6. Substitute Utilizations
7. Superintendent Evaluation
8. Board of Education Evaluation
9. Consent Agenda
10. Action Items
 - a. Additions/Resignations
 - b. Substitute Utilizations
 - c. Superintendent Evaluation
 - d. Board of Education Evaluation
 - e. Consent Agenda
11. Comments for the Good of the Order
12. Topics for Future Meetings
13. Adjournment
14. Next Meeting: March 14, 2018

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The Torrington Board of Education does not discriminate in any of its programs, activities or employment practices on the basis of any protected class status.



Connecticut Association of Boards of Education, Inc.
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Superintendent Evaluation

Check the most appropriate rating box on a scale of 1-5 (1 representing the lowest rating, 5 the highest) for each question. An "NA" rating is also provided if you are unable to rate an item for any reason. A space for comments is also provided.

Questions	1	2	3	4	5	NA	AVG.
Educational Leadership							
Goals							
1. Evaluates his/her own progress in meeting goals.							
2. Succeeds in achieving goals.							
3. Reviews educational needs of the system.							
4. Prepares long and short-term goals for the system, including student achievement, and presents them to the board.							
Comments: _____							
Curriculum Development							
1. Coordinates curriculum development within the district.							
2. Provides leadership in reviewing and developing curriculum.							
3. Utilizes the talents of professionals and community members.							
4. Establishes curriculum needs of special students.							
5. Makes recommendations for textbooks for school board adoption.							

Questions	1	2	3	4	5	NA	AVG.
Curriculum Development (continued)							
6. Maintains a current knowledge of developments in curriculum and instruction.							
Comments: _____							

Professional Development							
1. Inspires others to high professional standards.							
2. Assists schools in evaluating their current operations and professional development needs.							
3. Provides a climate for professional development of staff through in-service workshops and professional activities.							
Comments: _____							

Supervision							
1. Establishes self as educational leader.							
2. Delegates responsibilities wisely.							
3. Works within federal and state mandates.							
4. Ensures that teachers are involved in decision making.							
5. Reinforces positive efforts.							
6. Ensures administration of personnel policies and programs.							
7. Has a recruitment plan and organizes recruitment of personnel.							

Questions	1	2	3	4	5	NA	AVG.
Supervision (continued)							
8. Recommends the assignment of personnel to schools and offices.							
9. Plans and implements personnel evaluation system that identifies the strengths and weaknesses of employees in the system.							
10. Oversees the planning and evaluation of the staff development program to address the weaknesses of employees in the system.							
11. Supervises and evaluates all administrative staff.							
12. Communicates vision/mission to personnel.							
Comments: _____							

Fiscal Management							
Student Services							
1. Develops regulations to implement student services.							
2. Monitors student personnel services.							
3. Monitors the student record system.							
4. Implements programs relating to behavior and discipline of students.							
5. Maintains programs for health and safety of students.							
Comments: _____							

Questions	1	2	3	4	5	NA	AVG.
Budget/Business & Finance							
1. Prepares school calendar and annual budget with appropriate input.							
2. Completes and files, in a timely fashion, all required forms and reports.							
3. Prepares and recommends a budget that is fiscally sound and reflects the district's educational priorities.							
4. Determines that funds are administered wisely and adequate control and accounting are maintained.							
5. Keeps the board routinely informed as to status of the operating accounts of the budget.							
6. Involves the staff in the budget process.							
7. Reports to the school board on the financial condition of the school system.							
8. Ensures that expenditures are within limits approved by the school board.							
9. Monitors compliance with policies and laws.							
10. Establishes and monitors procedures for procurement of equipment and supplies.							
Comments: _____							

Infrastructure							
1. Keeps informed on needs of the school program, physical plant, facilities, equipment, supplies and code compliance requirements.							
2. Prepares long/short-range plans for facilities and sites.							
3. Maintains and implements policies for the use of school property.							
4. Ensures the maintenance of school property.							
5. Monitors any construction, renovations, or demolition of school facilities.							

Questions	1	2	3	4	5	NA	AVG.
Infrastructure (continued)							
6. Oversees and implements policies for safe school facilities.							
7. Monitors the student transportation system.							
Comments: _____							

Climate							
Staff and Personnel							
1. Develops and executes sound personnel procedures and practices.							
2. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.							
3. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.							
4. Maintains open communication.							
5. Is an active listener.							
6. Makes recommendations for employment, discipline or promotion of personnel in writing with supporting data; accepts responsibility for recommendations. If the recommendation is not accepted by the board, willingly finds another person to recommend.							
7. Receives recommendations for personnel from board members with an open mind but applies the same criteria for selection for recommendation as applies to applications from other sources.							
8. Maintains up-to-date job descriptions for all personnel.							
9. Assists board in negotiations with teachers and administrative units and acts as liaison between the board and other bargaining units.							

Questions	1	2	3	4	5	NA	AVG.
Staff and Personnel (continued)							
10. Delegates authority to subordinates when appropriate.							
Comments: _____							
Community Relations							
1. Solicits and gives attention to problems and opinions of all groups and individuals.							
2. Develops friendly and cooperative relations with the news media.							
3. Keeps the public aware of school activities and events.							
4. Achieves status as a community leader in public education.							
5. Involves the community in planning and problem solving for the schools.							
6. Articulates educational programs and needs to the community.							
7. Participates in community affairs.							
8. Is visible to students, parents and staff in the schools.							
9. Acts as liaison between schools and community social agencies.							
10. Fosters positive morale and spirit within the district.							
Comments: _____							

Questions	1	2	3	4	5	NA	AVG.
Teacher Relations							
1. Motivates and inspires professional growth and development.							
2. Serves as a role model.							
3. Is able to resolve grievance issues without involving the board of education.							
4. Supports and guides teachers in meeting the district's expectations of them.							
5. Acts as liaison between the school board and school personnel.							
Comments: _____							

Relationship with the Board and Board Members							
Policy							
1. Interprets and executes board policy.							
2. Supports board policy and actions to the public and staff.							
3. Understands role in administration of board policy.							
Comments: _____							

Questions	1	2	3	4	5	NA	AVG.
Meeting Preparation and Participation							
1. Recommends actions and alternatives to the board.							
2. Informs the board about rules and regulations of the Connecticut State Board of Education and state and federal laws.							
3. Informs the board about current trends and developments in education.							
4. Keeps the board informed on issues, needs, and operation of the school system.							
Comments: _____							
Rapport							
1. Remains impartial to the board, treating all board members alike.							
2. Respects the right of individual board members to express their opinion even though s/he may not be in agreement.							
3. After an official position has been reached, supports the decision of the board.							
4. Refrains from criticism of members of the board.							
5. Maintains communication.							
6. Informs board members of pending state or federal legislation that could influence their decisions.							
7. Keeps board informed on issues, needs, and operations of the school system.							
8. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.							
9. Seeks and accepts constructive criticism of work.							
10. Has a harmonious work relationship with the board.							
11. Accepts responsibility for maintaining liaison between the board and personnel, working towards a high degree of understanding between the staff and the board, and the board and staff.							

Questions	1	2	3	4	5	NA	AVG.
Rapport (continued)							
12. Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an effort to resolve such differences immediately.							
Comments: _____							

Personal/Professional Qualities							
Personal/Professional Qualities							
1. Maintains his/her professional development by reading, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents.							
2. Has his/her own plan for attaining CEU's in a planned program of activities.							
3. Energetic and devotes the time necessary to meet the responsibilities of his/her position.							
4. Uses language effectively in dealing with staff members, the board and the public.							
5. Completes tasks in a timely manner, i.e., a realistic balance between quality and quantity.							
6. Stimulates new ideas in others.							
7. Independently sees the need for, and takes action required to carry out his/her responsibilities.							
8. Oversees planning and evaluation of curriculum and instruction.							
9. Communicates vision/mission to school personnel.							
Comments: _____							

Torrington Board of Education Consent Agenda Detail
ConsentAge180228

Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
Nicole Sul	Teacher	HS	PreK	Resign	2/15/2018
Robert Brunetti	Teacher	MS	Social Studies	Retire	7/1/2018
Michelle Brunetti	Teacher	VO	Extended Day Program	Appoint	1/29/2018
Michael McCotter	Teacher	VO	Extended Day Program	Appoint	1/29/2018
Simone Moulthrop	Teacher	VO	Extended Day Program	Appoint	1/29/2018
Gordon Myers	Teacher	VO	Extended Day Program	Appoint	1/29/2018
Laraine Raia	Teacher	VO	Extended Day Program	Appoint	1/29/2018
Mary Svetz-Juliano	Teacher	VO	Extended Day Program	Appoint	1/29/2018
Kylie Yagid	Teacher	SW	Extended Day Program	Appoint	1/29/2018
Dawn Pollutro	Teacher	SW	Extended Day Program	Appoint	1/29/2018
Sarah Pettinicchi	Teacher	SW	Extended Day Program	Appoint	1/29/2018
Lori Legendre	Teacher	SW	Extended Day Program	Appoint	1/29/2018
Michelle Nadolny	Teacher	SW	Extended Day Program	Appoint	1/29/2018
Jill Ciccarella	Teacher	SW	Extended Day Program	Appoint	1/29/2018
Amanda Mule	Teacher	FB	Extended Day Program	Appoint	1/29/2018
Kimberly Budge	Teacher	FB	Extended Day Program	Appoint	1/29/2018
Erin Considine	Teacher	FB	Extended Day Program	Appoint	1/29/2018
Georgeann Sabia	Teacher	FB	Extended Day Program	Appoint	1/29/2018
Philippa Howe Ivain	Teacher	FB	Extended Day Program	Appoint	1/29/2018
Mary Morton	Teacher	FB	Extended Day Program	Appoint	1/29/2018
Jeffrey Schroeder	Teacher	MS	Special Education	Appoint	2/12/2018
Heather Siegel	Teacher	HS	English	Recall from Layoff	2/21/2018