



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Finance Committee Meeting Minutes from March 27, 2017 New Britain Educational Administration Center

#### Attendance

The meeting began at 6:00 PM.

#### Board Members Present

Ms. Miriam Geraci, Ms. Daisy Sanchez, Ms. Gayle Sanders-Connolly

#### CSDNB Committee Staff Present

Mr. Kevin Kane, Mr. Paul Salina

#### Minutes/Reports

#### Minutes from meeting on February 27, 2017

There were no recommended changes to the minutes from meeting on February 27, 2017.

#### Finance: Monthly Financial Report

Mr. Kevin Kane, Chief Financial Officer, presented the Monthly Financial Report ending February 28, 2017. Mr. Kane answered all questions from the Finance Committee. The Finance Committee recommended this report go to the Board of Education for approval at their next regular meeting.

#### Old Business

#### Operations: Lease Agreement for Pope John Paul II School

The Lease Agreement was reviewed. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

#### Operations: Project Scope of Services for the Consolidated School District of New Britain

The Project Scope of Services for CSDNB was reviewed. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

#### Discussion/Action Items

#### Academics: Purchase Order Approval to provide books for classroom libraries in grades 6-8 throughout CSDNB Submitted by Liz Crooks

While there is a need to standardize instruction throughout CSDNB, there is also a need to increase student choice. Most English Language Arts classrooms in grades 6-8 do not have a classroom library allowing students the opportunity to experience books

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of their own choice for independent reading in and outside of school. We know that if we do not provide students with opportunities to read, they will not become lifelong readers, which is critical to their success.

Scholastic recommends that classroom libraries have a minimum of 600 books with at least thirty percent non-fiction. We are beginning with 300 and redistribution of novels the district already owns. They also recommend a span of two to three years below and above grade level for classroom libraries to allow access for struggling readers and challenge for more fluent readers.

Penny Kittle, states, that, ‘Students need time to read in class in order to create a habit of reading and set the stage for homework reading, and teachers need reading time to confer individually with students about their choices, stamina, engagement, and goals.’ This is a model where teachers are actively engaged in students’ independent reading. We have plans to provide professional development around this model. She also states, “Students need to make choices in reading that reflect their interests because interest drives engagement. Teachers should encourage wide reading in all genres as well as students who pursue an author or genre study. Allow students to reread favorite books and to abandon a book that no longer interests them.”

Penny has outstanding success in matching students to a book they will love and helping every student develop a love of reading. She consults internationally and contracts with Heinemann, as well as teaching high school English. Student engagement in reading has led to increased scores in all areas.

This directly relates to district goals to improve literacy. Getting students engaged and loving reading is the first step to increasing reading comprehension in not only English and ELA classes, but across disciplines.

Choice directly relates to educating the whole child and the goal of increasing student engagement. When students have guidance from a knowledgeable teacher and the opportunity to choose what they will read, that directly correlates to differentiated instruction. With proper oversight it will enable students to make educated choices at their independent reading level.

Once teachers have modeled skills with core texts to facilitate student understanding of close reading, annotation, and independent exploration of major ideas, that will also allow choice that will increase engagement as students begin to read text that interests them. The engagement and choice will lead to opportunities for trained teachers to continually move students away from their comfort levels to more complex texts. Teaching is truly an art of knowing one’s students and moving each individual to the next level.

The total cost is \$44,000.00 and the funding source is Alliance, DW Instructional Supplies, 234196910001-56110. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

**Academics: Purchase Order Approval for Project Lead the Way (Supplies)**

**Submitted by Sondra Sanford**

This is to purchase supplies for NBHS Engineering and Health Academy Pathways from Project Lead the Way (PLTW). The purpose is to provide the appropriate materials and supplies for the courses offered at New Britain High School including the New Britain Academy for Health Professions.

The total cost is \$55,325 and the Funding Source is Alliance, DW, Instructional Supplies, 234196910001-56110. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

**Academics: Bid Waiver and Purchase Order Approval for Rock Climbing Wall**

**Submitted by Alex Ortiz**

Through conversation with our Physical Education Department and our need to engage our students at DiLoreto in expanding physical fitness activities, our staff, via The Commissioner's Network Grant, wanted to have a rock climbing wall placed in our gymnasiums. As the 2016-17 budget was prepared, it was requested and approved by the state to have a rock climbing walls placed in the small and big gyms at DiLoreto. This feature, along with training for our physical education staff, was to provide an

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exhilarating fitness opportunity for our students. This idea and equipment was done in collaboration with the physical education teachers, facilities department, district athletics coordinator, and building level administrators. All approved the project prior to the grant approval. Additionally, a three year inspection of the equipment will be part of the proposal.

As an added support in engaging our students with more opportunities for physical fitness activities, it was recommended by our physical education teachers to have two rock climbing walls as part of their physical fitness curriculum at DiLoreto. Physical education teachers will be trained to support our students with this new skill and activity. It was a great suggestion as more of students can gain both gross and fine motor skills pertaining to motion and dexterity. This equipment used will be both age and developmentally appropriate for both the elementary and middle school gyms.

The total cost is \$43,666 and the funding source is Commissioner Network, Instructional Supplies, 233901110001-56110. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

**Academics: Bid Waiver and Purchase Order Approval for Spanish Books**  
**Submitted by Alex Ortiz**

DiLoreto is in need of upgrading both their Spanish books and curriculum at the elementary and middle school level. As part of the Commissioner's Network Grant, there is funding that was allocated for both curriculum work and resource texts in order for our Spanish teachers to continue their curriculum work with the necessary new resource books.

As we prepare all students to be future-ready through an engaging, personalized, and comprehensive education, our Spanish teachers are upgrading their Spanish curriculum and Spanish resource books to support all of the 2nd-8th grade students. The goal is always to increase their Spanish Language Acquisition with a more engaging curriculum. As a result, they are in the process of completing all of the elementary curriculum work and are beginning to prepare for middle school and will need the books to support their curriculum work.

The total cost is \$27,353.58 and the funding source is Commissioner Network, Instructional Supplies, 233901110001-56110. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

**Operations: Approval to set up contract with Language Line Services**  
**Submitted by Jeff Prokop**

Language Line is a pay by the minute service that many hospitals and insurance companies use throughout the country. It provides for the ability to get immediate language translators. It can be used for many needs within the district, including Central Registration, Nurses offices, PPTs, and Main Office needs. The amount of language and dialect choices is extensive. This service greatly enhances the district's ability to provide better service to our families at times when communication is the most important.

We will be charged monthly by usage. Detailed usage by user is recorded. A special line item in ELL Budget has been created for this, which is Local, ELD & WL, Translations, 101096222044-53400. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

**Operations: Bid Award to remove and replace Marker and Tack Boards**  
**Submitted by Ray Moore**

An invitation to Bid was advertised in the Hartford Courant Thursday, March 9, 2017. Bids were opened on Thursday, March 9, 2017 and the lowest responsible bidder was United Blackboard LLC. (South Windsor, CT) for \$15.00 per square foot removed and installed.

In an effort to provide the best education experience for our students, the district needs to regularly update buildings and grounds to support this experience. Total cost shall be determined as Facilities, SIG and Alliance funds become available. Funding will come from the local Facilities budget as well as SIG and Alliance Grants. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

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**Operations: Grant Approval for Alliance Grant**  
**Submitted by Ray Moore**

The Consolidated School District of New Britain is eligible to receive \$1,080,000 funding through Part 2 of the Alliance Grant. These funds are to be used for school buildings and grounds repairs and improvements that are not reimbursable through any other Office of School Construction grant. Board of Education approved applications detailing projects are due at the end of March 2017. The Administration is presenting to the Board of Education for approval the 2017-2018 Alliance Grant application including the list of project to be funded by the grant. In an effort to provide the best education experience for our students, the district needs to regularly update buildings and grounds to support this experience. The total amount of the grant is \$1,080,000.00. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

**Operations: Energy Management Systems at Vance Elementary School**  
**Submitted by Ray Moore**

The EMS sensors and controls were installed in Vance during the school renovation which was completed for school reopening in September 2005. The EMS controls and sensors are 12 years old, they need to be upgraded. The company that installed the EMS equipment and designed the proprietary software to operate the EMS system is out of business (Johnson Goodyear).

Our goal is to network all the schools together with one EMS software package. The EMS equipment at Vance now is not accessible via the internet. The school's heating ventilation and air conditioning (HVAC) equipment can be monitored and controlled remotely. We were never able to remotely access the controls at Vance and this upgrade will allow remote access to Vance to monitor and adjust temperatures as needed.

The EMS software is proprietary equipment. There are two companies we use in New Britain for EMS software - Automatic Building Systems (ABS) and Environmental Systems Corporation (ESC). Two quotes were solicited and Environmental Systems Corporation (ESC) provided the lowest quote. Currently, Environmental Systems Corporation (ESC) has their EMS system installed in ten (10) of our schools. Environmental Systems Corporation (ESC) has been awarded a DAS State contract to install EMS controls in state buildings.

Environmental Systems Corporation - ESC \$41,654 | Automatic Building Systems - ABS \$81,500

In an effort to provide the best education experience for our students, the district needs to regularly update buildings and grounds to support this experience. The total cost is \$41,654 and the funding source is the 2016-2017 Alliance Grant. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

**Operations: Bid Results for ADA entrance modifications at New Britain High School**  
**Submitted by Ray Moore**

An invitation to Bid was advertised in the Hartford Courant on Thursday March 9, 2017. Six (6) contractors were present at the mandatory pre-bid meeting at NBHS Thursday March 16th at 9:30 AM. Three (3) bids were opened on Thursday, March 23, 2017 and the lowest responsible bidder is Garafalo & Saraceno of Middletown.

The base bid to replace the entrance and install an ADA compliant ramp is \$80,000, Alt#1 Replace damaged walkway west entrance \$27,500; ALT#2 Replace damaged walkway east entrance \$32,750; Alt#3 West side remove asphalt walkway install concrete walkway \$18,500; total bid award \$158,750.

In an effort to provide the best education experience for our students, the district needs to regularly update buildings and grounds to support this experience. Total recommended low bid award to Garafalo & Saraceno is \$158,750. Funding will come from the local Facilities budget. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

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## **Academics: Purchase Order Approval for CubeSmart Shelving**

**Submitted by Lara Bohlke**

We have been in need of district storage facilities to centralize inventory and distribution for many years. We have found an efficient and effective way to do this by using local storage facilities (CubeSmart), but these facilities require shelving to house and organize the materials. This is a one-time cost. We have collected several quotes and found that ULine provided the heavy duty steel shelving we needed in an easy-to-assemble format.

We have many classroom textbooks, materials and inventories in overstock throughout the district. As of this time, we have one half-time administrative assistant devoted to the organization and oversight of these materials which are currently housed in storerooms and closets in all buildings. District storage facilities that exist at DiLoreto and currently house elementary materials, are located in the basement. This is less than ideal for many reasons, including lack of shelving, poor air quality, low ventilation, damp climate and inadequate lighting. Middle school district storage has been at Pulaski, but has reached capacity due to overshipments from Pearson for multiple years. It is difficult to place accurate orders for replacement materials from year to year without knowing the degree to which we already have materials in the buildings.

The Operations Pillar of our District Strategic Plan states that we 'demonstrate...effective and efficient operations that create an environment that promotes and supports staff and student engagement'. The purpose of this storage facility will be to centralize storage for K-8 materials. We want to be careful stewards of our dollars and materials. To do this requires accurate accounting of our materials so that we can order only what we need. When we have considered district storage needs in the past, proposals for a separate building have run into hundreds of thousands of dollars. The Department of Academics has tentatively rented two 'storage cubes' at CubeSmart, located at 1055 West Main Street in New Britain (the old Big Y building) to house these materials and allow for a central inventory and distribution center. These two 10' by 20' cubes are climate controlled, accessible with carts 24 hours a day, well-lit, and able to house all of our excess materials K-8. This location requires the one-time purchase of shelving to house the materials within the facility. The total start-up cost to establish centralized storage is far less than the construction of a facility that would serve such a purpose. The largest initial start-up costs in year one include the cost to outfit the 'cubes' with shelving to house materials and a workstation for the administrative assistant to use when there. This cost is just over \$7500.

The total cost is \$7,598.90 - Local - Academics, Non-Instructional Equipment - New 101096122004-57301\$27,353.58  
101096122004-57301 Requested Budget Transfer: From Academics, Textbook, 101096122004-56410 to Academics, Noninstructional equipment - New, 101096122004-57301. The Finance Committee recommended this request go to the Board of Education for approval at their next regular meeting.

### **Closing and Adjournment**

The meeting ended at 7:07 PM.

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