



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Finance and Curriculum Subcommittees - Joint Meeting Minutes from May 1, 2018 New Britain Educational Administration Center

Attendance

Ms. Gayle Sanders-Connolly, Finance Subcommittee Chair, called the meeting to order at 6:40 PM.

Committee Members Present

Mr. Merrill Gay, Mr. Nicholas Mercier, Ms. Yvonne Muniz, Ms. Annie Parker, Ms. Nancy Rodriguez, Ms. Gayle Sanders-Connolly, Ms. Violet Jimenez Sims

CSDNB Committee Staff Present

Mr. Matthew Cannata, Mr. Kevin Kane, Mr. Ray Moore, Mr. Paul Salina, Ms. Nancy Sarra

New Business

Operations: Review Curriculum Subcommittee minutes from January 29, 2018

Submitted by Matthew Cannata

There were no recommended changes to the minutes from the Curriculum Subcommittee meeting held on January 29, 2018.

Operations: Review Finance Subcommittee minutes from meeting on March 27, 2018

Submitted by Matthew Cannata

There were no recommended changes to the minutes from the Curriculum Subcommittee meeting held on March 27, 2018.

Academics: Bid Waiver and Purchase Order for DefinedSTEM platform and assessment

Submitted by Amy Anderson

As we continue to plan for our transformational year in 2018-19, our school-based K-8 STEAM teams need access to not only curriculum, but a resource for research, practical video, career connections and more. Members of the Department of Academics researched different platforms. Project Lead the Way, while aligned with the high school, required a technological capacity and hardware beyond the scope of our digital capabilities. STEM scouts, while ideal for our summer XTREME program, did not have the capacity to support the volume of our implementation.

Defined Stem is an electronic resource for engaging PK-12 STEM activities aligned to College and Career Readiness Standards, 21st Century Standards, Next Generation Science Standards, and the Common Core State Standards for Math and English Language Arts. Defined STEM includes relevant, practical, career connections with actual footage of culturally diverse personnel working within STEM-based career fields. Career fields are included that are beyond traditional thinking as well. For example, someone who makes backpacks for Columbia deals with mathematics through manufacturing for capacity and comfort.

The versatile platform contains 317 performance tasks that make project-based learning practical within the structures that the

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transformation schedule is creating. At the younger grades, a culturally neutral cartoon character is the students' tour guide through the career environment. All resources are available in Spanish. Videos are either dubbed or subtitled, but not translated from an online translating program. Career connections are as diverse as our students, providing an almost limitless pool of modifications from articles with various lexiles to choices of products that pertain to the task. For example, in the Advertising Analyst performance task, products include a television advertisement, a survey, a poster, a cost analysis and a data display. Each product comes with a rubric, connected standards, anchors and research questions, all of which can be customized to fit the needs of the students within the classroom. New Britain University time will be able to be spent planning for this instruction utilizing the scope and sequence designed by the district-wide STEAM team. Selections for Year 1 will align with and complement the science curriculum.

The price quote is for a 3-year access to the platform and assessment, includes 2-days of on-site training, and unlimited webinars. The total is \$98,080.00 and the funding source is Local - Academics 101096122004-53510. The Finance and Curriculum Subcommittees recommended this request go to the Board of Education for approval at their next regular meeting.

Academics: Purchase Order for Houghton Mifflin Harcourt Curriculum Program for Math (Expressions)

Submitted by Amy Anderson

The Houghton Mifflin Harcourt curriculum program for Math (Expressions), is a researched-based program that promotes the essential components of mathematical conceptual understanding and procedural fluency. This program was adopted as the core programs for Grades K through 5 throughout the district. The program is aligned with the Common Core State Standards and contains a diverse collection of lessons and activities including differentiated hands-on activities using manipulatives. The program contains a technology application with additional access to assessments and resources.

This purchase is directly aligned to our goals in the academic pillar: We prepare all students to be future-ready through an engaging, personalized, and comprehensive education.

The purchase orders are for Student Activity Books (consumables) and Student Math Boards. The Math Expressions consumable Student Activity Book is the textbook all students use for the school year. Replacement consumables need to be ordered each year for all students in grades K through 5.

Two price quotes were received, one from Houghton Mifflin Harcourt and one from Follett. The Houghton Mifflin quote was \$109,626.84, the Follett quote was \$115,313.73. We will be ordering from Houghton Mifflin whose quote was \$5,686.89 lower than Follett. Both companies waived the shipping cost and the cost of the Student Math Boards. A comparison chart is attached with the price quotes.

There was a significant cost savings (savings=\$113,945.27) recognized due to a decrease in the number of consumables ordered, the free student math boards and the zero shipping charges.

The total is \$109,626.84 and the funding source is Local/Academics-Textbooks Budget Line Code: Local/Academics-Textbooks 1010-961-2200-400-000 56410. The Finance and Curriculum Subcommittees recommended this request go to the Board of Education for approval at their next regular meeting.

Academics: Bid Waiver for chromebook cart at New Britain High School

Submitted by Kerri-Lynn Major

An additional chromebook cart will support our work in Project-Based Learning and Career Competencies as outlined in the Commissioner's Network.

The total is \$9,551.00 and the funding source is Local instructional supplies 101006124001-56110. The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

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Operations: Bid Waiver and Purchase Order for 'Stop the Bleed' Trauma Kits

Submitted by Tom Halleck

The district is taking several proactive approaches in regard to the active shooter threat that currently exists in our communities. Working in conjunction with our New Britain EMS authorities, as a preventive measure each school will be equipped with several large trauma bags placed strategically throughout our schools. Additionally, each security officer and each classroom will be equipped with an individual first aid kit. (IFAK) All of these kits have been specifically designed to administer first aid to victims of a gunshot wounds. These supplies will be available to willing/trained district employees, and will also be used to augment the supplies of our local EMS Teams in the event of a critical incident.

The total is \$86,430.30 and the funding source is Finance, Other Supplies 101091125900-5900. The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Operations: Approval to locate equipment at Slade Middle School

Submitted by Ray Moore

New Britain Roots, in conjunction with the New Britain Board of Education, operates a student inspired outdoor garden on the grounds of Slade Middle School. New Britain Roots is applying for a grant from the U.S. Department of Agriculture - National Resources Conservation Service to purchase a "High Tunnel" (see attached picture). A high tunnel is a plastic covered structure that enables gardeners to have crops ready earlier or later in the season. In high tunnels, plants are grown directly in the ground or in raised beds, and the sun's heat regulates the temperature inside.

A requirement of the grant application is to receive permission to install a high tunnel on school grounds. New Britain Board of Education is requested to approve the installation of a high tunnel for the purposes of applying for the grant to purchase the high tunnel.

There is no cost to the district. The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Operations: Bid Waiver and Purchase Order for two additional NSS Autoscrubbers

Submitted by Ray Moore

On January 6, 2017, an assortment of custodial equipment (including a NSS Autoscrubber quoted at a cost of \$8,700 by Allston Supply Company) was bid. Please see the attached Opening Bid Sheet dated January 9, 2017.

The District is in need of purchasing two additional NSS Autoscrubbers, and Allston Supply Company has agreed to honor last year's award price in recognition of our long standing working relationship. The Finance Department has asked Facilities to have the Board of Education grant permission to use the January 9, 2017 bid award. The most recent ad we placed in the Hartford Courant cost over \$700. The Board of Education is requested to approve a bid waiver and purchase order for two NSS Autoscrubbers in the amount of \$8,700.00 each.

The total is \$17,400.00 and the funding source is Local Budget 101093126000 57300. The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Operations: Bid Waiver and Purchase Order for road salt

Submitted by Ray Moore

Each year, the Facilities Department needs to purchase road salt for the purpose of keeping school roads and parking lots ice free and safe. The City of New Britain bids the purchase of road salt for use by the City of New Britain as well as the Board of Education.

The total is \$19,614.50 and the funding source is Local Budget 101093126000 54103. The Finance Subcommittee recommended

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this request go to the Board of Education for approval at their next regular meeting.

Operations: Bid Award to M. A. & M. (Middletown, CT) to replace six pairs of gym doors and hardware at NBHS
Submitted by Ray Moore

The original gym doors and hardware at New Britain High School were installed during the construction of the building in 1971 - over 47 years ago. The 6 pairs of gym doors and hardware are in need of replacement.

An Invitation to Bid was advertised in The Hartford Courant on April 10, 2018. A mandatory pre-bid meeting was held on April 13, 2018 at which time three contractors attended. Two bids were opened on April 20, 2018 and the lowest responsible bidder was M. A. & M. (Middletown, CT) for \$42,800.00.

The total is \$42,800.00 and the funding source is 2017-2018 Alliance Grant 234206110001 57300. The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Operations: Approve bid waiver for installation of utilities for culinary classrooms
Submitted by Ray Moore

The new culinary classrooms at the middle school need plumbing, electricity and utilities. It will take two weeks for each classroom to be set up for the arrival of furniture. The total cost will not exceed \$90,000 and work will need to commence immediately. The equipment cost will come from the Commissioner's Network and other grants. The utilities will be paid by local funding.

The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Partnerships: Approve grant from American Savings Foundation (\$50,000) for Summer Enrichment Experience
Submitted by Nancy Puglisi

A request for funding was proposed to and awarded to the District from the American Savings Foundation to support the Summer Enrichment Experience (SEE). The funds from the Foundation will support the afternoon portion of the District summer school Community Based Organization programming. SEE programming will be provided for over 600 district students at Gaffney, Lincoln and DiLoreto schools. Programming will begin on July 23rd and ends on August 10th. Students have been selected through the Department of Academics based on academic needs.

The total is \$50,000 and the funding source is American Savings Foundation. The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Partnerships: Approve grant from Community Foundation of Greater New Britain (\$40,000) for Summer Learning
Submitted by Nancy Puglisi

A request for funding was proposed to and awarded to the District from the Community Foundation of Greater New Britain to support the Summer Learning Experiences including SEE, XTREME and CREATE. The funds will support Community Based Organization programming. Programming will be provided for over 600 district elementary school students at Gaffney, Lincoln and DiLoreto schools and 320 students in grades 4 and 5 and middle school. Programming will begin on July 23rd and ends on August 10th. Students have been selected through the Department of Academics based on academic needs.

The total is \$40,000 and the funding source is Community Foundation of Greater New Britain. The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Partnerships: Accept donation from Polymer Precision (\$1,300) for NBHS STEM Club
Submitted by Eric Nelson

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The NBHS STEM Club has received a sponsorship of \$1,300 from Polymer Precision Aerospace Manufacturing to continue our work on STEM education and enter competitions.

The total is \$1,300 and the funding source is Polamer Precision Aerospace Manufacturing. The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Partnerships: Approve grant from Kool Smiles (\$1,000) for Jefferson Elementary School

Submitted by Jessica Liu

I applied for a grant with Kool Smiles because they were awarding money to five teachers who promote dental hygiene in their classrooms. Over the winter, I had a dentist visit my classroom to teach the students about healthy eating habits and brushing their teeth. We tied this to our writing prompt and stories that we read during read aloud time.

The total is \$1,000 and the funding source is Kool Smiles. The Finance Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Review Financial Report - Month ending March 2018

Submitted by Kevin Kane

The Finance Subcommittee reviewed the financial report month ending March 2018. The Finance Subcommittee recommended this report go to the Board of Education for approval at their next regular meeting.

Closing and Adjournment

The meeting was adjourned at 8:35 PM.