

# BOARD OF EDUCATION MEETING

November 30, 2015

Members	A	B	G	G	G	M	R	S	S	Z	Agenda Item	Action Authorized
X	X	X	X	X	X	X	X	X	X	X	<p><b>I. Call to Order - Roll Call of Members</b></p> <p style="padding-left: 40px;">The meeting was called to order at 6:38 p.m.</p> <p><b>II. Pledge of Allegiance</b></p> <p><b>III. Roll Call of Members</b> PRESENT at this Special Meeting of the New Britain Board of Education held at New Britain Educational Center.</p> <p style="text-align: center;">X X X X X X X X X X</p> <p>All BOE Members were present.</p> <p>ADMINISTRATORS PRESENT: Dr. Carabillo, Ms. Grega-Mals, Mr. Kane, Mr. Moore, Mr. Salina, Ms. Bruemmer, Ms. Perez, Mr. Mazzei, Ms. Sarra, Ms. Grant</p> <p>Mrs. Beloin-Saavedra stated that Alderman Pabon was present at the Special Board of Education Meeting.</p> <p><b>IV. Meditation</b> Mrs. Beloin-Saavedra asked everyone to keep in their thoughts and prayers Delores Foxworth, a paraprofessional in a District, who passed away just before Thanksgiving.</p> <p><b>V. Public Participation</b> None</p> <p><b>VI. Student Participation: Hawley Brown and Juan Sierra</b> Mrs. Beloin-Saavedra stated that the students were not able to attend the Board Meeting</p> <p><b>VII. Executive Session</b> - Approval of Local 818 Contract - Change to the Current Clerk Position at Central Registration Mrs. Beloin-Saavedra said that the Board will go back into</p>	

Ms. Aponte  
Mrs. Beloin-Saavedra  
Mr. Gay  
Mrs. Geraci  
Mrs. Greco

Mr. Mercier  
Mrs. Rodriguez  
Ms. Sanchez  
Ms. Sanders  
Ms. Zottola

Executive Session later on in the meeting to discuss the items listed above.

**VIII. Presentation**

**- Presentation on Summer Enrichment Experience - Nancy Sarra**

Ms. Sarra gave a presentation on summer learning. She said that about 5 years ago the Coalition for New Britain’s Youth joined with the Consolidated School District of New Britain, the United Way of New Britain, and the American Savings Foundation to implement an extended day summer learning program. Now in it’s fifth year, the Summer Enrichment Experience works to mitigate summer learning loss by extending wrap-around services and providing engaging experiential learning opportunities that complement and reinforce the district-mandated half-day of academic instruction. Ms. Sarra explained that summer slide is when students typically score lower on standardized tests at the end of summer vacation when they do on the same test at the beginning. Most students lose about two months of grade level equivalency in mathematical computation skills and roughly two thirds of the achievement gap can be attributed to summer learning loss. The mission of the program is to provide engaging experiential learning opportunities aligned with academic curriculum un an extended day format for students in kindergarten through grade three. The goal is to mitigate summer learning loss for identified struggling readers for Grades K-s, as evidenced by demonstrated success in these outcomes:

- Outcome one: students will avoid summer learning loss by making gains or maintaining their academic ability related to the Common Core State Standards, as indicated by an academic pre- and post-test during the program and standardized test scores in fall compared to spring
- Outcome two: students will have an increased connection to the learning environment

Ms. Sarra stated that in 2014-2015 there were approximately 10,000 students in the District. 5,067 elementary school students (36% of students identify as Hispanic, 16% of students identify as Black, 16% of students are English Language Learners, 77% of students are eligible for free and reduced lunch, 16% of students receive special education services).

Ms. Sarra said that in regards to student results, students will avoid summer learning loss by making gains or maintaining their academic ability related to the Common Core State Standards, as indicated by an academic pre- and post-test during the program and standardized test scores in fall compared to spring.

Indicator is an increase of an average score on a post-test as compared to score on pre-test (Developmental Spelling Assessment-DSA).

Ms. Sarra said that in 2015, 480 students completed the pre- and post-test, yielding an 80% increase in featured points and a 68% increase in words spelled correctly. Of 153 students who attended two S.E.E. summer programs in a row and completed the pre-and post-tests, 83% had an increase in featured points and 72% showed an increase in words spelled correctly. Of 44 students who attended three S.E.E. summer programs in a row and completed pre- and post-tests, 84% had an increase in featured points and 77% showed an increase in words spelled correctly.

Ms. Sarra stated that students will have an increased connection to the learning environment. Attendance in SEE across all sites was 80% as compared with a 76% attendance rate in the 2014 program. The indicator is to increase or maintain positive attendance trend during the academic year as compared to the prior year, demonstrated by a decrease in the rate of a chronic absenteeism. For students who attended S.E.E. in both 2013 and 2014 there was a decrease of 11% in the number of students who were chronically absent during the school year. Ms. Sarra pointed out that the best practice is:

- lead organization to coordinate the initiative
- key person dedicated to engagement of families
- partnership agreements confirmed with all partners
- diversified revenue resources
- alignment of common core state standards throughout programming
- commitment to providing professional development for teachers and community providers
- willingness to evolve and reflect
- flexibility and patience

Ms. Sarra said that the key factors for success are:

- 1) collaboration and coherence
- 2) communication among and between all providers
- 3) planning and reflective practice
- 4) ongoing meetings to adjust and refine based on all providers' feedback

Ms. Sarra added that the District needs to broaden the impact and for that the district needs to:

- solidify the sustainability of the S.E.E. model and role of the S.E.E. committee
- increase number of students being served to include grades 5-8
- increase length of summer program to four weeks
- strengthen community partnerships to provide more off-site summer programming
- increase in-kind support

-develop and utilize tools for data management and accountability  
 - systemic and strategic integration and alignment of school day, school year, and summer (build a strategic connection to year-round out of school time opportunities including afterschool programming for S.E.E students)  
 Ms. Sarra answered all the questions from the Board.

**IX. Information Sharing**

**- Attendance Reports**

**X. Old Business**

None

**XI. New Business**

**DISCUSSION/ACTION**

**Superintendent Search**

**1. Adoption Candidate/ Community Profiles**

Mrs. Beloin-Saavedra stated that the demographic profile was giving a snapshot of the District. Matt Cannata did a great job depicting it visually and highlighting the things that the district is proud of (programming, student enrollment, employees, graduation rate, etc.). Ms. Zotolla suggested to add HALS Academy to the chart. Mrs. Beloin-Saavedra agreed it was a great idea. Next chart for discussion was Superintendent Candidate Profile.

The document stated:” The stakeholders of New Britain’s youth are looking for a strong instructional leader who can effectively communicate with staff, parents, students and community members. We are looking for a good listener, a person who values input, and provides timely feedback. The community is seeking a person who wants to become part of us by living in our community, visiting out neighborhoods and joining local boards. The person must be able to work effectively and collaboratively to mitigate issues and barriers to student achievement; a person who will always place the diverse needs of our children first/ we are a mid-sized city with a small town flair; a proud community with deeply routed traditions. The next superintendent must develop a new vision to address a multifaceted issues of our current literacy rates, graduation rate, parental engagement, special education, English language learners and student poverty”. Mrs. Beloin-Saavedra stated that the document consisted of several key elements: leadership qualities (via public survey), desired experiences, desired characteristics, strengths of CSDNB, weaknesses of CSNDB, District demographics).

Mr. Mercier pointed out several spelling errors. Some of the Board members proposed a numbers of changes to the wording of certain sections of the document. As the result of all the changes the following candidate profile was approved:

Leadership qualities:

- establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward district improvement
- understands the complexities of multi-cultural, multiracial urban community
- is a visible presence in the schools and within the community
- values the importance of parental engagement in the school to home partnership
- has prior experience leading an urban school district
- demonstrates the ability to secure and promote positive student behavior
- values all members of organization
- thinks with innovation, creativity, and courage to engage others in seeking solutions to district challenges
- has knowledge of and has implemented strategies to close the achievement gap

Desired Experiences:

- experience in systems thinking and program evaluation
- experience working with a multi-cultural community, both racially and ethnically diverse
- has a strong foundation in both elementary and secondary education in an urban school system
- has demonstrated experience in mitigating impact of poverty on student success
- experience with collective bargaining and union negotiations
- has developed a vision with a blueprint for implementation
- experience with establishing a positive climate and culture of a system
- - experience in professional development for administrators, teachers, and supports staff
- demonstrated experience with meaningful parental engagement
- demonstrated the ability to create an atmosphere for dynamic/engaging classrooms

Desired Characteristics

- integrity/strong work ethic
- be professionally and personally invested in the community while being visible and approachable
- values and appreciates diversity
- values and appreciates parental engagement
- believes that all children have potential
- strong communication skills with the ability to clearly articulate expectations

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											<ul style="list-style-type: none"> <li>- seeks and values community partnerships</li> <li>- collaborative style</li> <li>- systemic thinker</li> <li>- student-centered</li> </ul> <p><u>Strengths of CSDNB:</u></p> <ul style="list-style-type: none"> <li>- diversity/multiculturalism/global community</li> <li>- community partnerships</li> <li>- resilient students</li> <li>- sense of pride and tradition</li> <li>- NBHS academic/extra curricular opportunities (AP courses, academies, band, music, sports, clubs, etc)</li> <li>- district after-school programs/summer school enrichment</li> <li>- dedicated and committed staff</li> <li>- parents desire of student success</li> <li>- a continuum/spectrum of programming</li> <li>- a responsive and supportive school community</li> </ul> <p><u>Weaknesses of CSDNB:</u></p> <ul style="list-style-type: none"> <li>- lack of resources</li> <li>- image problem</li> <li>- student poverty</li> <li>- parental engagement</li> <li>- graduation rate</li> </ul> <p><u>District Demographics:</u></p> <ul style="list-style-type: none"> <li>- 1,285 employees with 24% being minority hires</li> <li>- 10,0084 students with 73% minority enrollment (20% White, 60% Hispanic, 16% African American)</li> <li>- current graduation rate is 69.2%</li> <li>- current poverty rate is 76.46%</li> <li>- \$123.2 million in local/general fund and \$30.6 million in grants.</li> </ul> <p>\$13,036 per pupil expenditure</p> <p><u>Top challenges the next Superintendent will face within CSDNB:</u></p> <ul style="list-style-type: none"> <li>- impact of student poverty</li> <li>- attendance/chronic absenteeism</li> <li>- achievement gap/reducing barriers to learning</li> <li>- limited resources/establishing priorities aligned with student needs</li> </ul>	
Motion						X					Mr. Mercier made a motion to adopt the candidate and the demographic profiles.	MOTION CARRIED
Second Ayes	X	X	X	X	X	X	X	X	X	X		
											<p><b>2. Adopt Advertising Plan/Scope</b></p> <p>Mrs. Beloin-Saavedra said that part of the discussion that the Board was having at the workshop was the scope of the search. According to the feedback, the majority of people wanted to have a local search. The teacher’s union felt strong about staying locally and mostly internally. The Chamber of Commerce wanted to stay local and preferred to look internally as well. Mrs. Beloin-Saavedra added that it will be up to the Board how and where to</p>	

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Motion					X						advertise. The Board has \$10,000 for advertisement and the Board will need to take that into consideration when taking a look at different options. Matt Cannata will take care of postings on social media and he will have a very small budget for that. Ms. Zottola proposed to use the Education Week, Latino News, The African American News, The Hartford Courant and the New Haven Register for advertisement.	MOTION CARRIED
Second							X			Mrs. Geraci made a motion to adopt an advertising budget with The Hartford Courant, The New Haven Register, The Education Week, The El Dario and the Amsterdam News.		
Ayes	X	X	X	X	X	X	X	X	X	X	<p><b>3. Review/Revise Superintendent Job Description</b></p> <p>Mrs. Beloin-Saavedra stated that Mr. Mercier did a very nice job editing an existing job description. Mr. Mercier proposed the following Position Specification:</p> <p><u>Title:</u> Superintendent of Schools</p> <p><u>Primary Functions:</u></p> <p>The Superintendent of Schools is elected by the Board of Education to serves as the executive officer of the Board and the chief administrative officer of the school district. The Superintendent is accountable to the Board of Education for implementing its policies and attaining its educational objectives. The responsibility of the Superintendent is to administer the policies established by the Board of Education in accordance with statutes of the State of Connecticut. The Superintendent implements policy by establishing appropriate operating procedures and regulations. As executive officer of the school district, the Superintendent may delegate duties and authority to ensure the implementation of policy in a manner consistent with the best interest if students and staff, but he/she cannot abrogate responsibility. The Superintendent provides the line of communication from the Board of Education to the staff and from the staff to the Board of Education.</p> <p>The Superintendent also must serve as a public face for the school district. They must be accessible (within reason) to the public, responsive to public concerns, and visible at school and community events. As needed they are expected to interact with the community (through news media, press releases, and other means) on matters that relate to the school district.</p> <p><u>Alignment to District Vision and Mission:</u></p> <p><u>Qualification Profile:</u></p> <p><u>Certification/License:</u></p> <ul style="list-style-type: none"> <li>- Connecticut Certification as School Superintendent is required</li> </ul> <p><u>Experience:</u></p> <p><u>Skills, Knowledge, Abilities:</u></p> <p><u>Essential Performance Responsibilities:</u></p> <ul style="list-style-type: none"> <li>- Administers the school district and executes Board policies and directives.</li> </ul>	

- Works in cooperation with Board Policy Committee to develop policies that align with local needs and are in compliance with applicable local, state and federal law.
- Attends all regular and special meetings of the Board (except when explicitly excused) and contribute to discussions regarding Board action.
- Assists in preparation of the annual budget as well as provide the Board with a justification for request made in the budget. Additionally, meet with state and local officials, as well as the public, to assist in presenting and explaining the budget.
- Administer the budget, in accordance with Board policies, once it had been adopted.
- Meet with various groups and organizations at the local and state level to coordinate services and create opportunities for the district to help achieve our goals of academic excellence for every student.
- collaborate with staff and administrators on all levels to identify needs within the district and develop clear plans of action to address those needs.
- Develop, promote and expand our curricular offerings to address the needs of 21<sup>st</sup> century learners and to enable students to be college and career ready.
- Perform regular and thorough evaluations for upper level administration, providing feedback on areas of success and suggestions for continued growth.
- Stay current on educational trends and theories through constant professional development. Shares that knowledge with the staff, board of education, and general public.
- Engage with the public through timely communication and updates, such as an email or newsletter, or hosting community forums and/or town hall style meetings.
- Promote the District through use of traditional and social media.
- Identify and work to secure additional funding for the district through grants and other partnerships.
- Develop and maintain both a short term and long term plan for the district to address the educational needs of the students as well as financial constraints.
- Perform duties specified by the Board of Education in accordance with the general statues of the State of Connecticut.
- Act reasonably when confronted with critical issues and in times of emergency, always keeping the welfare of the children uppermost in mind.
- Work to develop innovative ways to utilize staff and other resources to ensure the most effective use toward stated district goals.
- Serves as educational leader for the school system and an exemplar for assistants and associates, helping others to develop

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Motion											their leadership roles within the framework of the district organization. <u>Additional Duties:</u> <u>Equipment:</u> - Must be able to use personal computer, printer and other job-related equipment <u>Travel Requirements:</u> - Travels to all school district buildings, city/state agencies, and professional meetings as required <u>Terms of Employment and Work Schedule:</u> - Standard Administrator work schedule including attendance at Board meetings and other meetings as needed. - Carries out his/her professional responsibilities to the extent required by the educational program of the New Britain Board of Education - Salary and fringe benefits as negotiated. Note: the above description is illustrated of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.	
Second						X					The motion was made to accept the job description with all proposed changes to it.	MOTION CARRIED
Ayes	X	X	X	X	X	X	X	X	X	X		
											<b>4. Create a BOE Ad Hoc Committee to Review and Act on Transportation Audit Recommendations in Preparation for the Bid Process (Members: Nick Mercier, Miriam Geraci, Nicole Rodriguez, Sharon Saavedra, Paul Salina, Kevin Kane)</b>	
Motion											Mrs. Beloin-Saavedra said that Mr. Mercier reached out to her in regards to transportation audit. District contracts will be expiring next year and Mrs. Beloin-Saavedra proposed to create a committee that would be specifically for transportation audit only. The committee will be making suggestions to the entire Board on what to the with the audit as well as in regards to the preparation for the bid process. Mrs. Beloin-Saavedra added that Mr. Mercier will chair the committee, Mrs. Geraci will be on the committee as well as she will be a chair of the Finance Committee, Mrs. Rodriguez will be on the committee as well as the chair of the Personnel Committee, then Mrs. Beloin-Saavedra will be a member of the committee since she is the President of the Board.	
Second										X	Ms. Zotrola made a motion to approve a creation of Ad Hoc Committee for Transportation Audit.	MOTION CARRIED
Ayes	X	X	X	X	X	X	X	X	X	X		
Motion					X						<b>5. Accept a Donation from the Community Foundation of Greater New Britain</b>	MOTION CARRIED
Second			X								Mrs. Beloin-Saavedra explained that the donation was in the amount of \$500.00 for Road to Recovery Program, in an effort	
Ayes	X	X	X	X	X	X	X	X	X	X		

Members	A	B	G	G	G	M	R	S	S	Z	Agenda Item	Action Authorized
Motion Second Ayes	X	X	X	X	X	X	X	X	X	X	to provide support to both students and families that are experiencing issues surrounding homelessness. <b>6. New Position Request Form - Family Resource Center Site Coordinator</b> Dr. Carabillo explained that the FRS Cite coordinator contributes to the safe and secure learning environment that builds capacity in administrators, faculty and parents to improve academic achievement and equip students to be lifelong learners and productive citizens by strengthening the relationship between families, schools and the community. Dr. Carabillo said that the District interviewed for both positions: Site Coordinator and Parent Educator and the hope was to hire people that were interviewed. Unfortunately the job request was not included in the last BOE Meeting packet. The district has received the money from the State for the Family Resource Center. There is a standing Governor’s proposal to de-fund two new FRCs. If the Governor will go ahead with the decision, then the District will have to give the money back. Dr. Carabillo said that her understanding is that the money that has been spent will not have to be paid back in case the District will have to return the money and the employees will be already working (pay for the time worked, unemployment). Mrs. Beloin-Saavedra clarified for the record the Board was making a motion to create a position not approve a hire of a person for it.	MOTION CARRIED
Motion Second Ayes	X	X	X	X	X	X	X	X	X	X	<b>7. New Position Request Form - Family Resource Center Parent Educator</b> The motion was made to create a position.	MOTION CARRIED
Motion Second Ayes	X	X	X	X	X	X	X	X	X	X	<b>8. Bid Waiver and/or Purchase Order Approval - CREC Statement of Agreement - Mathematics Coaching for Northend Elementary School</b> Mrs. Beloin-Saavedra said that funding source is Title I School Improvement Grant and the cost is \$17,600. The purpose is to provide mathematics coaching and support for teachers, implement workshop model in grades K-5, and create performance tasks with teachers aligned to CCSS as needed.	MOTION CARRIED
Motion Second Ayes	X	X	X	X	X	X	X	X	X	X	<b>9. Bid Waiver and/or Purchase Order Approval - CREC Statement of Agreement - Technology Coaching for Smith Elementary School (\$23,100)</b> Mrs. Beloin-Saavedra explained that the funding source is Title I School Improvement Grant in the amount of \$23,100 and the purpose of the agreement is to work with staff to increase teacher practice in differentiation and modification. To increase student learning and effectively prepare scholars to be college and career ready through the use of technology.	MOTION CARRIED

Members	A	B	G	G	G	M	R	S	S	Z	Agenda Item	Action Authorized
Motion Second Ayes	X	X	X	X	X	X	X	X	X	X	<b>10. Bid Waiver and/or Purchase Order Approval - CREC Statement of Agreement - Instructional Coaching for Smith Elementary School (\$25,600)</b> Mrs. Beloin-Saavedra said that the funding source was Title I School Improvement Grant in the amount of \$25,600 and the purpose was to provide instructional coaching support for teachers in grades 3-5. The service provided will be for 32 full days.	MOTION CARRIED
Motion Second Ayes	X	X	X	X	X	X	X	X	X	X	<b>11. Minutes of the Regular BOE Meeting - November 16, 2015</b> The motion was made to approve the minutes.	MOTION CARRIED
											<b>XII. Personnel Transactions</b> None	
											The motion was made for the Board to go into Executive Session at 8:20 p.m. to discuss the approval of Local 818 contract and the change to the current Clerk position at the Central Registration.	
Motion Second Ayes	X	X	X	X	X	X	X	X	X	X	The meeting reconvened at 8:40 p.m. Mr. Mercier Made a motion to approve the collective bargaining agreement between the Board of Education and Local 818 as discussed in Executive Session.	MOTION CARRIED
											Mrs. Beloin-Saavedra stated for the record that it was another successful negotiation. The union was moved into a high deductible healthcare saving plan. It is a third union so far transitioning over to this health plan. The Board was able to maintain increases in wages to 7.5% over a three year period for the contract.	
Motion Second Ayes	X	X	X	X	X	X	X	X	X	X	Mrs. Rodriguez made a motion to change the 10 month Clerk position at Central Registration to a 12 month position as recommended by Mr. Salina in Executive Session.	MOTION CARRIED
											<b>XIII. Superintendent's Report</b> None	
											<b>XIV. Board Report</b> Mrs. Beloin-Saavedra reminded Board Members that on December 2, 2015 at 6:00 p.m. there will be a new Board Member orientation where Cabinet members will be presenting in their roles and responsibilities, on what their department does and how they interface with the Board. On December 3, 2015 there will be an all day Love Wins conference in Danbury. On December 14, 2015 the Board will meet in Executive Session with Mr. Cooper at 6:00 p.m. to discuss a mid-year review.	



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Ms. Aponte  
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Mr. Gay  
Mrs. Geraci  
Mrs. Greco

Mr. Mercier  
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Ms. Sanchez  
Ms. Sanders  
Ms. Zottola