

# BOARD OF EDUCATION MEETING

December 21, 2015

Members	A	B	C	G	G	G	M	R	S	Z	Agenda Item	Action Authorized
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 6:35 p.m.</p> <p><b>II. Pledge of Allegiance</b></p> <p><b>III. Roll Call of Members</b> PRESENT at this Regular Meeting of the New Britain Board of Education held at New Britain Educational Center.</p> <p style="padding-left: 40px;">Mrs. Beloin-Saavedra stated that Mrs. Greco and Mrs. Geraci were excused from the meeting. Mrs. Beloin-Saavedra wished Ms. Zottola a very happy birthday.</p> <p style="padding-left: 40px;">ADMINISTRATORS PRESENT: Dr. Carabillo, Ms. Grega-Mals, Mr. Kane, Mr. Moore, Mr. Salina, Ms. Bruemmer, Mr. Prokop, Ms. Young, Ms. Perez, Ms. Cabral, Ms. Pina, Mr. Fernandes, Ms. Sarra, Ms. Shea, Ms. Grant</p> <p style="padding-left: 40px;">Mrs. Beloin-Saavedra acknowledged that Alderman Salerno, Alderman Davis and Alderman Smedley were also present at the Board of Education Meeting..</p> <p><b>IV. Meditation</b> Mrs. Beloin-Saavedra asked everyone to keep in their thoughts and prayers a custodian at Smith school, Miguel Melendez, who lost his two cousins in a tragic car accident in Bristol over the last weekend.</p> <p><b>V. Meet Madrigals</b> Mrs. Beloin-Saavedra stated that the Board will spend the first minutes of the meeting enjoying the New Britain High School Madrigals performance. Every year the Madrigals come and perform for the Board of Education a few selected songs.</p>	
X	X	X	X				X	X	X	X		

Ms. Aponte	Mrs. Greco
Mrs. Beloin-Saavedra	Mr. Mercier
Ms. Connoly	Mrs. Rodriguez
Mr. Gay	Ms. Sanchez
Mrs. Geraci	Ms. Zottola

Members	A	B	C	G	G	G	M	R	S	Z	Agenda Item	Action Authorized
											<p>Mrs. Beloin-Saavedra added that the Board can not go on Christmas break until the Madrigal come and perform for the Board. Every year it is an honor to have Mr. Germain and students come and sing for the Board. Mrs. Beloin-Saavedra said that most of the Board Members were at the Madrigal Feaste and it was an outstanding performance. The Board was very proud of the students and the program itself. She added that the students are a shining star for New Britain.</p> <p><b>VI. Public Participation</b> None</p> <p><b>VII. Student Participation: Sal Germano and Veronique Wood</b> Mr. Germano said that there is not enough time during school for students to work on SSP, especially for seniors. There is a way too many things going on outside of school to be able to focus on SSPs. Mr. Germano believed it would be great if students had more time during the day to work on SSPs. Mrs. Beloin-Saavedra added that the issues was raised at the last SGC meeting at the HS. The Capstone and the SSP were discussed at that meeting as well as the need for more time. That is an ongoing discussion.</p> <p><b>VIII. Executive Session</b>  - Colon-Settlement  - Personnel-Special Ed NBHS  - Personnel - Smalley School  - Personnel - Superintendent Contract  - Personnel - Acting Superintendent Designation</p> <p>Mrs. Beloin-Saavedra stated that the Board will go into Executive Session to discuss the items that require the City Attorney, then the Board will come back out for the presentation and then go back into Executive Session for the rest of the items.</p> <p>The motion was made for the Board to go into Executive Session at 6:50 p.m.</p>	
Motion							X					MOTION CARRIED
Second Ayes	X	X	X	X			X	X	X	X		
											<p>Mrs. Beloin-Saavedra added that there will not be a presentation on Culture and Climate as the person who was supposed to be making a presentation was on vacation. The Board received an emailed version of it, but there will be no oral presentation of it.</p> <p>The Meeting reconvened at 7:15 p.m.</p> <p>Mrs. Beloin-Saavedra stated that one of the items that was discussed in the Executive Session was a settlement agreement. The motion was made to suspend the rules and add an item to the Agenda related to the settlement agreement.</p>	
Motion				X								MOTION CARRIED
Second Ayes	X	X	X	X			X	X	X	X		

Members	A	B	C	G	G	G	M	R	S	Z	Agenda Item	Action Authorized
Motion Second Ayes	X	X	X	X			X	X	X	X	<p>Mr. Mercier made a motion to approve the settlement in the amount of \$28,731.39 regarding a legal settlement with Josephine Colon as discussed in Executive Session, and authorize Attorney Skelly to execute the settlement agreement on behalf of the Board.</p> <p><b>IX. Presentation</b></p> <p><b>- Key Program Update: Programs at Geffney/Slade/NBHS</b></p> <p>Ms. Grant (Director of Pupil Services), Ms. Alberti (Supervisor of the KEY Program), Ms. Clark (Supervisor of Occupational &amp; Physical Therapy Services) gave a presentation on the KEY program. Ms. Grant said that when looking at KEY Philosophy, it's important to look at several components:</p> <ul style="list-style-type: none"> <li>- evidence based practices aligned ASD diagnosis (verbal behavioral assessment &amp; placement program; discrete trial instruction; functional communication; positive behavioral supports)</li> <li>- sensory regulation</li> <li>- increasing independence</li> <li>- social skills instruction</li> </ul> <p>In regards to evidenced based practices, Ms. Grant is using VB-MAPP (verbal behavioral milestones assessment &amp; placement program) - criterion referenced assessment, skills-tracking system and curriculum guide to assess the language, learning and social skills of children with autism or other developmental disabilities. Another component of evidenced based practices is DTI (discrete trial instruction) - discriminative stimuli or instruction, child's response, consequence or reinforcement. Ms. Grant said that another component that is being looked at is positive behavioral supports (visual schedules, positive reinforcement, functional behavioral analysis, behavioral intervention plan).</p> <p>Ms. Alberti said that in terms of sensory regulation there is a "sensory room" (Gaffney school) - an umbrella term used to categorize a broad variety of therapeutic spaces specifically designed and utilized to promote self-organization and positive change. Social Skills Instruction:</p> <ul style="list-style-type: none"> <li>- developing and maintaining eye contact</li> <li>- developing joint attention</li> <li>- recognizing feelings in self and others</li> <li>- social reciprocity</li> <li>- turn taking</li> </ul> <p>Ms. Alberti gave an overview of the current program design:</p> <ul style="list-style-type: none"> <li>- Gaffney Pre-K (2 Classrooms, 1SP/L Room, Sensory room)</li> <li>- Gaffney K-5 (4 classrooms, Admin office, SP/L &amp; BCBA shared office, sensory room)</li> <li>- Slade 6-8 (2 classrooms, 1 kitchen, sensory space/quiet room)</li> <li>- NBHS 9-12 (1 classroom) - 11 students/3 periods daily, 7</li> </ul>	MOTION CARRIED

students/1 period daily

Program Components:

- Instruction in core academic areas
- Opportunities to take main stream classes
- Transition related activities
- Transition skills

Mrs. Beloin-Saavedra said that her understanding is that there is no KEY Program at the High School. Ms. Alberti explained that the program is not a part of the KEY program at the High School, but is planned to be a continuum of KEY. As of right now it is a working progress there. It is a special ed teacher who may have students with autism, but it is not really part of the program design yet. However the High School by nature has a lot of options for students.

Ms. Clark said that all students need change, there is a need to have the flexibility to support them across the curriculum. Not all students with ASD require a self-contained program. She added that the program is working with:

- Pet partners
- Parent group (meets once a month)
- Autism family night (5<sup>th</sup> or 6<sup>th</sup> year and is a great success)
- Monthly parent newsletter
- Networking with parents & community resources

She added that she was invited to the Hospital for Special Care. She said that they are in the middle of writing a 5-year grant with lots of money attached. The District has been meeting with them every other week to identify the needs of the District as the District moves forward. A lot was discussed about networking, family supports, addressing mental and physical health, medical needs of students and transitional skills as well. The staff at the hospital has been really open and helpful. The overall goal for the HSC Autism initiative is to develop an integrated, comprehensive service model for children with Autism Spectrum Disorders by establishing partnerships with healthcare providers, child/family members/caregivers and schools/school districts. CSDNB has been selected to work with the HSC as partners in this process.

Goals related to the autism initiative:

- facilitate communication & share records electronically
- develop a life skills curriculum
- establish a mentorship program
- evaluate shared paln & disseminate information
- prioritize and support needs identified by CSDNB

Ms. Grant, Ms. Alberti and Ms. Clark answered all the questions from the Board.

Members	A	B	C	G	G	G	M	R	S	Z	Agenda Item	Action Authorized
											<p><b>X. Information Sharing</b></p> <p><b>- Attendance Reports</b></p> <p><b>XI. Old Business</b></p> <p>None</p> <p><b>XII. New Business</b></p> <p><b>DISCUSSION/ACTION</b></p> <p><b>1. Superintendent Contract Modification/Amendment</b> Mrs. Beloin-Saavedra stated that the Board will postpone an action on the item until the January 7, 2016 meeting. The Board needs to work out some final details.</p> <p><b>2. District Improvement Plan</b> Dr. Carabillo gave an overview of the District Improvement Plan. She said that it was the third year of implementing many strategies that the District felt would improve practices in the District. The strategies that have been put in place really started making positive difference. She added that the big changes are the addition of ELD site walks, explicit phonics/word study/Math walkthrus. For Goal 3 the number of ISS and OSS for each school will be reduced by 10%. It's a challenging number. In regards to parent survey results, principals were getting some feedback from parents that they feel that surveys are too long, so that can possibly change for next year. Dr. Carabillo added that she would like to revise a Safe School Policy so that would be new and up-to-date. Dr. Carabillo said that she added strategy 3 to Goal 4: Collaborative partnerships with mental health organizations and strategy 4 to Goal 4: Well managed classroom (continuation of common expectations for students and adults engaged in community activities - in school and out of school). Dr. Carabillo stated that she added some activities for the Board - BOE Meet and Greet Meetings. Parent workshops, ESL &amp; Citizenship classes, school workshops were added as well. Dr. Carabillo answered all the questions from the Board.</p> <p><b>3. New Job Description for Transportation Manager</b> Mr. Mercier stated that the job description was discussed at length by the transportation committee and most people on the committee agreed that in order to move forward and to prepare the District to go out to bid, the District needs to have someone in the role of Transportation Manager handling a lot of transportation needs of the District. Mr. Kane pointed out that this is something that the Board needs to act on now as the District is a little bit behind on the regular timeline for the audit. This person will be a primary person on transportation. And there</p>	
Motion Second Ayes	X	X	X	X			X	X	X	X		MOTION CARRIED
Motion Second Ayes	X	X	X	X			X	X	X	X		MOTION CARRIED

Members	A	B	C	G	G	G	M	R	S	Z	Agenda Item	Action Authorized
Motion Second Ayes	X	X	X	X				X		X	<p>will be a minimum of two other people assisting the Transportation Manager. Mr. Mercier added that by creating this position, the District will have great savings on transportation end. The District will be in charge of the routing system.</p> <p><b>4. Authorization to Contract with Kaestle Boos Associates at a Cost of \$7,450 to provide the District with a Feasibility Study for Smalley Academy as detailed in the attached proposal</b></p> <p>Mr. Moore explained that a feasibility study is a required first step in a process of submitting a form ED049 grant application for a school building project. Kaestle Boos Associates, Inc. of New Britain has submitted a proposal to employ architectural, landscape, structural engineering and related consulting services to provide a feasibility study to renovate-to-new status at Smalley Academy. Mr. Moore added that the study will take about 6 weeks to complete. Mr. Moore answered all the questions from the Board.</p>	MOTION CARRIED
Motion Second Ayes	X	X	X	X				X		X	<p><b>5. Accept Donation - The Cheney Family</b></p> <p>Mrs. Beloin-Saavedra stated that the donation was in the amount of \$5,855 to support the purchase of ten new uniforms for the band. Ms. Zottola proposed to write a letter of appreciation on behalf of the Board to Cheney family for all the hard work they do on raising donations.</p>	MOTION CARRIED
Motion Second Ayes	X	X	X	X				X		X	<p><b>6. Purchase of Sterling Roof Top Unit and Curbing New Britain Satellite Careers Academy/Roosevelt</b></p> <p>Mr. Moore explained that two roof top air handling units above the New Britain Satellite Careers Academy need to be replaced. The cost is \$30,603.00 and the funding source is the New Britain Satellite Careers Academy grant.</p>	MOTION CARRIED
Motion Second Ayes	X	X	X	X				X		X	<p><b>7. Memorandum of Understanding between the HRA of New Britain, Inc and New Britain High School</b></p> <p>Mrs. Beloin-Saavedra explained that it was an income tax preparation program. Some of the students in the District are part of the Finance Academy, they help prepare income tax and HRA is the lead agency and assists students. Ms. Sanford added that every student has 20 hours of service after they become certified. Last year students did over 117 tax returns and brought in about \$66,000. Ms. Sanford answered all the questions from the Board.</p>	MOTION CARRIED
Motion Second Ayes	X	X	X	X				X		X	<p><b>8. Position Specification - College and Career Case Manager</b></p> <p>Ms. Young explained that it was a new position at Adult Ed. The Case Manager will assist students to succeed socially and academically. The Case Manager will be responsible for planning and implementing a comprehensive college and career development program designed to assist students' building skills necessary for job readiness and/or secondary education. Adult Ed grant will pay for the position. As for Math Teacher, Ms. Young said that the primary functions of the Math teacher will be to</p>	MOTION CARRIED

Members	A	B	C	G	G	G	M	R	S	Z	Agenda Item	Action Authorized
Motion Second Ayes	X	X	X	X			X	X	X	X	<p>help students to improve basic skills in mathematics to raise skills to GED preparation level, to prepare students to successfully pass the GED exam and to prepare students for college and/or careers. Mr. Mercier made a motion to adopt items 9,10 and 11 on the agenda as they were all discussed and were all relevant to each other.</p> <p><b>9. New Position Request Form - College and Career Case Manager</b></p> <p><b>10. Position Specification - Adult Education Math Teacher</b></p> <p><b>11. New Position Request Form - Adult Education Math Teacher</b></p>	MOTION CARRIED
Motion Second Ayes	X	X	X	X			X	X	X	X	<p><b>12. CSDNB Adult Education Initiative - Proposal for Spring 2016 Applied Grammar Consulting Services</b></p> <p>Ms. Young explained that they are looking for Clark Consulting to come back this year and to do some more coaching for teachers in the District. Clark Consulting will go in and observe the classrooms, discuss what needs to be done in order to retain students and then Clark Consulting will do coaching with teachers. The total consulting fee is \$16,250.00, which includes all consultant preparation, development, travel and overhead. Billing will be monthly upon completion of services, and all services are guaranteed to meet the quality standards of the district. Ms. Young answered all the questions from the Board.</p>	MOTION CARRIED
Motion Second Ayes	X	X	X	X			X	X	X	X	<p><b>13. Bid Waiver and/or Purchase Order Approval - Furniture Frank J. DiLoreto School, Lincoln Elementary School, Smith Elementary School and Pulaski Middle School</b></p> <p>Mr. Moore explained that there is a need for furniture purchase: furniture for DiLoreto school will come out of Commissioners network, for Pulaski Middle School out of SIG grant and for Lincoln and Smith schools out of local fund.</p>	MOTION CARRIED
Motion Second Ayes	X	X	X	X			X	X	X	X	<p><b>14. Bid Waiver and/or Purchase Order Approval-Wilson Reading System</b></p> <p>Mrs. Beloin-Saavedra said that the Wilson Reading System training for 10 elementary level teachers and materials are totaling \$15,753.88 and are funded out of alliance grant funds. Certified teachers will complete the Advanced Word Study online course and WRS Steps 7-12 Practicum throughout the 2015-2016 school year.</p>	MOTION CARRIED
Motion Second Ayes	X	X	X	X			X	X	X	X	<p><b>15. Disposal of Maintenance Trucks</b></p>	MOTION CARRIED
Motion Second Ayes	X	X	X	X			X	X	X	X	<p><b>16. Minutes of the Special BOE Meeting - November 30, 2015</b></p> <p>Mr. Mercier pointed out for the record that Ms. Sanders prefers Ms. Connoly.</p>	MOTION CARRIED

Members	A	B	C	G	G	G	M	R	S	Z	Agenda Item	Action Authorized
Motion							X				<b>XIII. Personnel Transactions</b>	MOTION CARRIED
Second Ayes	X	X	X	X			X	X	X	X	Mrs. Beloin-Saavedra said that the appointment of the Site Coordinator had to come off the Personnel transactions as the person was offered the position and then turned it down.	
Motion								X			The motion was made for the Board to go into Executive Session at 8:25 p.m. to discuss the remaining issues:	MOTION CARRIED
Second Ayes	X	X	X	X			X	X	X	X	- Personnel: Special Ed NBHS - Personnel: Smalley School Mr. Cooper, Ms. Grant and Ms. Grega-Mals joined the Board in the Executive Session.	
											The meeting reconvened at 8:55 p.m.	
											<b>XIV. Superintendent's Report</b>	
											Mr. Cooper said that American Savings Foundation sent an award letter for \$60,000 fortifying the VH1 instruments. Mr. Salina explained that the VH1 foundation offers 10 pianos a year. Schools nationally may compete for those. The foundation is very much impressed with what New Britain has done in regards to music programs, so the foundation is giving New Britain one of those pianos automatically. The schools will compete, but just against themselves. VH1 selects the winner. Mr. Salina said that the District had to release a statement. There was a posting on one of the sites saying: "Don't got to school tomorrow". Considering that it was the day before the holiday, everything is being taken seriously. The person that did the posting was tracked down and the police came to their house at 2 in the morning. Mr. Saline received a call from the chief that it was not a threat. Two students were playing minecraft and were texting back and forth and one of them did a posting on social media. Two students received a school discipline. Unfortunately media made it look like as a threat, however there was no threat to the school or anyone at the school.	
											<b>XV. Board Report</b>	
											Mrs. Beloin-Saavedra reminded the Board that the application process for the Superintendent closes on January 6, 2016. As of right now there are 10 not complete applications online.	
											<b>XVI. Committee Reports</b>	
											- Policy Committee Meeting	
											- Finance/Facilities Committee Meeting	
											- Personnel Committee Updates	
											- Curriculum Updates/Review	
											- Wellness Updates	
											Mr. Mercier said that Ad Hoc Committee Meeting was a very productive one and the committee is working on a revised timeline.	

Members	A	B	C	G	G	G	M	R	S	Z	Agenda Item	Action Authorized
											<b>XVII. Legislative Report</b> None	
											<b>XVIII. Other Business As Permitted by Law</b>	
Motion										X	<b>XIX. Adjournment</b>	MOTION CARRIED
Second											Moved to adjourn.	
Ayes	X	X	X	X	X	X	X	X	X	X	The meeting adjourned at 9:15 p.m.	

