



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Regular School Board Meeting Minutes from February 6, 2017 New Britain Educational Administration Center

#### Call to Order and Roll Call

##### Call to Order

Mr. Nicholas Mercier, President of the Board of Education, called the meeting to order at 6:18 PM.

##### Board Members Present

Ms. Grisselle Aponte, Ms. Beloin-Saavedra, Ms. Mallory Deprey, Mr. Merrill Gay, Ms. Miriam Geraci, Mr. Nicholas Mercier, Ms. Nicole Rodriguez, Ms. Daisy Sanchez, Ms. Gayle Sanders-Connolly, Ms. Elaine Zottola

##### Board Members Absent/Excused

None

#### Public Participation

There was no public participation

#### Superintendent's Report from Ms. Nancy Sarra

Ms. Nancy Sarra, Superintendent, reported the following:

- PK-3 Social-Emotional Curriculum will be ready for review by the Curriculum Committee in May.
- Grades 6-8 Social-Emotional Curriculum is currently being developed for roll-out. This will be ready for review by Curriculum Committee by the end of the school year.
- We will be receiving \$4,000 from CAS for curriculum development in our Fine Arts Program.
- The initial planning and stages of the re-vamped sports program has begun. The focus will be on student engagement and getting more children involved in athletics at the lower levels to get them ready for middle and high school. This will be done with agility clinics and more. A new position will be created to help reach down into the elementary school level and help implement this roll-out.
- There was a three-day training put on by Dr. Ablon, who was a featured speaker during the Love Wins Conference. A group of leaders recently went to that training and the feedback was overly positive. The training was around building relationships with students.
- Ms. Sarra thanked the state attorney's office for adopting Smalley Elementary School. Brian Preleski, from State Attorney's Office, reached out to ask about how to 'adopt.' Brian, along with several others, will give back to Smalley in a variety of ways, including donation of school supplies, winter coats and any other needs that Smalley has.
- The initial meeting with Nellie Mae and NBHS Administrators took place and will continue over the next three years.

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## Committee Reports

- Ms. Sanders-Connolly stated that the **Finance Committee** had a busy meeting in January. She said that based on conversations in the Finance meeting, she would like to have further discussion about the responsibilities of custodians and maintenance people in the district.
- Ms. Sanchez stated that the **Personnel Committee** also had a busy meeting. She said the committee placed a heavy emphasis on the Athletics job descriptions, which will be discussed later tonight.
- Ms. Rodriguez stated that the **Policy Committee** spent the bulk of their meeting discussing the Homework Policy. She said the policy is currently being brought to staff and others throughout CSDNB for feedback. Once feedback is given, a final draft will be completed and then presented to the board for final review.
- Ms. Aponte stated that the **Curriculum Committee** spent the bulk of their meeting writing the Homework Policy, which was sent to the Policy Committee. She said they also spent time with NBHS administrators working on the Program of Studies and stated the committee is looking forward to seeing the final product.

## Legislative Report

- Mr. Gay stated that Governor Malloy will release his budget on Wednesday and it is expected that he will transfer teacher pension responsibility to each municipality.

## Consent Agenda

The following was asked to be removed the following items from the consent agenda:

- Item C - Approve Personnel Transactions
- Item D - Accept Attendance Report
- Item F - New Position Request – 5.0 FTE Paraeducators for Preschool for Roosevelt Early Learning Center
- Item G - Approve Job Description – Athletics Head Coach
- Item I - Approve Job Description – Athletics Student Athlete Development and Community Outreach Liaison
- Item K - Approve Job Description – Special Education Teacher for KEY Program
- Item V - Accept donation for NBHS Stem from Polamer Precision
- Item W - Accept donation of books for Pulaski Middle School Media Center
- Item X - Accept donation Achieve Financial Credit Union for NBHS Business Academy
- Item Y - Accept donation from Future First for \$1,000

Ms. Rodriguez motioned to accept the following, seconded by Ms. Geraci:

### **Approve minutes from the Regular Board of Education Meeting on January 3, 2017**

The minutes of the Regular Board of Education Meeting from January 3, 2017 can be found online at [www.csdnb.org](http://www.csdnb.org).

### **Approve minutes from the Special Board of Education Meeting on January 9, 2017**

The minutes of the Regular Board of Education Meeting from January 9, 2017 can be found online at [www.csdnb.org](http://www.csdnb.org).

### **Accept Class Size Reports**

The class size reports are attached.

### **Approve Job Description – Athletics Assistant Coach**

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## **Approve Job Description – Behavior Support Assistant**

## **Approve Job Description – Special Education Teacher for KEY Program**

### **Approve Purchase Order and Bid Waiver for T-Eval Evaluation Software**

This aligns to several pillars in the district improvement plan, including Culture and Climate and Talent Development. T-Eval is a software used to track the teacher evaluation process. As the state's payment of EDReflect does not include major necessary components, and the cost of getting them is prohibitive, the PDEC committee reviewed other software. The committee was impressed with T-Eval software as it has been successfully customized and used by Bloomfield Public Schools. Cost for implementation and yearly renewal are a fraction of the cost of the EDReflect system. Implementation cost is \$16,800. Yearly renewal \$11,200. Funding is available through the local MIS Software Budget. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request.

### **Approve Purchase Order for NuEnergen (Energy Management and Consulting)**

The City of New Britain contracted with NUEnergen to audit energy bills and payments for billing errors. NuEnergen, through its audit, determined that the Board of Education was over-billed in the amount of \$81,241.63 (copy of check is attached). NuEnergen contract with the City of New Britain is for payment equal to 40% on recovered errors on billing. Cost is \$32,496.65 (\$81,241.63 \* 40%). Funding will come from local, Facilities, Heat & Gas (object code 56210) budget. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request.

### **Approve Bid Waiver and Purchase Order Approval for Machine Builders at NBHS**

This is to update the equipment in the Career and Technical Education department in order to provide opportunities for students to use most recent technology and equipment. Using updated equipment gives students a marketable chance to obtain potential employment in the manufacturing field. The total cost is \$12,092 and the funding source is Perkins Grant. The Finance Committee reviewed this request on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request.

### **Approve Bid Award for the removal and replacement of five (5) arched top windows at Lincoln**

An invitation to Bid was advertised in the Hartford Courant on January 3, 2017. Three bids were opened on February 13, 2017 and the lowest responsible bidder was Cherry Hill Glass, Inc. (Branford, CT) for \$154,000.00. 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 of equipment is \$154,000.00. Funding will come from the local Facilities budget. On January 23, 2017, the Finance Committee reviewed this request. CSDNB Administration and the Finance Committee recommend the approval of the above bid award request.

### **Approve Bid Award for the removal of one (1) 10,000 gallon underground storage tank and the abandonment of one (1) 10,000 gallon underground storage tank at New Britain High School**

An invitation to Bid was advertised in the Hartford Courant on January 3, 2017. Seven bids were opened on January 13, 2017 at 10:00 AM and the lowest responsible bidder was Maitz Demolition Services LLC (Burlington) for \$20,950.00. 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 of equipment is \$20,950.00. Funding will come from the local Facilities budget. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request.

### **Approve Bid Award for the removal of 10 (ten) islands of existing lockers in the New Britain High School Boys Physical Education locker room and replace with 96 new lockers on 4 (four) existing concrete bases**

An invitation to Bid was advertised in the Hartford Courant on January 3, 2017. One bid was opened on January 13, 2017 at 10:00 AM and the lowest responsible bidder was C & A Distributors (Newington) for \$34,300.00. In an effort to provide the best education experience for our students, the district needs to consistently update buildings and grounds to support this experience. The total cost of equipment is \$34,300.00. Funding will come from the local Facilities budget. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of

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Education approve this request.

### **Approve Bid Award for Districtwide Custodial Equipment**

An invitation to Bid was advertised in the Hartford Courant on January 3, 2017. Three bids were opened on January 9, 2017 and the lowest responsible bidders were:

|   |                                  |                     |
|---|----------------------------------|---------------------|
| Allston Supply Company                    | Windsor Commodore 20 Extractor   | \$ 6,874.17         |
|   | NSS 16 Wrangler Autoscrubber     | \$ 8,700.00         |
|   | Colt 1450 FMS Wet/Dry Vacuum     | <u>\$ 1,477.00</u>  |
|   |                                  | <b>\$ 17,051.17</b> |
| NEC Supply, LLC                           | 26" Magnum Carbon Floor Scrubber | \$ 7,740.00         |
|   | 20" Magnum Sport Floor Scrubber  | \$ 6,169.00         |
|   | Xlerator Hand Dryer (30)         | <u>\$11,400.00</u>  |
|   |                                  | <b>\$25,309</b>     |
| <b>Total Cost for Custodial Equipment</b> |                                  | <b>\$42,360.17</b>  |

In an effort to provide the best education experience for our students, the district needs to regularly update custodial equipment to support this experience. The total cost of equipment is \$42,186.17. Funding will come from the local Facilities budget. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request.

### **Approve Bid Award for HVAC Equipment at Pulaski and Slade Middle Schools and Roosevelt Campus**

An invitation to Bid was advertised in the Hartford Courant on January 3, 2017. Three bids were opened on January 9, 2017 and the lowest responsible bidders were:

|   |                               |                             |                     |
|---|-------------------------------|-----------------------------|---------------------|
| Sid Harvey Industries                                   | Pulaski Stairwells            | Heat Pump Equipment only    | \$ 10,051.44        |
|   | Slade Stairwells              | Heat Pump Equipment only    | \$ 10,051.44        |
|   | Slade Music Wing/Auditorium   | Heat Pump Equipment only    | <u>\$ 17,519.16</u> |
|   |                               |                             | <b>\$ 37,622.04</b> |
| Environmental Systems Corp.                             | Pulaski Stairwells            | Heat Pump Installation only | \$ 9,888.00         |
|   | Slade Stairwells              | Heat Pump Installation only | \$ 9,888.00         |
|   | Slade Music/Wing Auditorium   | Heat Pump Installation only | \$ 11,562.00        |
|   | Roosevelt Power Flame Burners | Equipment & Installation    | <u>\$ 47,294.00</u> |
|   |                               |                             | <b>\$ 78,632.00</b> |
| <b>Total Cost for all Equipment &amp; Installations</b> |                               |                             | <b>\$116,254.04</b> |

In an effort to provide the best education experience for our students, the district needs to regularly update HVAC mechanical systems to support this experience. The total cost of equipment is \$116,254.04. Funding will come from the local Facilities budget. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request.

### **Approve Bid Award for removal and replacement of the dock lift at Roosevelt Campus**

An invitation to Bid was advertised in the Hartford Courant on January 11, 2017. Bids were opened on January 20, 2017 and the lowest responsible bidder was Maybury Materials Handling for \$15,424.70. 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 of equipment is \$15,424.70. Funding will come from the local Facilities budget. The Finance Committee reviewed this request on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request.

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### **Approve Disposal of Maintenance Truck**

Board of Education approval is requested to declare the equipment listed below as inoperable and recommend disposal of the vehicle. It is recommended that the Maintenance Department 1989 Chevy S120 Silver Pick-up Truck, VIN #1GCCS14Z7K2148708 114690 be declared surplus and turned over to the City of New Britain Property Manager for disposal. The Finance Committee reviewed this request on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request.

Motion for the above items carried unanimously.

## **New Business**

The following items had been removed from the consent agenda and were opened for discussion:

### **Approve Personnel Transactions**

Ms. Beloin-Saavedra motioned to accept the personnel transactions, seconded by Ms. Geraci. Ms. Sanchez questioned the Middle School Athletics Supervisor. Dr. Shuana Tucker, Chief Talent Officer, answered all questions from the board. Motion carried unanimously.

### **Accept Attendance Report**

Ms. Beloin-Saavedra motioned to accept the attendance report, seconded by Ms. Sanders-Connolly. Mr. Mercier commended Mr. Jeff Prokop, MIS Director, for breaking the reports out into cohorts. Motion carried unanimously.

### **New Position Request – 5.0 FTE Paraeducators for Preschool for Roosevelt Early Learning Center**

Ms. Rodriguez motioned to accept this new position request, seconded by Ms. Sanders-Connolly. Ms. Kelly Grant, Director of Pupil Services, answered all questions from the board. Motion carried unanimously.

### **Approve Job Description – Athletics Head Coach**

Ms. Rodriguez motioned to approve the job description for Athletics Head Coach, seconded by Ms. Sanchez. Mr. Len Corto, Athletic Director, answered all questions from the board. Motion carried unanimously.

### **Approve Job Description – Athletics Student Athlete Development and Community Outreach Liaison**

Ms. Sanders-Connolly motioned to approve the job description for Athletics Student Athlete Development and Community Outreach Liaison, seconded by Ms. Sanchez. There was some confusion in regards to how the job description refers primarily to football and not all sports. Ms. Beloin-Saavedra motioned to table the description and refer it back to the Personnel Committee, seconded by Ms. Zottola. Motion carried unanimously.

### **Approve Job Description – Special Education Teacher for KEY Program**

Ms. Beloin-Saavedra motioned to approve the job description for the Special Education Teacher for KEY Program, seconded by Ms. Aponte. Motion carried unanimously.

### **Accept donation for NBHS Stem from Polamer Precision**

Ms. Beloin-Saavedra motioned to accept the donation for NBHS Stem from Polamer Precision, seconded by Ms. Aponte. Mr. Eric Nelson, teacher at NBHS, has received a \$500 sponsorship from Polamer Precision to support the STEM Club. He worked for Polamer as an engineer during a teacher externship this summer and they want to continue to be involved. The money is a step towards making our team competitive in the National STEM League. This is their first year competing and they learned we need a lot of changes to even compete in the New England Regionals. The students will use these funds to upgrade parts on our car. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request. Motion carried unanimously.

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### **Accept donation of books for Pulaski Middle School Media Center**

Ms. Beloin-Saavedra motioned to accept the donation of books for Pulaski Middle School Media Center, seconded by Ms. Aponte. The project was created in November as a way to obtain more high-interest, diverse reading material for the Media Center at Pulaski Middle School. The books were chosen from AKJ Education (the vendor was listed already as a book option from Donors Choose) and the selections (123 books) totaled \$2,004 which then became the project amount. Five donors and an anonymous donation of \$1,756 brought the project to the point of being fully funded. Once the books arrive, they will be processed and catalogued in Destiny, thus allowing students to check them out. The total cost of the books will be \$2,004. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request. Motion carried unanimously.

### **Accept donation Achieve Financial Credit Union for NBHS Finance Academy**

Ms. Beloin-Saavedra motioned to accept the donation from Achieve Financial Credit Union for the NBHS Finance Academy, seconded by Ms. Geraci. Part of the NAF academy model is to implement work based learning activities that lead to a compensated internship. Another part is the involvement and commitment of the Advisory Board Members. This donation is given to NBHS by an Advisory Board member to help defray the cost of work based learning activities. The donation is from Achieve Financial Credit Union in the amount of \$2,500 for the Academy of Finance to support activities to promote work based learning experiences. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request. Motion carried unanimously.

### **Accept donation from Future First for \$1,000**

Ms. Beloin-Saavedra motioned to accept the donation from Future First for \$1,000 for New Britain High School, seconded by Ms. Sanders-Connolly. NBHS partnered in a pilot program with Future First and received this money for their work with them. One of the pillars in the District Strategic Improvement Plan is Culture and Climate. Having alumni come back to the school to work with our students is a fabulous way to extend student relationships beyond graduation. It also builds a positive climate with staff as they see alumni re-connect and give back to our school.

Future First uses an online program called AlumniToolKit.org. This is a website that alumni can register with. They then use these alumni for school events. This year, they used them at our College Planning day in October, and they held an Alumni Panel for Senior Advisory groups. The panel spoke about their college experience and answered questions from our senior students. They have a career expo that they are planning and putting together for the spring. Future First came to NBHS last year and asked if they would pilot this program and they agreed.

The total donation amount is \$1,000. There was no committee review for this request. CSDNB Administration recommends the Board of Education accept the donation from Future First. Motion carried unanimously.

### **Administrative Appointment**

Ms. Nancy Sarra recommended Donna Swaby to be hired for the position of District Coordinator of Special Education and Pupil Services, Districtwide, Preschool through Grade 5, effective February 7, 2017. Ms. Beloin-Saavedra motioned to approve the recommendation, seconded by Ms. Sanchez. Motion carried unanimously.

### **Restoring Executive Assistant to Superintendent to a pay level of a Grade 2 in 818 Union**

Ms. Sanders-Connolly motioned to restore the Executive Assistant to a pay level of Grade 2 in 818 Union, seconded by Ms. Sanchez. Mr. Kevin Kane, Chief Financial Officer, is recommending the position, Executive Assistant to the Superintendent, pay range be restored to a Grade 2 in the Supervisor (818) Union Contract. The additional cost would be \$3,573. The 818 contract that expired on June 30, 2015 did not have step increases but only general wage increases. The current 818 contract does have step increases for each year of the contract. If this position is restored to return to follow the hourly rate of an 818 position grade 2, the range would go to step 7, which is \$43.54 per hour. All were in favor with the exception of Ms. Rodriguez.

### **New Position Request – 1.0 FTE Special Education Pre-Kindergarten Teacher for Roosevelt Early Learning Center**

Ms. Beloin-Saavedra motioned to approve the position request for 1.0 FTE Special Education Pre-Kindergarten Teacher for Roosevelt Early Learning Center, seconded by Ms. Sanders-Connolly. The position is a certified Special Education Preschool

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Teacher. It is a full-time, 10-month position. The annual salary will be \$59,199 and the funding source will be the local budget. Motion carried unanimously.

**New Position Request – 1.0 FTE Special Education Pre-Kindergarten KEY Teacher for Roosevelt Early Learning Center**

Ms. Beloin-Saavedra motioned to approve the position request for 1.0 FTE Special Education Pre-Kindergarten KEY Teacher for Roosevelt Early Learning Center, seconded by Ms. Sanders-Connolly. The position is a Special Education Certified Preschool Teacher for a KEY class. It is a full-time, 10-month position. The annual salary will be \$59,199 and the funding source will be the local budget. Motion carried unanimously.

**New Position Request – 1.0 FTE Special Education for KEY Program at Slade Middle School**

Ms. Beloin-Saavedra motioned to approve the position request for 1.0 FTE Special Education for KEY Program at Slade Middle School, seconded by Ms. Aponte. The position is a Special Education Teacher. It is a full-time, 10-month position. The annual salary will be \$59,199 and the funding source will be the local budget. Motion carried unanimously.

**Student Observation Agreement between NB BOE and Hospital of Central Connecticut**

Ms. Sanders-Connolly motioned to approve the Student Observation Agreement between the NB BOE and Hospital of Central Connecticut, seconded by Ms. Geraci. Ms. JoAnn Roy, Director of Professional Development for the Hospital of Central Connecticut, answered all questions from the board. Motion carried unanimously.

**Approve Bid Waiver and Purchase Order Approval for the purchase of musical brass instruments**

Ms. Zottola motioned to approve the bid waiver and purchase order approval for the purchase of musical brass instruments, seconded by Ms. Sanders-Connolly.

Over the past few years, the demand for lower brass instruments has increased as more students are participating in the music program at the middle school level. Additionally, with the resurgence of elementary instruments, thanks to the VH1 grant at the elementary level, more advanced musical instruments in both quality and technical training are needed at the middle level to support and sustain the musical pathway to the high school level. This musical instrument purchase aligns with the CSDNB mission to provide whole-child education for our students. This musical instrument purchase aligns with the CSDNB mission to provide whole-child education for our students.

The total cost is \$241,120 and the funds will come from the local budget. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request. Motion carried unanimously.

**Approve Bid Waiver and Purchase Order Approval for the purchase of musical string instruments**

Ms. Zottola motioned to approve the bid waiver and purchase order approval for the purchase of musical string instruments, seconded by Ms. Sanchez.

Over the past few years, the demand for string instruments has increased as more students are participating in the music program at the middle school level. Currently, we have 190 students in the strings program across all four middle schools. More instruments are needed at the middle schools to support, build and sustain the musical pathway to the high school. The rationale for how it aligns with the CSDNB mission is that participation in an ensemble group and having low cost rental programs available for families addresses a comprehensive, whole-child education.

The total cost is \$35,860 and the funds will come from the local budget. This was reviewed by the Finance Committee on January 23, 2017. The Finance Committee and CSDNB Administration recommend the Board of Education approve this request. Motion carried unanimously.

**Bid Waiver and Purchase Order Approval – Roosevelt Emergency Light Inverter**

Ms. Sanders-Connolly motioned to approve the bid waiver and purchase order for Roosevelt Emergency Light Inverter, seconded by Ms. Rodriguez.

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The RMS Emergi-Lite Inverter, located on the second floor providing emergency egress lighting for the HALS program, has failed and needs to be replaced ASAP. The Finance Department was unable to get parts for the 23-year-old existing inverter. The inverter supplies power to the emergency lights in the event HALS experiences a power outage allowing occupants of RMS to exit the building safely. Emergency lighting is a life safety issue that needs immediate attention. Lighting Services, Inc. of Waterbury has the State Contract award to replace emergency Lighting equipment. Their state contract number is 14PSX0140 and expires 08/31/2017.

The Finance Department has received a proposal from our emergency lighting contractor- Lighting Services, Inc. of Waterbury for \$16,243.20 to remove and replace the emergency lighting equipment. This work is considered emergency work and must be scheduled ASAP. The total cost is \$16,243.20 and the funding source is LEA – Facilities Budget. Since it is an emergency purchase, this was not reviewed by any committee, but was signed off by Superintendent Nancy Sarra. Motion carried unanimously.

#### **Approve Bid Award to Environmental Services Corp, LLC for Walk-In Freezer at New Britain High School**

Ms. Sanders-Connolly motioned to approve the bid award to Environmental Services Corp, LLC for Walk-In Freezer at New Britain High School, seconded by Ms. Sanchez.

An invitation to Bid was advertised in the Hartford Courant on January 11, 2017. Two bids were opened at 10 AM on January 27, 2017 and the lowest responsible is Environmental Services Corp. Inc. LLC of West Harford. Their low bid was \$129,384.00. 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 60 foot freezer shall be erected at NBHS. The freezer is needed by Whitson's to store US Commodities delivered to the high school to feed all our students at all of our schools.

The total cost of equipment is \$129,384. Funding will come from the Food Service Account. This was not reviewed by any committee. CSDNB Administration recommends the approval of the above bid award request. Motion carried unanimously.

#### **Approve Bid Award for Excavation and Installation of Footings, Retaining Wall and Slab at New Britain High School**

Ms. Rodriguez motioned to approve the bid award for Excavation and Installation of Footings, Retaining Wall and Slab at New Britain High School, seconded by Ms. Sanders-Connolly.

An invitation to Bid was advertised in the Hartford Courant on January 11, 2017. Four bids were opened at 10 AM on Friday January 27, 2017 and the lowest responsible is Maitz Demolition Services LLC, Burlington, CT 06013, \$112,355.00. 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. This retaining wall is necessary to build a 60 foot freezer to store food for Whitsons.

The total cost of equipment is \$112,355. Funding will come from the Food Service Account. This was not reviewed by any committee. CSDNB Administration recommends the approval of the above bid award request. Motion carried unanimously.

#### **Accept Monthly Financial Report and Approve Budget Transfers – December 31, 2016**

Mr. Gay motioned to accept the monthly financial report and approve the budget transfers, seconded by Ms. Sanchez. Mr. Kevin Kane, Chief Financial Officer, answered all questions from the board. A copy of the financial report and budget transfers can be found online at [www.csdnb.org](http://www.csdnb.org). Motion carried unanimously.

#### **Purchase Order and Bid Waiver Approval NBHS Cafeteria Sound System/Audio Equipment for Upper Gym**

Ms. Rodriguez motioned to amend the agenda to add Purchase Order and Bid Waiver Approval for NBHS Cafeteria Sound System, seconded by Ms. Geraci. Motion carried unanimously.

Ms. Rodriguez motioned to amend the agenda to add Purchase Order and Bid Waiver Approval for Audio Equipment for Upper Gym, seconded by Ms. Geraci. Motion carried unanimously.

Ms. Sanders-Connolly motioned to amend the agenda to include budget transfer to fund the NBHS Cafeteria Sound System, seconded by Ms. Geraci. Motion carried unanimously.

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Ms. Beloin-Saavedra motioned to accept all three requests together, seconded by Ms. Sanders-Connolly.

Ms. Zottola motioned to amend the NBHS Cafeteria Sound System memorandum to strike out last sentence with Brook Side School, seconded by Ms. Geraci. Motion carried unanimously.

Ms. Zottola motioned to amend the Audio Equipment for Upper Gym memorandum to strike out last sentence with Brook Side School, seconded by Ms. Geraci. Motion carried unanimously.

### **NBHS Cafeteria Sound System**

Safety and Security - The café sound system is used by security for crowd control and to make dismissal orderly and safe. Current sound system is not clearly audible when large crowds are present in the café.

### **Audio Equipment for Upper Gym**

The upper gym is utilized on a regular basis for athletic events that are open to the public and the current sound system is not sufficient for its use. The auditorium sound system was recently replaced with Grant funding. The old sound equipment (still in great shape and useable) was put into storage for use in the gym.

Motion carried unanimously.

## **Executive Session**

Ms. Sanders-Connolly motioned to go into Executive Session at 8:24 PM, seconded by Ms. Aponte. The purpose of the Executive Session is to discuss Pre-Kindergarten Personnel and Superintendent Evaluation. The following staff members were invited into Executive Session: Ms. Sarra and Dr. Shuana Tucker (Pre-K only).

## **Adjournment**

Ms. Sanders-Connolly motioned to adjourn at 9:35 PM, seconded by Ms. Sanchez. Motion carried unanimously.