



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Regular School Board Meeting Minutes from April 3, 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 6:00 PM.

Board Members Present

Ms. Beloin-Saavedra, Ms. Mallory Deprey, Mr. Merrill Gay, Mr. Nicholas Mercier, Ms. Nicole Rodriguez, Ms. Daisy Sanchez, Ms. Gayle Sanders-Connolly

Board Members Absent/Excused

Ms. Grisselle Aponte, Ms. Miriam Geraci, Ms. Elaine Zottola

Executive Session

Ms. Beloin-Saavedra motioned to go into executive session at 6:03 PM for the purpose of an employee contract and discussion of a legal contract, seconded by Ms. Sanchez. Motion carried unanimously.

Dr. Shuana Tucker (Chief Talent Officer) and Ms. Janice Grega-Mals (Talent Manager) were invited into executive session for the discussion of an employee contract. Mr. Paul Salina (Chief Operations Officer), Mr. Kevin Kane (Chief Financial Officer) and Mr. Ray Moore (Director of Facilities) were invited into executive session for the discussion of the contract with Holy Cross Church for Pope John Paul II School.

Continuation of Meeting

Ms. Sanchez motioned to ratify Local 51A's negotiated contract, effective July 1, 2016 to June 30, 2019, seconded by Ms. Beloin-Saavedra. Motion carried unanimously.

Presentations

NBHS Program of Studies – Capstone Project

Szymon Prokopczyk, Thomas Grzymala, and Michal Sokolowski gave a presentation about the revised New Britain High School Program of Studies. This was part of their Capstone Project. The students answered all questions from members of the Board of Education. A copy of the presentation has been attached.

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Superintendent's Report from Ms. Nancy Sarra

Ms. Sarra gave board members a detailed handout of the progress that has been made over the past several weeks. She also reported the following:

- Women in Leadership Award Winners - Two New Britain High School Students were nominated and have been awarded Women in Leadership Award (sponsored by the YWCA). They will be recognized during the luncheon on May 11 at the Aqua Turf. The students are Jaminah Walker and Tahjae Barrett.
- The National Academy Foundation Annual Benefit is an international and national corporate sponsor benefit (evening event) to showcase the work that's being done in academy-modeled schools. We received an invitation to apply and four of our students were chosen to represent and present their entire project on their work based learning experiences. The four students are Tahjae Barrett, Jaminah Walker, Johnnie Soto, Bryant Mercado. The four students will be also coming to the board prior to their presentation in Manhattan on May 9. Mr. Pinchera and Mrs. Sanford will be accompanying the four students.
- CSDNB & Coalition for New Britain's Youth were awarded the Community Vision Award at the 11th Annual Childhood Conversations Conference for our collective work in serving New Britain families and students.
- Nellie Mae Update: On March 31, 2017, through our Nellie Mae Partnership, our coaches from Everyday Democracy and Great Schools Partnership visited Jefferson, DiLoreto, and Pulaski in the morning. In addition, they spent the later part of the day meeting with New Britain Coalition. It was a great day and the Administrative team and CSDNB staff involved contributed to the day positively. They provided insight for potential areas of growth regarding parent connectedness to our school community. We focused on four objectives and scheduled another meeting (dialogue session) on April 25 to visit New Britain Coalition Early Learning Strategy Group as well as hosting an evening dialogue with the Connecting Families strategy group in an effort to support the existing groups.
- Admin PD with Melissa Matarazzo - All administrators reviewed their rollout process regarding their Studer Staff Survey results. During this time, leaders shared their perspective on staff feedback and focus areas of improvement for the remaining part of the year. Additionally, leaders worked on delivering difficult feedback and how to adequately prepare for such conversations.
- Sports Outreach Positions - Chad Heath & Omar McDew were selected by an interview committee to begin the work of community relations and reaching out to the elementary/middle/high school athletes.
- Leonardo da Vinci Bowl - We congratulate our elementary school winner this year (Gaffney) and our middle school level winner (Slade). We are looking into creating math teams at the elementary and middle school levels for next year. Possible formats include grade level teams competing in Math Olympiad, New England Math League and Odyssey of the Mind.

Committee Reports

- Ms. Sanders-Connolly reported that the **Finance Committee** met on March 27 and discussed a lot of different items. Ms. Sanders-Connolly pointed out that there was a lot of discussion regarding textbooks and other classroom supplies to help students.
- Ms. Rodriguez reported that the **Policy Committee** met on March 29 and discussed health within the Community Health Centers. She stated the committee is looking at different procedures and protocols within the health centers and revisions will be made going forward. Ms. Rodriguez said the Policy Committee is also discussing a proposal that would move recess before lunch whenever possible, but said that it is more likely to be an administrative procedure rather than a change in policy.

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- Ms. Beloin-Saavedra said having recess before lunch isn't a new concept and the Wellness Committee has been trying to get this done over the past several years. However, there have been many who are opposed to it and it has been hard to get it pushed through.
- Ms. Sanchez reported that the **Personnel Committee** met on March 28 and the P-DEC Committee gave their presentation in regards to the new Teacher Evaluation platform. Ms. Sanchez said there was discussion around minority recruitment and other issues and events in regards to personnel around the district.
- Ms. Beloin-Saavedra said that because it doesn't always show up as an action item, she wanted to commend Dr. Tucker in regards to the increased efforts around minority recruitment.

Board Reports

- Ms. Sondra Sanford, through Ms. Sanders-Connolly, stated that NBHS Student Michael Glasper will be competing in the national competition for the Finance Academy in Anaheim, California.
- Ms. Beloin-Saavedra congratulated Dr. Tucker in regards to be recognized at the 100 Women of Color Gala that was recently held at the Bushnell.
- Ms. Beloin-Saavedra announced that the month of April is Autism Awareness Month. She said there is great work around autism throughout the district and is thankful for the services and resources that are provided to families
- Mr. Mercier recognized Superintendent Sarra's first full year on the job and said that a lot of work has been done and that while change is hard, it needs to be done for things to move forward.
- Mr. Mercier gave a list of upcoming events, which are as follows
 - April 3 through April 7 Chamberlain Book Fair
 - April 3 through April 7 Elementary/Middle School Conferences
 - April 5 NBHS SAT/CAPT Testing Day
 - April 5 2017 Young People's Concert at CCSU
 - April 10 through April 14 Spring Break!
 - April 17 BOE Meeting at Jefferson School

Legislative Report

- Mr. Gay reported that they are slowly working towards finalizing the budget but they all understand the Governor is proposing a budget that isn't going to pass. He said there is a lot of work to be done before anything is approved.

Old Business

Review and Accept Drug and Alcohol Policy

Submitted by Melony Brady-Shanley | Reviewed by Policy Committee on March 1

Ms. Rodriguez motioned to approve the Drug and Alcohol Policy, seconded by Ms. Sanchez. Ms. Brady-Shanley reviewed the highlights of the policy and answered all questions from members of the Board of Education. A copy of the revised policy is attached.

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The following items were removed from the consent agenda:

- Item B: Approve Personnel Transactions
- Item C: Accept Attendance Reports
- Item E: Finance - Accept Monthly Financial Report – February 28, 2017
- Item F: Academics - Purchase Order Approval to provide books for classroom libraries in grades 6-8 throughout CSDNB
- Item G: Academics - Purchase Order Approval for Project Lead the Way (Supplies)
- Item H: Academics - Bid Waiver and Purchase Order Approval for Rock Climbing Wall
- Item M: Operations: Approval to set up contract with Language Line Services
- Item P: Academics - Approve Autism Portal Affiliation Agreement with the Hospital for Special Care

There were no objections and/or requests from board members to move the following items off the Consent Agenda. Therefore, these items were approved.

Approve minutes from the Regular Board of Education Meeting on March 20, 2017

The minutes of the Regular Board of Education Meeting from March 20, 2017 can be found online at www.csdnb.org.

Academics: Bid Waiver and Purchase Order Approval for Spanish Books

Submitted by Alex Ortiz | Reviewed by Finance Committee on March 27

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

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

The total cost is \$27,353.58 and the funding source is Commissioner Network, Instructional Supplies, 233901110001-56110. Motion carried unanimously.

Academics: Purchase Order Approval for CubeSmart Shelving

Submitted by Lara Bohlke | Reviewed by Finance Committee on March 27

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

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

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

The total cost is \$7,598.90 - Local - Academics, Non-Instructional Equipment - New 101096122004-57301\$27,353.58 101096122004-57301 Requested Budget Transfer: From Academics, Textbook, 101096122004-56410 to Academics, Noninstructional equipment - New, 101096122004-57301. Motion carried unanimously.

Academics: Out-of-State Field Trip Approval for NBHS Stem Team
Submitted by Eric Nelson | Reviewed by Curriculum Committee on March 27

15 students from New Britain High School in grades 9-12 will be taking an out-of-state field trip to Rensselaer Polytechnic Institute in Troy, New York. Our STEM team is one of the few teams that qualified for the national STEM Finals! Our goal has been consistent from day 1 - to win proving New Britain can have one of the best stem programs in the country.

The competition is the culmination of a variety of STEM project-based-learning tasks. There are 10 sub-competitions listed below; each graded and scored on a rubric. Each event is graded 50% of the points on the product and 50% on the process. All students will be will all be competing in different roles. The overall winner is decided via the sum of the subcategories scores.

- 3 Short course races
- Aerodynamic Design (with written report)
- Drag Racing (with written report)
- Autonomous RobotCar (with written report)
- Student Created Data Driven Design project (with report and presentation)
- Energy efficient car (with report and presentation)
- Enterprise, marketing presentations and management (with several written reports and 3 presentations)
- Graphic Design
- Community Outreach (with report and presentation)
- Web-Based National Points Race

The total cost of the trip per pupil is \$380, with each pupil paying \$340. The \$510 registration fee is being defrayed by the United States Army. The full cost of the trip will be approximately \$5,100 for one bus and hotel rooms.

Academics: Out-of-State Field Trip Approval for NBHS JROTC
Submitted by LTC Mark Durfee | Reviewed by Curriculum Committee on March 27

New Britain High School JROTC students will be participating in the JROTC Cadet Leadership Challenge in Massachusetts. The camp is always professionally planned, organized and executed by over 50 JROTC instructors with decades of experience. Almost three hundred high school cadets from Connecticut/Rhode Island and Massachusetts participate. Every aspect of cadet life at camp is attended to. NBHS JROTC has participated in this event since beginning 20 years ago. I have brought New Britain cadets every year since 2002. Students will leave NBHS on June 19 at 8 AM and arrive at Ft. Devens, Massachusetts at 10:30 AM. Students will be lodged in Army Barracks and will return home at approximately 12:00 Noon on June 23.

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Operations: Bid Award to remove and replace Marker and Tack Boards
Submitted by Ray Moore | Reviewed by Finance Committee on March 27

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

In an effort to provide the best education experience for our students, the district needs to regularly update buildings and grounds to support this experience. Total cost shall be determined as Facilities, SIG and Alliance funds become available. Funding will come from the local Facilities budget as well as SIG and Alliance Grants.

Operations: Grant Approval for Alliance Grant
Submitted by Ray Moore | Reviewed by Finance Committee on March 27

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

Partnerships: Approve Memorandum of Understanding between CSDNB and Klingberg Family Services
Submitted by Ryan Morgan | Reviewed by Curriculum Committee on March 27

Klingberg Family Center was recently awarded a state "Partnership for Success" state grant for drug and alcohol prevention from The Department of Mental Health and Addiction Services. Klingberg is representing the interests of The Coalition for New Britain's Youth and was identified based on grant eligibility requirements. CSDNB has been a primary partner throughout the application and early implementation process. The grant was written to allow Klingberg to contract with CSDNB as a consultant on year one of the project, for \$5,000, in an effort to support the salary of Safe Schools/Healthy Students Project Manager Ryan Morgan. Morgan will advise the grant coordinator, recently hired by Klingberg and Coalition leadership to follow prevention best practices and connect the work back to the mission and vision of CSDNB.

This partnership directly relates to several core values identified in the District Strategic Improvement Plan. The two primary pillars this aligns to are Culture and Climate and Partnership. As we continue to strive to cultivate and sustain engaging family-school-community partnerships for student staff and success, it is imperative we maintain open communication with The Coalition for New Britain's Youth to align missions. The Partnership for Success drug and alcohol prevention grant should directly tie into the work being done by The Department of Academics to review and edit the health curriculum. CSDNB should consult on this project to ensure our work is directly supported and reinforced by the community because the outcomes of the work will improve our Culture and Climate. Students who are not using drugs and alcohol are more likely to attend school and be an engaged member of the community and are less likely to require disciplinary action.

Klingberg Family Services will pay \$5,000 for a consultant fee to the Consolidated School District of New Britain.

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

Approve Personnel Transactions

Submitted by Dr. Shuana Tucker | No committee review

Ms. Sanders-Connolly motioned to approve the personnel transactions, seconded by Ms. Beloin-Saavedra. Ms. Beloin-Saavedra wanted to recognize Ms. Elaine Cabral, principal of Lincoln Elementary School, as she is retiring at the end of the school year. Mr. Mercier and Mr. Gay also commended her for her work throughout the district and the city of New Britain. Motion carried unanimously.

Accept Attendance Reports

Submitted by Jeff Prokop | No committee review

Ms. Rodriguez motioned to accept the attendance reports, seconded by Ms. Sanders-Connolly. There were some questions regarding how chronic absenteeism is being handled at the high school. Ms. Sarra said there are clearly defined interventions for tiered students and those can be shared with Board members. Mr. Jeff Prokop, MIS Director, answered all questions from members of the Board of Education. Motion carried unanimously.

Finance: Accept Monthly Financial Report – February 28, 2017

Submitted by Kevin Kane | Reviewed by Finance Committee on March 27

Ms. Rodriguez motioned to accept the Monthly Financial Report ending February 28, 2017, seconded by Ms. Sanders-Connolly. Ms. Beloin-Saavedra requested that Mr. Kane specifically address the Self-Insurance Fund. Mr. Kane answered all questions from members of the Board of Education. The monthly financial report ending February 28, 2017 can be found online at www.csdnb.org. Motion carried unanimously.

Academics: Purchase Order Approval to provide books for classroom libraries in grades 6-8 throughout CSDNB

Submitted by Liz Crooks | Reviewed by Finance and Curriculum Committees on March 27

Ms. Deprey motioned to approve the purchase order to provide books for classroom libraries in grades 6-8 throughout CSDNB, seconded by Ms. Sanders-Connolly. Ms. Deprey said that she wanted to recognize Ms. Elizabeth Crooks, Principal of HALS Academy, for doing a lot of research and bringing high-quality textbooks to our students.

While there is a need to standardize instruction throughout CSDNB, there is also a need to increase student choice. Most English Language Arts classrooms in grades 6-8 do not have a classroom library allowing students the opportunity to experience books of their own choice for independent reading in and outside of school. We know that if we do not provide students with opportunities to read, they will not become lifelong readers, which is critical to their success.

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

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

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

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

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

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

The total cost is \$44,000.00 and the funding source is Alliance, DW Instructional Supplies, 234196910001-56110. Motion carried unanimously.

Academics: Purchase Order Approval for Project Lead the Way (Supplies)
Submitted by Sondra Sanford | Reviewed by Finance Committee on March 27

Ms. Rodriguez motioned to approve the purchase order for Project Lead the Way (Supplies), seconded by Ms. Sanders-Connolly. Ms. Rodriguez said that Project Lead the Way is a great resource for students and wanted to publically acknowledge it.

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

The total cost is \$55,325 and the Funding Source is Alliance, DW, Instructional Supplies, 234196910001-56110. Motion carried unanimously.

Academics: Bid Waiver and Purchase Order Approval for Rock Climbing Wall
Submitted by Alex Ortiz | Reviewed by Finance Committee on March 27

Ms. Beloin-Saavedra motioned to approve the bid waiver and purchase order for a rock climbing wall at DiLoreto Elementary & Middle School, seconded by Ms. Sanders-Connolly. Ms. Beloin-Saavedra was concerned about the liability issues of having an indoor rock climbing wall in our elementary schools. Ms. Lisa Kawecki, Curriculum Information Teacher, answered all questions from members of the Board of Education.

Through conversation with our Physical Education Department and our need to engage our students at DiLoreto in expanding physical fitness activities, our staff, via The Commissioner's Network Grant, wanted to have a rock climbing wall placed in our gymnasiums. As the 2016-17 budget was prepared, it was requested and approved by the state to have a rock climbing walls placed in the small and big gyms at DiLoreto. This feature, along with training for our physical education staff, was to provide an exhilarating fitness opportunity for our students. This idea and equipment was done in collaboration with the physical education teachers, facilities department, district athletics coordinator, and building level administrators. All approved the project prior to the grant approval. Additionally, a three year inspection of the equipment will be part of the proposal.

As an added support in engaging our students with more opportunities for physical fitness activities, it was recommended by our physical education teachers to have two rock climbing walls as part of their physical fitness curriculum at DiLoreto. Physical

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education teachers will be trained to support our students with this new skill and activity. It was a great suggestion as more of students can gain both gross and fine motor skills pertaining to motion and dexterity. This equipment used will be both age and developmentally appropriate for both the elementary and middle school gyms.

The total cost is \$43,666 and the funding source is Commissioner Network, Instructional Supplies, 233901110001-56110. Motion carried unanimously.

Operations: Approval to set up contract with Language Line Services
Submitted by Jeff Prokop | Reviewed by Finance Committee on March 27

Ms. Sanders-Connolly motioned to approve a contract with Language Line Services, seconded by Ms. Rodriguez. Ms. Rodriguez said that Language Line Services is an excellent resource and will help with difficult translations and foreign languages where a translator is not readily available. Mr. Jeff Prokop, MIS Director, answered all questions from members from the Board of Education.

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

We will be charged monthly by usage. Detailed usage by user is recorded. A special line item in ELL Budget has been created for this, which is Local, ELD & WL, Translations, 101096222044-53400. Motion carried unanimously.

Academics: Approve Autism Portal Affiliation Agreement with the Hospital for Special Care
Submitted by Maria Pietrantuono | Reviewed by Curriculum Committee on March 27

Ms. Beloin-Saavedra motioned to approve the Autism Portal Affiliation Agreement with the Hospital for Special Care, seconded by Ms. Deprey. Ms. Danielle Singleton, KEY Supervisor, answered all questions from members of the Board of Education. Motion carried unanimously.

Operations: Lease Agreement for Pope John Paul II School
Submitted by Paul Salina | Reviewed by Finance Committee on March 27

Ms. Beloin-Saavedra motioned to accept the lease agreement for Pope John Paul II School, seconded by Ms. Sanders-Connolly. Ms. Beloin-Saavedra said that she is excited about the project and completely rebuilding Smalley Elementary School. Motion carried unanimously.

Adding Item to Agenda

Ms. Rodriguez motioned to suspend the rules to add renovation plans for Pope John Paul II School to the agenda, seconded by Ms. Beloin-Saavedra. Motion carried unanimously.

Operations: Renovation Plans for Pope John Paul II School

Ms. Beloin Saavedra motioned to approve the renovation plans for Pope John Paul II School, seconded by Ms. Deprey. Motion carried unanimously.

Operations: Project Scope of Services for the Consolidated School District of New Britain
Submitted by Paul Salina | Reviewed by Finance Committee on March 27

Ms. Rodriguez motioned to approve the Project Scope of Services for the Consolidated School District of New Britain, seconded by Ms. Sanders-Connolly. Mr. Prokop answered all questions from members of the Board of Education. He explained this is getting an RFP ready for copier service throughout the district. Motion carried unanimously.

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Operations: Bid Waiver for Energy Management Systems at Vance Elementary School

Submitted by Ray Moore | Reviewed by Finance Committee on March 27

Ms. Sanchez motioned to approve the bid waiver for Energy Management Systems at Vance Elementary School, seconded by Ms. Sanders-Connolly. Mr. Moore answered all questions from members of the Board of Education.

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

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

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

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

In an effort to provide the best education experience for our students, the district needs to regularly update buildings and grounds to support this experience. The total cost is \$41,654 and the funding source is the 2016-2017 Alliance Grant. Motion carried unanimously.

Operations: Bid Award for ADA entrance modifications at New Britain High School

Submitted by Ray Moore | Reviewed by Finance Committee on March 27

Ms. Beloin-Saavedra motioned to approve the bid award for ADA entrance modifications at New Britain High School, seconded by Ms. Sanders-Connolly. Mr. Moore answered all questions from members of the Board of Education.

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

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

In an effort to provide the best education experience for our students, the district needs to regularly update buildings and grounds to support this experience. Total recommended low bid award to Garafalo & Saraceno is \$158,750. Funding will come from the local Facilities budget.

Before the vote to approve was held, Ms. Rodriguez excused herself from the meeting at 8:05 PM. A quorum was still in effect.

Motion carried unanimously.

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Academics: Accept Donation from Berlin-Kensington Rotary Club and Berlin Lions Club

Submitted by Christi Tilton | No committee review

Ms. Beloin-Saavedra motioned to accept a donation from Berlin-Kesington Rotary Club and Berlin Lions Club, seconded by Ms. Sanders-Connolly. Ms. Beloin-Saavedra wanted to thank the clubs for the gently used books.

The Rotary Club of Kensington-Berlin along with the Berlin Lions Club are planning a children's book drive during International Service Week March 27-31. They would like to donate the books to New Britain Schools. The donation of gently used books would be sorted and identified as possible classroom or library resources or to give to students to take home. Putting books into the hands of students directly aligns to the academics pillar. Increased access to books helps improve student performance and increase literacy skills.

The total donation amount is estimated at over \$500 - they are expecting to get approximately 1,000 books. Motion carried unanimously.

Closing and Adjournment

Ms. Deprey motioned to adjourn at 8:09 PM, seconded by Ms. Sanders-Connolly. Motion carried unanimously.