



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Regular School Board Meeting Minutes from June 19, 2017 New Britain Educational Administration Center

#### Call to Order and Roll Call

##### Call to Order

Mr. Nicholas Mercier, President of the Board Education, called the meeting to order at 6:09 PM.

##### Board Members Present

Ms. Sharon 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

*A moment of silence was held for Dr. David Kayser, NBHS Band Director, who passed away on June 18 after a courageous battle with cancer.*

#### Superintendent's Requested 2017-2018 Operating Budget Presentation

Mr. Kevin Kane presented the Superintendent's Requested 2017-2018 Operating Budget. The presentation can be found online at [www.csdnb.org](http://www.csdnb.org) under the Departments tab > Finance Management.

#### Item 6A – Approval of Budget Request

Ms. Sanders-Connolly motioned to approve the Superintendent's Requested 2017-2018 Operating Budget, seconded by Ms. Rodriguez. Ms. Beloin-Saavedra motioned to postpone the approval of the Superintendent's Requested 2017-2018 Operating Budget, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

#### End-of-Year Districtwide Data and Results

Ms. Brady-Shanley gave a presentation regarding end-of-year districtwide data and results. Following the presentation, Ms. Rodriguez motioned for a brief recess, seconded by Ms. Beloin-Saavedra. Motion carried unanimously.

#### ELD Updates throughout CSDNB

Mr. Bradley Williams from Clark Consulting and Ms. Cynthia Cassada, ELD Director, gave a presentation regarding EL updates throughout the district.

**Note: Following the presentation, Ms. Beloin-Saavedra excused herself from the meeting. A quorum was still in effect.**

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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, including updates regarding NBHS Graduation and several initiatives planned throughout the summer.

## Board Reports

Ms. Rodriguez said she attended the Adult Education Graduation Ceremony and also several promotion ceremonies at numerous schools. She said that Adult Education Graduation was inspiring and the stories of the graduates were very moving. Ms. Rodriguez also commended HALS Academy for their amazing performance at their promotion ceremony.

## Old Business

### **Policy: Re-Affirm Policy 4118.23/4218.223 - Possession of Firearms or Deadly Weapons on School Grounds Submitted by Melony Brady-Shanley | Reviewed by the Policy Committee on June 1, 2017**

Ms. Sanchez motioned to re-affirm Policy 4118.23/4218.223 - Possession of Firearms or Deadly Weapons on School Grounds, seconded by Ms. Rodriguez.

This is being reviewed because it hasn't been looked at in over 15 years. However, there were no changes that members of the Policy Committee saw that needed to be made.

Mr. Mercier motioned to amend the policy to read '**school property**' instead of 'school grounds' and also take out grounds and put in property, on school transportation, or at a school sponsored activity, seconded by Ms. Rodriguez. Motion carried unanimously.

### **Policy: Approve Policy 5141.211 - Distribution of Contraceptive Devices Submitted by Melony Brady-Shanley | Reviewed by the Policy Committee on June 1, 2017**

Ms. Deprey motioned to approve Policy 5141.211 - Distribution of Contraceptive Devices, seconded by Ms. Sanders-Connolly.

The primary change is that students in grades 6-8 would have the ability to receive condoms from the School Based Health Clinic and the offices to the school nurse. Currently, students in grades 9-12 have access to condoms.

Parents and guardians will have the opportunity to deny permission (opt-out) for access to condoms for their student(s) through the offices of the School Nurse, however, all students who have signed up for services at any School Based Health Clinic shall be given access to condoms.

Motion carried unanimously.

## Consent Agenda

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

### **Approve minutes from the Regular Board of Education Meeting on June 5, 2017**

The minutes of the Regular Board of Education Meeting from June 5, 2017 can be found online at [www.csdnb.org](http://www.csdnb.org).

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**Operations: Bid Award to purchase a Tow-Pro® Series T-350 Trailer Mounted Boom Lift for Maintenance Department**  
Submitted by Ray Moore | Reviewed by the Finance Committee on June 1, 2017 | Page 19

An invitation to bid was advertised in the Hartford Courant on Monday, June 5, 2017. Two (2) bids were opened on Monday, June 12, 2017 and the lowest responsible bidder was:

**Sunbelt Rentals of Hartford - \$21,441.27 | MB Tractor & Equipment - \$26,142.90**

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. We pay between \$8,000 to \$15,000 annually for contractors to replace light bulbs and ballasts in our outside parking lot light poles. Our electricians can use this boom lift to perform this work. The boom lift will be paid for in two years of cost savings. The total cost is \$21,441.27 and the funding source is the 2016-2017 Facilities budget – Budget Line Code 101093126000-57969.

## New Business

**Personnel: Approve Personnel Transactions**  
Submitted by Shuana Tucker

Ms. Sanders-Connolly motioned to approve the personnel transactions, seconded by Ms. Sanchez. Motion carried unanimously.

**Operations: Accept Attendance Reports**  
Submitted by Jeff Prokop

Ms. Sanders-Connolly motioned to accept the attendance reports, seconded by Ms. Rodriguez. Motion carried unanimously.

**Academics: Bid Waiver Approval for Roland Model BN-20 Desktop Printer/Cutter**  
Submitted by Sondra Sanford | No committee review

Ms. Sanders-Connolly motioned to approve the bid waiver for Roland Model BN-20 Desktop Printer/Cutter, seconded by Ms. Deprey.

The Career and Technical Education Department is at the implementation phase of the moving toward developing a stronger IT and Manufacturing pathway. Part of this pathway is to enhance and update the existing machinery in the graphic design pathway within the Academy of IT. This machine will provide opportunities for our students to participate in student run enterprises as well as learn various print capabilities. This machine will allow students make "superior image quality products through state-of-the-art print technology. Carl Perkins grant will purchase items that support this career theme and course.

The total cost is \$10,597.95 (includes training opportunities for staff) and the funding source is 202896910001 57346 Instructional Equipment – New.

Motion carried unanimously.

**Academics: Bid Waiver and Purchase Order Approval for new science lab tables (40) and chairs (120) at Pulaski**  
Submitted by Mark Fernandes | No committee review

Ms. Sanchez motioned to approve the bid waiver and purchase order for new science lab tables (40) and chairs (120) at Pulaski Middle School, seconded by Ms. Sanders-Connolly.

Currently, our seventh grade students do not have access to science lab tables and many of the lab tables in eighth grade need to be replaced due to age and condition. The purchase of new tables and chairs will provide our students with high quality science equipment. The lab tables will give the students the opportunity to create a hands on friendly environment, allow

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students to participate in various lab activities, and encourage collaborative work ethic amongst our students. This will prosper a collaborative culture that ensures the success and achievement of all students.

The total cost for the science lab tables and chairs to be purchased from Insalco is \$28,503.00. The funding source for this purchase is through SIG Low Performance School Grant account number 2390 053 1000157301.

Motion carried unanimously.

**Academics: Bid Waiver and Purchase Order Approval for four Chromebook Carts for the Mindset Academy at NBHS  
Submitted by Tricia Putnam | No committee review**

Ms. Deprey motioned to approve the bid waiver and purchase order for four Chromebook Carts for the Mindset Academy at NBHS, seconded by Ms. Rodriguez.

This purchase of four Chromebook carts ensures the Mindset Academy at New Britain High School has adequate technology resources to begin the 2017-2018 school year. The total cost for four Chromebook carts is \$38,808.00, which will come from the Commissioner's Network year of planning funding.

Motion carried unanimously.

**Academics: Bid Waiver and Purchase Order Approval for Barcode Scanners  
Submitted by Lara Bohlke | No committee review**

Mr. Gay motioned to approve the bid waiver and purchase order for barcode scanners, seconded by Ms. Sanders-Connolly,

The bid from CDW for the barcode scanners was awarded on a contract price that was lower than the list price for the product. CDW has a record with the district of awarding the lowest price and is accommodating in their quick turnaround of price quotes.

Our new inventory system, Follett Destiny Resource Manager, will provide a user-friendly way to track materials and resources allowing us to be more fiscally responsible with our funds. In order to use this management software efficiently and effectively, teachers will each be issued a barcode scanner that works with a Chromebook to scan materials into the system, check resources out to students, check resources back in, and keep a running inventory .

In alignment with CSDNB Strategic Plan 2016-2021, Follett Destiny Resource Manager will assist in the demonstration of effective and efficient operations that promote and support staff and student engagement. To ensure an effective and efficient inventory system is established and implemented district-wide, the Department of Academics is obtain an accurate baseline inventory count, through Follett Resource Manager.

Once the baseline count is established, teachers will be able to use the barcode scanners, connected to chromebooks to keep the inventory within their individual classrooms of materials. They can also scan materials into the system, check resources out to students, check resources back in, and keep a running inventory.

The total cost is \$20,996.82 and the funding source is Alliance Grant, 2341-969-10001-56110.

Motion carried unanimously.

**Operations: Bid Waiver and Purchase Order Approval for Kaspersky Antivirus (Three Year Renewal)  
Submitted by Jeff Prokop | No committee review**

Ms. Deprey motioned to approve the bid waiver and purchase order for Kaspersky Antivirus (Three Year Renewal), seconded by Ms. Sanders-Connolly.

The bid waiver is for a three year renewal to our Antivirus license. The district will save 33% with the following purchase. This is

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the same Antivirus we have used for four years, and we are happy with the product and services.

Motion carried unanimously.

**Finance/Personnel: Authorization for Personnel Action - Summer Schedule**

**Submitted by Kevin Kane | No committee review**

Ms. Sanders-Connolly motioned to accept the Authorization for Personnel Action – Summer Schedule, seconded by Ms. Sanchez.

In order to effectively and expeditiously hire staff during summer and to enhance our ability to open school in an effective and orderly manner, it is requested that the Board of Education approve summer authorization for personnel actions for all non-supervisory staff (Teachers, Paraeducators, Local 1186 staff and non-union non-supervisory staff) be granted.

Summer authority is not granted for the approval of extracurricular/stipend activities. The authority is not given for the hiring of administrators and supervisors, union and non-union. Authority is not given for upgrades. Authority is not given to hire non-certified staff above the beginning step.

Teachers cannot be hired above the pay level equivalent to an MS+30 or at a salary exceeding \$65,000. Any offer exceeding either requires Board approval.

The authority is in place from June 19, 2017 through September 5, 2017. Members of the Board will receive bi-weekly reports throughout the summer on actions taken under this authority.

Motion carried unanimously.

**Finance: Authorization for Action - Summer Schedule**

**Submitted by Kevin Kane | No committee review**

Ms. Sanchez motioned to accept the Authorization for Action – Summer Schedule, seconded by Ms. Rodriguez.

**Fiscal Year 2016-2017**

- Authorization to close out under/over expended object code balances to Self-Insurance Account in order to fully expend the District's 2016-2017 appropriation.

**Fiscal Year 2017-2018**

- Authorization, in consultation with the President of the Board of Education, to award vendor bids and issue vendor purchase orders in excess of \$7,500 and to waive bids when it is in the best interest of the District to do so.
- Authorization is requested for the Superintendent of Schools to designate the Chief Operations Officer to act on behalf of the Board when appropriate.

The authority is in place retroactive to June 19, 2017 through September 5, 2017. Members of the Board will receive bi-weekly reports throughout the summer on actions taken under this authority.

Motion carried unanimously.

**Operations: Close out work done through Alliance Grant**

**Submitted by Ray Moore | No committee review**

Ms. Sanchez motioned to approve the final expenditures for the 2015-2016 State Alliance Grant, seconded by Ms. Sanders-Connolly.

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On October 19, 2015, administration received Board approval to submit the Alliance Grant application in which New Britain was eligible to receive, through the State Alliance Grant, \$1,710,000 for school buildings and grounds improvement projects.

The total cost is \$1,710,000 and the funding sources are the 2016-2017 Facilities budget—Budget Line Code 23420031002 (Chamberlain), 23420061002 (Holmes), 23420071002 (Jefferson), 23420081002 (Lincoln), 23420091002 (Northend), 23420121002 (Smalley), 23420131002 (Smith), 23420151002 (Vance), 23420511002 (Roosevelt), 23420521002 (Slade), 23420531002 (Pulaski), 23420611002 (NBHS).

Motion carried unanimously.

**Partnerships: Grant Approval (\$3,000) for Annie’s Home Grown / General Mills to support the expansion of ROOTS  
Submitted by Nancy Puglisi | No committee review**

Ms. Rodriguez motioned to accept the grant approval (\$3,000) for Annie’s Home Grown / General Mills to support the expansion of ROOT, seconded by Ms. Sanders-Connolly.

A grant was written to Annie's Home Grown/ General Mills requesting \$3,000 to support the expansion of New Britain Roots (ROOTS) services to Slade Middle School in partnership with the YWCA Strive program. Funds from this grant will support the supplies for a new garden at the school. In collaboration with the YWCA Strive program Slade YWCA Strive Girls will participate in hands on gardening activities and participate in classroom learning on healthy eating and nutrition

ROOTS programming provides students with farm to table learning that supports healthy nutrition and respect for the Earth and plant life. Through the ROOTS education team students connect gardening, nutrition and healthy life habits to real world success. The total amount of the grant is \$3,000.00.

Motion carried unanimously.

**Partnerships: Grant Approval (\$10,000) for the Barnes Foundation to fund creative educational enrichment programs  
Submitted by Nancy Puglisi | No committee review**

Ms. Rodriguez motioned to accept the grant approval (\$10,000) for the Barnes Foundation to fund creative educational enrichment programs, seconded by Ms. Sanchez.

A grant was written and awarded from the Barnes Foundation, Inc. to fund creative educational enrichment programs through the Connecticut Storytelling Center. The District has been partnering with the Connecticut Storytelling Center for over fifteen years bringing our students’ stories from around the world that align with District literacy and writing goals. Students have always actively engaged in the diverse programming offered and educators have said the programs enhance student learning.

The Connecticut Storytelling Center, based at Connecticut College in New London, provides educational programs statewide to reinforce oral language skills and reading development. During the 2016-2017 school year the Storytelling Center provided residency programs in all ten elementary schools for grade one students. Teachers reported that the programs were an important reinforcement to District curriculum and goals. This year once again a grant was written and awarded for \$10,000 to support Common Core Speaking and Listening Standards for grade one students. The total amount of the grant is \$10,000.00.

Motion carried unanimously.

**Partnerships: Accept donation from Future First and Alumni Toolkit (\$1,000)  
Submitted by Kerri-Lynn Major | No committee review**

Mr. Gay motioned to accept the donation from Future First and Alumni Toolkit (\$1,000), seconded by Ms. Sanders-Connolly.

This is a result of a partnership with Future First and their Alumni Toolkit website. I piloted Alumni Toolkit, which is an alumni database, and used these contacts to create three alumni events this past school year. The total amount of the donation is \$1,000

Motion carried unanimously.

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## **Executive Session**

Ms. Rodriguez motioned to go into executive session at 9:30 PM to discuss the following, seconded by Ms. Deprey:

### **Operations: Discussion of Legal Implications for Smalley Elementary School**

**Submitted by Nancy Sarra**

Mr. Paul Salina and Mr. Ray Moore were invited into executive session for this matter.

### **Personnel: Discussion of Employee Movement throughout CSDNB**

**Submitted by Nancy Sarra**

Dr. Shuana Tucker and Ms. Janice Grega-Mals were invited into executive session for this matter.

### **Personnel: Discussion/Action on Employee Contract**

**Submitted by Shuana Tucker**

Dr. Shuana Tucker was invited into executive session for this matter.

## **Continuation of Regular Meeting**

The New Britain Board of Education went back into regular session at 9:55 PM.

Ms. Sanders-Connolly motioned to extend the meeting past 10:00 PM, not to exceed 11:00 PM, seconded by Ms. Rodriguez. Motion carried unanimously.

Ms. Sanchez motioned to go into executive session to discuss pending legal matters, seconded by Ms. Rodriguez. Motion carried unanimously.

## **Closing and Adjournment**

The New Britain Board of Education went back into regular session at 10:20 PM. Ms. Rodriguez motioned to adjourn at 10:20 PM, seconded by Ms. Deprey. Motion carried unanimously.

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