



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Special School Board Meeting Minutes from September 7, 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 6:04 PM.

Board Members Present

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

Board Members Absent/Excused

Ms. Grisselle Aponte, Ms. Catherine Cheney

Public Participation

Sal Escobales

Mr. Sal Escobales spoke about the Academic Advisor position at New Britain High School. He stated that there are a lot of questions regarding this position and wanted to make sure that there was a process in place when they hired for this position.

Melony Alvarez

Ms. Alvarez spoke about her concerns about the Social Worker at Holmes Elementary School and voiced her concerns about the position being a .5 position. She stated that the position had always been a full time position in the past. She also voiced her concerns on the class size issues at Holmes Elementary School.

Reports

Superintendent's Report

Ms. Nancy Sarra, Superintendent of Schools, reported the following:

- Appreciates that Ms. Alvarez came out and advocated for all students
- Social Workers are coming in from the community-based partners and being available to our students
- Administration will try and re-purpose positions within the district to alleviate the high class sizes at these two schools.
- Class size reports were reviewed with the Board.
- The administration is aware of the hot spots at the schools. Her message to all administrators is that it is being worked on. The identified hot spots were identified as grades four and five at Holmes Elementary School and kindergarten at Jefferson Elementary School.

New Britain Board of Education

Nick Mercier – President | Nicole Rodriguez – Vice-President | Daisy Sanchez- Secretary

Grisselle Aponte | Sharon Beloin-Saavedra | Catherine Cheney | Mallory Deprey | Merrill Gay | Miriam Geraci | Gayle Sanders-Connolly

Committee Reports

Committee chairs reported the following:

Finance Committee

Ms. Sanders-Connolly said that Mr. Prokop would be reviewing the copier services RFP and response with the board.

Personnel Committee

Ms. Sanchez said that we would be voting on personnel transactions and stipend positions.

Policy Committee

Ms. Rodriguez said that the Board's Drug and Alcohol policy would be coming to the Board at the meeting on September 18th and the Boards by-laws are also being reviewed.

Curriculum Committee

Mr. Mercier said that the curriculum committee will be reviewing different curriculums going forward.

Board Reports

- Ms. Beloin-Saavedra stated that she had the opportunity to visit Smalley and Holmes the first week of school.
- Mr. Mercier explained why the Board meeting was moved to Thursday night.
- Ms. Rodriguez stated that she attended the DiLoreto Pre-K and Kindergarten orientation. She said the presentations were good and that she was very impressed. She also gave a shout out to the transportation department for rectifying her own busing issue within 24-48 hours.

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 August 21, 2017**

New Business

Personnel: Accept Personnel Transactions

Submitted by Dr. Shuana Tucker

Ms. Beloin-Saavedra motioned to accept the personnel transactions, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Personnel: Approve Stipend Positions

Submitted by Shuana Tucker | No committee review

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

Operations: Accept Enrollment and Class Size Reports

Submitted by Jeff Prokop | No committee review

Ms. Beloin-Saavedra motioned to accept class size reports, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Operations: Approve recommendation for Copier Services Contract

Submitted by Jeff Prokop | Reviewed at Finance Committee on August 31, 2017

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Ms. Rodriguez motioned to approve the recommendation of CBS for the copier services contract, seconded by Ms. Sanders-Connolly.

Mr. Jeff Prokop, Chief Information Officer, gave an overview of the RFP process for securing a new copier vendor. He stated that the new printers would have wonderful security features and that we would be looking at a reduced cost. We are currently up against a deadline with the contract from Ricoh expiring November 1st. Machines will need to be put in place and old ones removed. MIS will need to work with the new contractor to get all of the copiers up and running.

Ms. Beloin-Saavedra stated that she was not comfortable voting on this issue without the contract in front of her. Mr. Prokop and Mr. Kane stated that the contract was being reviewed by Shipman & Goodwin. Mr. Mercier stated that before he signed the contract he would make sure all of the Board members received a copy of it.

Motion carried unanimously, pending review by city attorneys and their approval of the contract.

Personnel: Approve New Job Description: Student-Athlete Academic Advisor
Submitted by Lisa Kawecki | Reviewed at Personnel Committee on August 29, 2017

Ms. Sanders-Connolly motioned to approve the new job description for the Student-Athlete Academic Advisor position, seconded by Ms. Sanchez.

A discussion ensued because the job description was just being approved and someone had already had been hired for the position (was on the stipend list). There was concern by Ms. Beloin-Saavedra that process was not followed. There were questions regarding which certifications and/or coaching permits were needed. Dr. Tucker stated that the new hire had the correct teaching endorsement and was applying for an emergency permit and that the new hire had held the position in their former district. The job description was approved with amended language, adding "prior coaching experience in a high school or varsity setting preferred.

Ms. Sanders-Connolly motioned to accept the job description with this amended verbiage, seconded by Ms. Beloin-Saavedra. Motion carried unanimously.

Ms. Beloin-Saavedra motioned to amend the board's vote on accepting the list of stipend positions, removing this position from the list until it is clear if process was followed in the hiring for this position, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Personnel: Approve Revised Job Description - Lead Teacher
Submitted by Shuana Tucker | Reviewed at Personnel Committee on August 29, 2017

Ms. Sanders-Connolly motioned to approve the revised job description for Lead Teacher, seconded by Ms. Sanders-Connolly. Dr. Tucker went over with the Board what was taken out of the job description. There were some concerns raised about the scanning of the books being taken out of the job description. It was explained that the principal would need to assign someone else to do the duty of scanning/inventorying the books.

Motion carried unanimously.

Finance: Approve Budget Transfers for Pupil Services Positions
Submitted by Kevin Kane | No committee review

Ms. Beloin-Saavedra motioned to approve the budget transfers for Pupil Services positions, seconded by Ms. Sanders-Connolly.

Mr. Kevin Kane, Chief Financial Officers, explained where the budget transfers would be coming from. Mrs. Grant explained that they were requesting one new special education teacher at New Britain High School (40 new sped students at the high school); One new CLIMB coach in order to keep the ratio 1:4; five new districtwide paraeducators (One for NBHS, one for Northend, two for Holmes and one for the PAVE program). They would also like to switch the vacant BSA position at Brook Side to a 10-month

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Campus Security Officer position.

Motion carried unanimously.

Closing and Adjournment

Ms. Beloin-Saavedra motioned to adjourn at 8:33 PM, seconded by Ms. Sanders-Connolly. Motion carried unanimously.