



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Regular School Board Meeting Minutes from October 2, 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 6:00 PM.

Board Members Present

Ms. Sharon Beloin-Saavedra, Ms. Catherine Cheney, 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

Reports

Superintendent's Report

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

- She is working with other staff members to come up with a plan in case the school district receives an influx of students from Puerto Rico and other areas that have been impacted by the recent natural disasters.
- The 'Future Canes' Sports Clinic will be held on Saturday, October 8. Students and staff will be leading the clinic and it is open to students in lower grade levels.
- She, along with Mr. Joe Pinchera, NBHS Principal, presented at the state in regards to the Commissioner's Network.

Committee Reports

- Ms. Sanchez said the **Personnel Committee** discussed numerous things that are on tonight's agenda, including revised job descriptions.
- Ms. Rodriguez said the **Policy Committee** re-visited the Drug and Alcohol Policy for Adult Education and received an update from Dr. Sanders about the progress that was being made. The volunteer and field trip policy was revised and will be presented during tonight's meeting.
- Mr. Mercier said the **Curriculum Committee** reviewed the K-3 Math Curriculum and will be reviewing future grade levels as they move forward. He also said the committee talked about future curriculum revisions and the standards that will be set to make this a reality.
- Ms. Sanders-Connolly said the **Finance Committee** did not meet.

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Board Reports

- Ms. Beloin-Saavedra said she talked to the fourth and fifth grade teachers at Holmes Elementary School and said the teachers are thrilled with the changes in adding two teachers to reduce class sizes.
- Mr. Mercier said he was at the Superintendent's Gala on Friday evening and noted it was a great event that brought everyone together. He also said that he drafted a letter to the FEMA Director asking for appropriate funds for survivors who re-locate to other towns, including New Britain.

Executive Session

Legal Settlement

Ms. Beloin-Saavedra motioned to go into executive session at 6:16 PM to discuss a legal settlement, seconded by Ms. Sanders-Connolly. Motion carried unanimously. The meeting resumed at 6:55 PM.

Presentation

NBHS Interview Rooms

Presented by Paul Salina

Mr. Paul Salina, Chief Operations Office, gave the yearly report in regards to the NBHS Interview Rooms.

Old Business

Policy: Approve by-laws of the New Britain Board of Education

Submitted by Nicholas Mercier | Reviewed by the Policy Committee on August 30, 2017

Amendment #2 - Added to the end of Chapter III, Section 2 - Election of Officers

Ms. Sanchez motioned to accept the proposed amendment, seconded by Ms. Sanders-Connolly. The amendment reads:

Voting shall be by voice vote unless a written ballot is requested by a majority vote of the present members. Nominations shall be opened for each office and voted upon in the order listed above.

In the case of a voice vote, candidates shall be voted on in the order nominated until one candidate receives a majority vote of the full membership. In the case of a written ballot, the vote shall be held on all nominees at once, with each member casting a ballot for the nominee of their choice.

If no nominee receives a majority vote of the membership after 3 rounds of nominations and voting the election of that office may be postponed until the next regular meeting of the board. All officers shall serve until a replacement is elected in accordance with these bylaws or applicable state statute.

Motion carried unanimously.

Amendment #1 - Added to the end of Chapter III, Section 1 - Nomination of Officers

Ms. Beloin-Saavedra motioned to accept the proposed amendment, seconded by Ms. Sanchez. The amendment reads:

The President and Vice President of the Board shall not be nominated or elected from the same political party. The Secretary of the Board may be elected from any political party.

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There was a roll-call vote. The following members were in favor: Ms. Beloin-Saavedra, Ms. Cheney, Ms. Deprey, Mr. Mercier and Ms. Rodriguez. The following members were opposed: Mr. Gay, Ms. Sanchez, and Ms. Sanders-Connolly.

Since 2/3 of the vote is needed to amend any by-laws, the motion failed.

Consent Agenda

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

Operations: Approve minutes from the Regular Board of Education Meeting on September 18, 2017

Submitted by Matthew Cannata | No committee review

Operations: Accept Class Size Reports

Submitted by Paul Salina | No committee review

Operations: Accept Enrollment Report

Submitted by Jeff Prokop | No committee review

Personnel: Approve Personnel Transactions

Submitted by Shuana Tucker | Reviewed by the Personnel Committee on September 26, 2017

Personnel: Approve agreement with Capitol City for background checks

Submitted by Shuana Tucker | Reviewed by the Personnel Committee on September 26, 2017

The following was removed from the consent agenda and will be discussed under new business:

- Academics: Approve Purchase Order for Discover Video
- Personnel: Approve revised job description for Work Based Learning Liaison
- Personnel: Approve revised job description for Career and Technology School Counselor

New Business

Academics: Approve Purchase Order for Discover Video

Submitted by Jeff Prokop | No committee review

Ms. Sanders-Connolly motioned to approve the purchase order for Discover Video, seconded by Ms. Cheney.

This purchase order is to renew our services for Discover Video, which is the system we use for: Live Streaming events, Live Morning Announcements, School TV signage systems, and more. We have used this service for several years, and continue to grow with our utilization. We are simply renewing services for the year and not adding anything new to the services. The total is \$19,722.50 and the funding source is MIS Local Budget Software and Coding Software DataProcessing 101098310000-53510.

Motion carried unanimously.

Personnel: Approve revised job description for Work Based Learning Liaison

Submitted by Sondra Sanford | Reviewed by the Personnel Committee on September 26, 2017

Ms. Sanders-Connolly motioned to accept the revised job description for Work Based Learning Liaison, seconded by Ms. Sanchez.

Under the general supervision of the Assistant Coordinator for NBHS Programs and Community Partnerships, the Work-Based Learning Liaison supports the CSDNB Linked Learning Initiative. This person will work with the District's pathways, assisting in

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the development of a robust advisory board composed of industry, government, and community partners who will provide a spectrum of work-based learning opportunities for students. Ms. Sondra Sanford stated that they have received a grant through the Travelers Foundation and that money will go towards the salary of the person in this position.

Motion carried unanimously.

Personnel: Approve revised job description for Career and Technology School Counselor

Submitted by Sondra Sanford | Reviewed by the Personnel Committee on September 26, 2017

Ms. Sanchez motioned to accept the revised job description for Work Based Learning Liaison, seconded by Ms. Sanders-Connolly.

The Career and Technology School Counselor provides counseling and support services to Career and Technology Education (CTE) students and staff in planning and implementing educational programs and post-secondary schooling or vocational occupations. This position is now grant funded and is 0.5 time for CTE.

Motion carried unanimously.

Legal Settlement

Submitted by Janice Grega-Mals | No committee review

Ms. Beloin-Saavedra motioned to approve a settlement of \$225,000 between the Consolidated School District of New Britain and Mr. Castillo, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Personnel: Approve substitute rate increase for deans

Submitted by Janice Grega-Mals | Reviewed by the Personnel Committee on September 26, 2017

Ms. Sanders-Connolly motioned to approve the substitute rate increase for deans, seconded by Ms. Cheney.

The last time an increase was made to the substitute rate of pay for Deans was in 2004 when the rate was increased to \$100 per day for an eight hour day. This would come out to an hourly rate of \$12.50 per hour. At that time, a full-time, permanent Dean would be hired at the rate of \$17.31 per hour.

At this time, a full-time, permanent Dean is hired at the rate of \$31.77 per hour which is \$14.46 or 83.5% higher than 2004. The recommendation is that the Board approves an increase in the substitute rate of pay for deans to \$150.00 per day for an eight-hour day, which would come out to an hourly rate of \$18.75 per hour.

The substitute Deans are only utilized when a Dean is on a leave of absence and per CSDNB administration, it is important to be able to obtain a qualified candidate to fill the position.

Motion carried unanimously.

Operations: Approve contract with CBS for districtwide copier services

Submitted by Jeff Prokop | No committee review

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

The districtwide copier service contract with CBS was presented to the Board. Service will begin on November 1, 2017 and it is a five-year contract agreement.

Motion carried unanimously.

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Finance: Accept/Approve September 30, 2017 Financial Report and Budget Transfers

Submitted by Kevin Kane | No committee review

Ms. Cheney motioned to accept/approve the September 30, 2017 financial report and budget transfers, seconded by Ms. Rodriguez. Mr. Mercier severed the motion to only accept the report. Motion carried unanimously. A copy of this report can be found on the district website at www.csdnb.org.

Ms. Cheney motioned to approve the budget transfers, seconded by Ms. Rodriguez.

Ms. Sanders-Connolly motioned to amend the proposed budget transfer by reducing the transfer amount from \$750,000 to \$600,000 to the Workers Compensation Fund, seconded by Ms. Cheney. Motion carried unanimously.

Ms. Rodriguez motioned to add a stipulation that these funds be kept in a separate city account for transparency and accountability, seconded by Ms. Deprey. Motion carried unanimously.

There was a roll-call vote. The following members were in favor: Ms. Cheney, and Mr. Mercier. The following members were opposed: Ms. Beloin-Saavedra, Ms. Deprey, Mr. Gay, Ms. Rodriguez, Ms. Sanchez, and Ms. Sanders-Connolly.

Original motion as amended failed.

Finance: Accept donation in the amount of \$5,000 from the National Academy Foundation

Submitted by Sondra Sanford | No committee review

Mr. Gay motioned to accept the donation in the amount of \$5,000 from the National Academy Foundation, seconded by Ms. Deprey.

The \$5,000 monetary donation/award is given to the Academy of Finance for earning Distinguished Status. The National Academy Foundation conducts an assessment of the Academy Structure, Work Based Learning Experiences, Curriculum Implemented, and the Advisory Board. Academies that earn Distinguished receive a one-time \$5,000 award if they reach this status. American Express and JP Morgan partner to provide this award/donation. The total is \$5,000 and the funding source is National Academy Foundation.

Motion carried unanimously.

Finance: Accept donation in the amount of \$2,844.51 from Comcast

Submitted by Karen Falvey | No committee review

Ms. Rodriguez motioned to accept the donation in the amount of \$2,844.51 from Comcast, seconded by Ms. Sanders-Connolly. Comcast partnered with Smith for Comcast Cares Day in April to beautify Smith. The total is \$2,844.51 and the funding source is Comcast. Motion carried unanimously.

Policy: Approve revisions to Policy 6162.40 - Volunteers

Submitted by Nicole Sanders | Reviewed by the Policy Committee on September 27, 2017

Ms. Rodriguez motioned to approve the revisions to Policy 6162.40 – Volunteers, seconded by Ms. Sanders-Connolly

The Talent Development Office would like to make several minor changes to their policy. Volunteers will now include individuals and external organizations who volunteer their services at any time.

The following language was added: “It is the policy of the New Britain Board of Education that **non-custodial individuals** and external organizations who volunteer their services to the school district **on an ongoing basis** be screened...”

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The following language will be changed: “These procedures are to ensure that the following items are completed in a consistent matter...” to **“These volunteers must complete a volunteer application packet, undergo a criminal background screening and then be approved for selection as a volunteer by the Talent Development Office.”**

Mr. Mercier recommended that in the administrative procedure, it says the superintendent may waive the \$10 processing fee when they feel it is needed.

Ms. Sanders-Connolly motioned to postpone this policy to the next regular board meeting, seconded by Ms. Cheney. Motion carried unanimously.

Policy: Approve revisions to Policy 6153.00 - Field Trips

Submitted by Nicole Sanders | Reviewed by the Policy Committee on September 27, 2017

Ms. Rodriguez motioned to approve revision to Policy 6153.00 – Field Trips, seconded by Ms. Deprey.

The field trip policy was revised according to CAFE standards. Changes were made in regards to timelines and procedures. Board approval is required for all foreign trips. In all other cases, it needs administrator and superintendent approval.

Ms. Sanchez motioned to postpone this policy to the next regular board meeting, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Closing and Adjournment

Ms. Sanders-Connolly motioned to adjourn at 8:43 PM, seconded by Ms. Rodriguez. Motion carried unanimously.