



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Regular School Board Meeting Minutes from October 16, 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 6:06 PM.

Board Members Present

Ms. Catherine Cheney, Ms. Mallory Deprey, Mr. Nicholas Mercier, Ms. Nicole Rodriguez, Ms. Daisy Sanchez, Ms. Gayle Sanders-Connolly

Board Members Absent/Excused

Ms. Grisselle Aponte, Ms. Sharon Beloin-Saavedra, Mr. Merrill Gay, Ms. Miriam Geraci

Reports

Superintendent's Report

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

- She will be meeting with a representative from Congresswoman Esty's office next week regarding the relief effort and how they can help.
- To date, schools have raised just over \$8,000 in the CSDNB Hurricane Relief Effort Fundraising Drive. We expect to be just under \$10,000 once all the money is collected from schools. \$2,000 was donated from 871 Union (Teachers) and \$2,000 was donated from Achieve Financial Credit Union.
- Paul Salina, Chief Operations Officer, was in Superintendents' meeting with Comm. Wenzell last week. Also spoke with Homeland Security in conference call for our region. We are way ahead of other towns in planning and preparation. They loved our website with the survey to help determine the potential for incoming families

Board Reports

There was nothing to report.

Old Business

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. Deprey.

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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..."

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.

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. Sanders-Connolly.

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.

Mr. Mercier motioned to amend the policy so that the blank space in Section 2 would read Consolidated School District of New Britain, seconded by Ms. Rodriguez. Motion carried unanimously.

Original motion carried unanimously.

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 October 2, 2017

Submitted by Matthew Cannata

Personnel: Approve Personnel Transactions

Submitted by Shuana Tucker

Personnel: Accept Enrollment Report

Submitted by Jeff Prokop

New Business

Personnel: Revised Job Description: Football First Assistant Coach

Submitted by Len Corto | Reviewed by the Personnel Committee on September 26, 2017

Ms. Sanders-Connolly motioned to accept the revised job description for Football First-Assistant Coach, seconded by Ms. Sanchez.

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The Football First Assistant Coach serves as a direct assistant to the head football coach. They are responsible for developing and implementing a structured program that prepares coaches and athletes for game day performance and ensures student athlete eligibility and compliance through CIAC rules and regulations. This person develops strategic partnerships between coaches, student athletes, and the community.

Numerous changes were made to the job description based off feedback from the previous personnel committee meeting. The Personnel Committee recommended that this request be forwarded to the Board of Education for approval at their next regular meeting.

Motion carried unanimously.

Personnel: Revised Job Description: Vocational Job Coach Assistant – Instructional (Monolingual/Bilingual)
Submitted by Kelly Grant | Reviewed by the Personnel Committee on September 26, 2017

Ms. Sanders-Connolly motioned to accept the revised job description for Vocational Job Coach Assistant – Instructional (Monolingual/Bilingual), seconded by Ms. Cheney.

This position is under the supervision of the Secondary Special Education Coordinator and the day to day guidance of the Career Transition Vocational Counselor in consultation with the Special Education Teacher, the Vocational Job Coach Assistant will assist faculty in establishing and maintaining an efficient and effective post-secondary transition program. The vocational job coach assistant will assist in job training and the provision of supports to students placed into community work sites.

The word **assistant** was added to the **Primary Function** description. Under **Skills, Knowledge & Abilities**, the following was added: **Must qualify under the No Child Left Behind Act, if required.** This position will report to the SPED Case Manager.

Mr. Mercier motioned to amend the job description to strike the language of “No Child Left Behind,” seconded by Ms. Rodriguez. Motion carried unanimously.

Original motion carried unanimously.

Academics: Purchase Order/Contract Approval for High Schools that Work
Submitted by Tricia Putnam | No committee review

Ms. Sanders-Connolly motioned to accept the purchase order/contract approval for High Schools that Work, seconded by Ms. Rodriguez.

Contract Effective Dates 2017 – 2018

New Britain High School will contract with High Schools That Work (HSTW) to implement the Southern Regional Education Board (SREB) to raise student achievement by changing school and classroom practices.

SREB Expectations for Participation

Each school/district that enters into partnership with SREB for support in implementing the HSTW school improvement design agrees to implement key aspects of the design that gives teachers and leaders ownership of the improvement effort. These form the foundation of the work and are vital for sustainability of the effort after the contract ends.

Climate and Culture Pillar

We promote an engaging culture for learning for all staff and students

Academics

We prepare all students to be future-ready through an engaging, personalized, and comprehensive education

- Reduce Chronic Absenteeism from 33.97% to 23%

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- Increase the % of student passing rate 83% to 93%
- Increase on-time cohort graduation rate 78% to 90%
- Reduce # of students expelled by 10
- Reduce the percentage of students with one or more OSS/ISS infractions from 11.6% to 10.6% (1%)
- Reduce the number of incidences of OSS in grades 9-12 for students identified with special needs
- Engage high school administration to utilize restorative practices and develop/implement alternatives to suspension and expulsion

Goal for Year One: Organize faculty for continuous improvement using the HSTW School Improvement Framework to achieve HSTW bold goals:

- 90% or more of students enter grade nine ready for challenging high school studies
- 95% or more of students entering grade nine graduate from high school
- 80% of students leave high school college or career ready or both
- 80% earn a credible credential or degree by age 25

High Schools That Work will conduct a needs assessment at New Britain to focus on analyzing current career pathways and potential new pathways for development. Based on the needs assessment a timeline/task-line will be developed to include Leadership Coaching Professional Development to address instructional priorities, identify current and prospective leaders to participate. Support for high schools and to create opportunities to utilize authentic cross-discipline project-based learning that will engage students in complex problem solving that requires students to use academic, college- and career-readiness standards.

In addition, professional development and coaching will be systematically implemented to ensure sufficiently rigorous, intellectually challenging and flexible course assignments require students to apply cognitive, research, problem-solving, creativity, high school core academic knowledge and skills, technical and technology and software skills, and other employability and professional skills.

The total is \$149,845 and the funding source is the Commissioner's Network.

Motion carried unanimously.

Academics: Purchase Order/Memorandum of Understanding Approval for Engaging Schools

Submitted by Tricia Putnam | No committee review

Ms. Rodriguez motioned to approve the purchase order/memorandum of understanding for Engaging Schools, seconded by Ms. Deprey.

Engaging Schools will support New Britain High School with the following services during the 2017-2018 School Year:

- A. Schoolwide Climate, Culture, Discipline Diagnostic
- B. Engaged Classrooms: Restorative Classroom Culture
- C. Student Support Services
- D. Advisory Plus
- E. Schoolwide Discipline and Student Support: School Rules

II. Engaging Schools Background Engaging Schools has provided high-quality services for districts and schools nationwide for over 30 years and has a proven track record of working with middle and high schools. Within the district and/or school, Engaging Schools identifies and leverages existing assets to address and mitigate specific challenges. Engaging Schools' work includes preliminary planning to support the diagnostic (audit) needs assessment, planning, consensus building, implementation, and preparation for sustainability.

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Climate and Culture Pillar

We promote an engaging culture for learning for all staff and students

- Reduce Chronic Absenteeism from 19.12% to 18.12%
- Reduce # of students expelled by 10 across the district
- Reduce the percentage of students with one or more OSS/ISS infractions from 11.6% to 10.6% (1%)
- Reduce the number of incidences of OSS in grades 9-12 for students identified with special needs
- Engage high school administration to utilize restorative practices and develop/implement alternatives to suspension and expulsion

Engaging Schools will conduct a Schoolwide Climate, Culture, Discipline Diagnostic Audit seeking the following School Outcomes: A comprehensive report that provides a perspective on the current schoolwide discipline and student support system Process Outcome Major Responsibilities/Activities Increased understanding by school leaders of schoolwide policies, systems, structures, practices, and interventions that are currently in place to support caring and engaging instruction and a restorative and accountable climate.

Based on the results of the Diagnostic Audit Engaging Schools will develop a timeline/task-line of administration and teacher professional development and coaching to create the conditions for high-performing classroom communities where students can learn and grow. Desired outcomes will be to 1) increase student engagement 2) improve classroom management rooted in a supporting safe, restorative, and productive learning environments 3) teachers using relevant and challenging curricula to foster deep learning through engaging and rigorous instructional strategies 4) develop meaningful products and assessments with student voice and choice 5) develop caring, supportive relationships with and among students 5) organize and implement instruction in ways that optimize students' access of the curriculum.

The total is \$189,439 and the funding source is the Commissioner's Network.

Motion carried unanimously.

Finance: Accept June 30, 2017 Self-Insurance Report

Submitted by Kevin Kane | No committee review

Ms. Cheney motioned to accept the June 30, 2017 Self-Insurance Report, seconded by Ms. Rodriguez. Mr. Kane gave an overview of the Self-Insurance Fund. The document can be found on the CSDNB website. Motion carried unanimously.

Partnerships: Approve grant award in the amount of \$75,000 from Traveler's for NBHS NAF Academies

Submitted by Sondra Sanford | No committee review

Ms. Rodriguez motioned to approve the grant award in the amount of \$75,000 from Traveler's for NBHS NAF Academies, seconded by Ms. Sanders-Connolly.

The goals are to develop a structure for AOIT as well as improve AOF. The four overarching qualitative goals with expected outcomes as follows. Goal 1: Academy Development & Structure. Expected outcomes include, Student Recruitment & Open Enrollment, Personalized Environment, Data Collection & Review, Ensuring Academy Leadership, and providing Professional Development for students and staff. Open enrollment with 50-75 students per cohort, reaching over 250 students in each academy.

Goal 2: Advisory Board. Expected outcomes include, Advisory Board Membership & Operation, Supports for Learning, and Support for Sustainability. Advisory board memberships consists of 80% Industry partners, with three year strategic plan. Goal 3: Curriculum and Instruction. Expected outcomes include, Program of Study/Integration, College and Career Readiness for all students. 100% of students complete and career interest inventory, 100% attend career fairs and the program of study/integrates culminating projects into 3 academic courses for at least two weeks. Goal 4: Work Based Learning. Expected

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outcomes include, Providing a Work-Based Learning Program, Internship Completion reaches 100%, and 100% students have Career Goals.

Additional outcomes include the following WBL Activities by grade. For 9th Grade: Career Awareness through Guest Speakers, Career Awareness through Career Fairs, and Career Exploration through Informational Interviews.

For 10th Grade: Career Awareness through Guest Speakers, Career Awareness through Work Site Tours, Career Awareness through Career Fairs, Career Exploration through Informational Interviews, Career Exploration through Job Shadows, and Career Exploration through Mock Interviews.

For 11th Grade: Career Awareness through Guest Speakers, Career Awareness through Work Site Tours, Career Awareness through Career Fairs, Career Exploration through Informational Interviews, Career Exploration through Job Shadows, Career Exploration through Mock Interviews, and Career Preparation through Internships. For 12th Grade: Career Awareness through Guest Speakers, Career Awareness through Work Site Tours, Career Awareness through Career Fairs, Career Exploration through Informational Interviews, Career Exploration through Mock Interviews, and Career Preparation through Internships.

The total is \$75,000 and the funding source is Travelers Companies - Travelers Foundation.

Motion carried unanimously.

Partnerships: Accept donation in the amount of \$5,000 from Liberty Bank for Summer SEE Program
Submitted by Donna Clark | No committee review

Ms. Deprey motioned to approve the donation in the amount of \$5,000 from Liberty Bank for Summer SEE Program, seconded by Ms. Sanders-Connolly.

A proposal was written to Liberty Bank outlining the planning, implementation and evaluation process of the district's summer school program, Summer Enrichment Experience (SEE). This program outline was deemed worthy of the organizations requirements for innovation, utilizing best practices in reducing the summer learning slide, and promoting community partnerships to improve student academics and engagement in learning during the summer months.

The District is mandated to provide summer school to students in grades post K – post 3, who score substantially deficient in reading. This grant funding will be utilized to support the afternoon enrichment portion of SEE, which is led by Community Based Organizations. Although the traditional academic learning occurs during the morning session, it is important to note that our strong school-community partnership ensures that speaking and listening standards are integrated into the students' afternoon enrichment experiences as well. This practice supports the Partnership Pillar of the DIP, "we cultivate and sustain engaging family-school-community partnerships for student and staff success".

The total is 5,000.00 and the funding source is Liberty Bank.

Motion carried unanimously.

Partnerships: Accept donation in the amount of \$5,000 (estimated value) from Lenovo for NBHS NAF Academies
Submitted by Sondra Sanford | No committee review

Ms. Rodriguez motioned to accept the donation in the amount of \$5,000 (estimated value) from Lenovo for NBHS NAF Academies, seconded by Ms. Sanders-Connolly.

CSDNB follows the NAF model. As Certified and Distinguished Academy Members of the National Academy Foundation, we were able to apply to the Lenovo Scholars Network. The Academy of Finance was previously accepted into the network. This year, the AOIT and the AOHS applied to be part of the Lenovo Scholars Network and both were accepted.

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The Academy of Health Sciences, as a NAF Model, entered into its first year at New Britain High School. The Health Academy, hosting two pathways, has been in existence for over 7 years, resulting in excellent results. The transition to the NAF model over the last year culminated with becoming a certified NAF Academy AOHS career theme. As part of the initiative Computer Science for all, the goal is to incorporate coding to as many students as possible via different opportunities. We plan to introduce mobile computer science principles during the after school program, Health Occupations Students of America (HOSA). Collaborating with the Future Business Leaders of America (FBLA), the two CTO clubs will work to develop apps using the collective impact approach. The club will follow the guidelines and meet at least once a week for 30 weeks. During competitive event season, the clubs meet twice a week as well as during external field trips. Technology across career themes will incorporate concepts and share best practices. As a comprehensive high school, our students have the benefit of collaborating with students in different career themes.

The Academy of Information Technology is entering its first year at New Britain High School. Two courses offered in this career theme are Mobile Apps and Exploring Computer Science (ECS). These courses are new to the AOIT at NBHS. In review of our current computer literacy offerings in middle school and high school, evidence revealed that we are not consistent across our schools. The implementation of these two courses with a deeper dive into the alignment of computer literacy skills for the 6-8 grades will occur in the 2017-2018 school year. The Mobile Apps course is pending NAFTrack approval for certification. The ECS course will meet the standards for NAFTrack Certification.

As part of the network, Lenovo would like to donate 25 Lenovo N22 Chromebooks to one of the NAF academies at NBHS. The total is a \$5,000 value of computers and the funding source is Lenovo.

Motion carried unanimously.

Operations: Emergency Purchase Order for a firewall for district computers and Chromebooks (Informational)
Submitted by Jeff Prokop | No committee review

This was an emergency purchase to accommodate for the district's growing demands on our network. Our current firewall environment was at its maximum throughput and cannot handle the traffic needs of the district. The total is \$11,858.82 and the funding source is Local MIS Budget Data and Software 101092110000-53510.

Superintendent's Contract

Ms. Sanders-Connolly motioned to add the discussion of the Superintendent's contract to the agenda, seconded by Ms. Deprey. Motion carried unanimously.

Ms. Rodriguez motioned to go into executive session at 6:51 PM to discuss the Superintendent's contract, seconded by Ms. Deprey. Motion carried unanimously.

Continuation of Meeting

Ms. Rodriguez motioned to adopt a new contract for the Superintendent of Schools, seconded by Ms. Sanchez. The following changes were made:

Amendment #1

3. Term of Agreement

The term of said employment is from July 1, 2017 through June 30, 2020. The Superintendent and the Board of Education agree they shall adhere to the following procedures to extend the Superintendent's employment under this contract for an additional period not to exceed three (3) years at any time:

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Prior to June 30, 2018, the Board of Education may vote regarding whether the Board wishes to extend the term of this Agreement beyond June 30, 2020.

Prior to June 30, 2019, the Board of Education shall vote regarding whether the Board wishes to extend the term of this Agreement beyond June 30, 2020. No later than January 1, 2019, the Superintendent shall notify the Board regarding the provisions of this contract clause.

Amendment #2

5. Base Salary

The annual cash component from July 1, 2017 - June 30, 2018 shall be One Hundred Seventy Thousand Eight Hundred Fifty Dollars (\$170,850.00). The annual cash component from July 1, 2018 - June 30, 2019 shall be One Hundred Seventy Thousand Eight Hundred Fifty Dollars (\$170,850.00). The annual cash component from July 1, 2019 - June 30, 2020 shall be One Hundred Seventy-Four Thousand Two Hundred Sixty-Seven Fifty Dollars (\$174,267.00).

Motion carried unanimously.

Closing and Adjournment

Ms. Sanders-Connolly motioned to adjourn at 7:15 PM, seconded by Ms. Sanchez. Motion carried unanimously.