



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Regular School Board Meeting Minutes from November 6, 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 6:05 PM.

Board Members Present

Ms. Grisselle Aponte, Ms. Sharon Beloin-Saavedra, Ms. Catherine Cheney, Ms. Mallory Deprey, Ms. Miriam Geraci, Ms. Nicole Rodriguez, Ms. Daisy Sanchez, Ms. Gayle Sanders-Connolly, Mr. Nicholas Mercier

Board Members Absent/Excused

Mr. Merrill Gay

Public Participation

Mr. Salvatore Escobales

As president and on behalf of Local 871, he'd like to thank Ms. Beloin-Saavedra for what she has done over the past 12 years. Mr. Escobales said she has always been a fair and supportive ally of the organization. As a parent of two students in the district, he thanked her for always fighting for what's right for the students of New Britain.

Mr. David Devost

Mr. Devost wanted to take this opportunity to thank Sharon for her many years of service to the New Britain Board of Education. Mr. Devost noted that she has advocated for the children of New Britain through Urban Voices and many other initiatives. Mr. Devost said that he has had the distinct pleasure of working with Sharon during the past two teacher contract negotiations. He noted that she has always been fair and has always been a great listener.

Ms. Helen Cieslowski

Ms. Cieslowski thanked Ms. Beloin-Saavedra for being a true advocate for the KEY Program. She said her compassion always shined through, especially when she came into the classroom and interacted with the students. Ms. Cieslowski noted that Ms. Beloin-Saavedra was a true fighter for the students of New Britain and that the late Judy Greco was extremely proud of her.

Mr. Carlos Pina

Mr. Pina said the kickoff for the NBHS Powder Puff game is on Wednesday, November 22 and they will be playing Southington at Veterans Memorial Stadium. He said they will be honoring Mr. Paul Salina and he will be an honorary captain. Mr. Pina said the other honorary captain will be Mr. Jeff Taddeo of Whitsons as a thanks for their support and help of the New Britain Powder Puff program.

Mr. Pina stated that he was also here in support of Ms. Beloin-Saavedra. He said he spent 4.5 years here on the Board of Education as vice president with Ms. Beloin-Saavedra as president. He noted he learned a lot from her and she was a true mentor to him. He said they always worked together to do what was in the best interest of the students, regardless of their

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disagreements. He thanked her and said he was appreciative of everything she has done for the students of New Britain.

Recognition of Board Members

Mr. Mercier recognized Ms. Geraci and Ms. Beloin-Saavedra as outgoing members of the New Britain Board of Education. On behalf of the Consolidated School District of New Britain and the New Britain Board of Education, Mr. Mercier presented a certificate and flowers to both members.

Reports

Superintendent's Report

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

- All NBHS students, with a student ID, were given the opportunity to participate in a mock election on Monday, November 6, 2017. Students voted for the following offices based on the official ballot for New Britain, CT, November, 2017, Ward 1, District 2: Mayor, Aldermen-at-Large, Aldermen Ward 1, and Board of Education.
- Students in the Teaching Pathway/Pipeline at NBHS were informed of the compensated internships at Jefferson Elementary. In order to apply, the students needed to be part of the Teaching Pathway, complete a resume and be part of the interview process. Three of the four students were chosen for the interview process. The three students hired will be assigned to various departments. One will be assigned to a Special education teacher. All interns will get experience with students, office and helping teachers with copies, center creation and monitoring student activities.
- Ms. Sarra gave an overview of the Hurricane Relief Welcoming Campaign

Board Reports

- Ms. Rodriguez said the Halloween Bash at DiLoreto Elementary & Middle School was a great event and there were many families in attendance.
- Mr. Mercier said the New Britain Halloween Safe Zone was held in Downtown. Mr. Salina said about 7,000 people were in attendance. Ms. Sarra, Mr. Salina and Mr. Mercier handed out candy in front of the Board of Education building.
- Mr. Mercier urged everyone to get out and exercise their right to vote.

Committee Reports

- Ms. Aponte said the **Curriculum Committee** is currently reviewing the math curriculum for grades K-12. They have reviewed grades K-2 and will continue with each grade level as they move forward.
- Ms. Sanders-Connolly said the **Finance Committee** reviewed many of the items that are on the agenda for this evening.
- Ms. Sanchez said the **Personnel Committee** discussed numerous things at their last meeting, including a proposed steps schedule for SCA Coaches and a few new positions.

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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 16, 2017

Submitted by Matthew Cannata | No committee review

Personnel: Approve Personnel Transactions

Submitted by Shuana Tucker | No committee review

Operations: Accept Class Size Report

Submitted by Paul Salina | No committee review

New Business

Operations: Accept Enrollment Report

Submitted by Jeff Prokop | No committee review

Ms. Rodriguez motioned to accept the enrollment report, seconded by Ms. Geraci.

Ms. Sanders-Connolly inquired about the change percentage. Mr. Jeff Prokop, Director of MIS, explained that students may have moved to different schools or may have moved out of the city. He said there can be various factors in relation to why the numbers have changed.

Motion carried unanimously.

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

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

Ms. Beloin-Saavedra motioned to accept the proposed amendment, seconded by Ms. Aponte. 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.*

There was a roll-call vote.

The following members were in favor: Ms. Aponte, Ms. Beloin-Saavedra, Ms. Cheney, Ms. Deprey, Ms. Geraci, Ms. Rodriguez and Mr. Mercier

The following members were opposed: Ms. Sanchez and Ms. Sanders-Connolly

Motion carried.

Approve curriculum for elementary school math (Grades K-2)

Submitted by Amy Anderson | Reviewed by the Curriculum Committee on October 23, 2017

Ms. Rodriguez motioned to approve the curriculum for elementary school math (Grades K-2), seconded by Ms. Beloin-Saavedra.

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In grade one, students will work with whole numbers and place value – including grouping numbers into tens and ones as they learn to add and subtract up through 20. Students will also use charts, tables, and diagrams to solve problems. Through exploration of this content, students will learn to apply problem-solving strategies and effectively communicate mathematical thinking.

In grade two, students will extend their understanding of place value to the hundreds place. They will use this place value understanding to solve word problems, including those involving length and other units of measure. Students will continue to work on their addition and subtraction skills, quickly and accurately adding and subtracting numbers up through 20 and also working with numbers up through 100. They will also build a foundation for understanding fractions by working with shapes and geometry. Through exploration of this content, students will learn to apply problem-solving strategies and effectively communicate mathematical thinking.

Motion carried unanimously.

Executive Session

Ms. Rodriguez motioned to go into executive session at 6:53 PM to discuss a confidential personnel matter, seconded by Ms. Sanchez. Motion carried unanimously.

Continuation of Meeting | New Business

The meeting resumed in open session at 7:15 PM.

Personnel: Personnel Matter

Submitted by Shuana Tucker | No committee review

Ms. Beloin-Saavedra motioned for the New Britain Board of Education adopt the findings of fact of the impartial hearing officer in the matter of Cheryl Rocco and further move to terminate Cheryl Rocco based on said findings of fact, effective November 6, 2017, seconded by Ms. Sanchez.

Motion carried unanimously.

Personnel: Review of Steps Schedule for SCA Career Coaches

Submitted by Michael Foran | Reviewed by the Personnel Committee on October 24, 2017

Ms. Sanchez motioned to approve the proposed steps schedule for SCA Career Coaches, seconded by Ms. Geraci.

Mr. Kevin Kane, Chief Financial Officer, said this would be effective July 1, 2018. The proposed step schedule is attached.

Ms. Rodriguez motioned to refer this back to the personnel committee so board members can get a better look at all the coaches throughout the district, seconded by Ms. Deprey. The Board of Education requested that they receive a job description for the career coaches. It will be given at the next Personnel Committee meeting.

Motion carried unanimously.

Personnel: Approve job description for Districtwide Supervisor of Central Registration

Submitted by Shuana Tucker | Reviewed by the Personnel Committee on October 24, 2017

Ms. Beloin-Saavedra motioned to approve the job description for Districtwide Supervisor of Central Registration, seconded by Ms. Sanchez.

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This position will supervise central registration staff and oversee the entire registration process. This position will report to the Chief Management Information Systems Operations Officer. This is a 12-month position and salary/benefits are set forth in the Local 818 collective bargaining agreement. The typical work week is Monday-Friday from 8 AM – 4 PM with some flexibility required. The funding source is local.

Ms. Sanders-Connolly motioned to amend the job description by striking the first bullet under education, seconded by Ms. Beloin-Saavedra.

Motion carried unanimously.

Personnel: Approve new position request for BSA for Pulaski STEPS Program

Submitted by Kelly Grant | Reviewed by the Personnel Committee on October 24, 2017

Ms. Beloin-Saavedra motioned to approve the new position request for a BSA for the Pulaski STEPS Program, seconded by Ms. Aponte.

We prepare all students to be future ready through an engaging, personalized, and comprehensive education. In order to provide fidelity to the Specialized Classroom Management model, an additional BSA is required to implement the referral process with Tier 3 students for re-entry into the LRE. The position will be a 10-month full time position. The estimated cost is \$49,000 and the funding source is IDEA 611.

Motion carried unanimously.

Personnel: Approve new position request for Special Education Teacher for Pulaski STEPS Program

Submitted by Kelly Grant | No committee review

Ms. Aponte motioned to approve the new position request for a special education teacher for the Pulaski STEPS Program, seconded by Ms. Deprey.

We prepare all students to be future ready through an engaging, personalized, and comprehensive education. There is not presently enough staff available to implement Tier 3 interventions to students in the STEPS program. We are not seeing results needed to effectively implement the Specialized Classroom Management Program with fidelity. The position will be a 10-month full time position. The estimated cost is \$64,000 and the funding source will be an internal transfer from OOD tuition.

Motion carried unanimously.

Finance: Approve budget transfers Special Education Teachers

Submitted by Kevin Kane | No committee review

Ms. Deprey motioned to approve the budget transfers for special education teachers, seconded by Ms. Beloin-Saavedra.

Mr. Mercier made a friendly amendment that the first half of the transfers are removed due to the itinerant teacher position not being created at this time.

The budget transfers are attached. Motion carried unanimously.

Finance: Approve funding for BSA position for Pulaski STEPS Program

Submitted by Kevin Kane | No committee review

Ms. Sanders-Connolly motioned to approve funding for a BSA position for the Pulaski STEPS Program, seconded by Ms. Deprey.

This request is to add a new 1.0 FTE BSA position at Pulaski STEPS program. The annual cost is approximately \$53,613.. This position will be funded from the IDEA 611 grant. For the 2017-2018 the District IDEA 611 funding is \$2,920,251 versus \$2,869,183

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from 2016-2017 which is an increase of \$51,068.

Motion carried unanimously.

Finance: Bid Waiver and Purchase Order for professional development with CREC

Submitted by Amy Anderson | Reviewed by the Finance Committee on August 31, 2017

Ms. Rodriguez motioned to approve the bid waiver and purchase order for professional development with CREC, seconded by Ms. Aponte.

In alignment with our district's mission for engaging students in a personalized and comprehensive whole-child education and our strategic plan for increasing the % of students 'on track' at the end of each grade, the Department of Academics is partnering with CREC to secure Professional Development sessions along with on-site classroom assistance and coaching for our Grade 2 classrooms teachers in the area of Mathematics. The attached contract for \$14,400.00 reflects a request for 18 days of both PD and coaching at the discounted rate of \$800.00 per day. The PD and coaching services will be provided by Ms. Jessica Kazigian, an Education Specialist at CREC. Ms. Kazigian has provided her services in recent years to elementary teachers in the area of mathematics in our district at Northend and Smith. She has an established rapport with our teachers and is well-respected for her work with helping teachers structure their classrooms with engaging, rigorous and developmentally appropriate activities using the Math Workshop model. During her time here, her PD will cover effective math instructional strategies and the effective use of a workshop model for mathematics.

The total is \$14,400.00 and the funding source is Local Budget 1010961220040000053320 - Academics - In-Service. The budget transfer is as follows: Local Budget Transfer \$14,000 from 101096122004-56410 Textbooks to 101096122004-53320 In-Service.

Motion carried unanimously.

Finance: Approve purchase order for Mailarchiva Email Archiving

Submitted by Jeff Prokop | Reviewed by the Finance Committee on October 26, 2017

Ms. Rodriguez motioned to approve the purchase order for Mailarchiva Email Archiving, seconded by Ms. Cheney.

This is a quote for the hardware and software for emailing archiving. This is a necessary and mandatory service that we must have in place. The total is \$35,870.71 and the funding source is Local Budget - Software and Coding 101092110000-53510.

Motion carried unanimously.

Finance: Approve bid award for related services from the American School for the Deaf

Submitted by Donna Clark | Reviewed by the Finance Committee on October 26, 2017

Ms. Beloin-Saavedra motioned to approve the bid award for related services from the American School for the Deaf, seconded by Ms. Sanders-Connolly.

Students who receive special education services receive services that are required in order for them to benefit from special education. These services are called "related services." Related services means "transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education, and includes speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes. Related services also include school health services and school nurse services, social work services in schools, and parent counseling and training" (34 CFR § 300.34[a])

The Academic Pillar of the District Strategic Plan indicates that "We prepare all students to be future ready through an engaging, personalized, and comprehensive education. Classrooms are primarily auditory-verbal environments where listening is the

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predominant modality for learning. The Educational Audiology Association (EAA) asserts that educational audiologists are the professionals uniquely qualified to ensure that all students have adequate access to auditory information in their educational settings.

The American School for the Deaf was the only vendor to bid for this service. The total is \$36,992.00 and the funding source is Third Party Billing 258196910001-53500.

Motion carried unanimously.

Finance: Approve bid waiver/lease agreement approval with Pitney Bowes

Submitted by Ann Alfano | Reviewed by the Finance Committee on October 26, 2017

Ms. Sanders-Connolly motioned to approve the bid waiver/lease agreement approval with Pitney Bowes, seconded by Ms. Geraci.

The current equipment in the mail room is obsolete. The renewal of the lease agreement with Pitney Bowes will reduce the monthly payment amount to \$886.22 which will allow the district to realize a monthly savings of \$172.78 or \$10,366.80 over a five year period. The total is \$886.22 monthly and the funding source is Local Funds 101091125900-55301.

Motion carried unanimously.

Finance: Approve bid waiver for #2 fuel oil

Submitted by Raymond Moore | Reviewed by the Finance Committee on October 26, 2017

Ms. Sanders-Connolly motioned to approve the bid waiver for #2 fuel oil, seconded by Ms. Aponte.

The City of New Britain bid #2 Fuel Oil for various city locations including New Britain Board of Education on July 11, 2017. The bid was awarded to Tuxis-Ohr's Fuel, Inc. of Meriden, Connecticut for a period from January 12, 2017 to January 11, 2018. The #2 fuel oil is utilized as a backup should there be a disruption of the delivery of natural gas. The differential price per gallon above the low New Haven Harbor Pricing per gallon that will be posted in the Journal of Commerce at the time of delivery and at a fixed price per gallon for the term of the contract.

This bid waiver shall be applicable to all district schools as needed. In the case of Smalley Elementary School at Pope John Paul, oil is the only heating option.

The total is not to exceed \$100,000 and the funding source is Local 101093126000-56210.

Motion carried unanimously.

Finance: Accept June 30, 2017 – Self-Insurance Financial Report

Submitted by Kevin Kane | Reviewed by the Finance Committee on October 26, 2017

Ms. Beloin-Saavedra motioned to accept the June 30, 2017 - Self Insurance Financial Report, seconded by Ms. Sanders-Connolly. Mr. Kane answered all questions from the board. The report is attached. Motion carried unanimously.

Partnership: Accept donation in the amount of \$1,000 from U.S. Taekwondo School

Submitted by Nancy Puglisi | Reviewed by the Finance Committee on October 26, 2017

Ms. Beloin-Saavedra motioned to accept the donation in the amount of \$1,000 from U.S. Taekwondo School, seconded by Ms. Aponte.

Yang's U.S. Taekwondo School has been a Community Based Organization partner in the Summer Enrichment Experience for the last five summers. The School has over the years provided after and before school Taekwondo classes in district elementary schools, instructing over five hundred of our students in Taekwondo. Each year the school fund raises to help support a

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community project. This year for the second year in a row they have selected the Summer Enrichment Experience as the recipient of their donation.

The district is mandated to provide summer school to students in grades post K – post 3, who score substantially deficient in reading. To support increased attendance the District partners with community agencies to provide full day programming. In the morning more traditional academic classes increase student academic skills and in the afternoon enrichment activities support this learning. Funding will be utilized to further support Goal 4 Strategy 3 of the DIP: Leaders access resources shared among schools, districts and communities in conjunction with other organizations and agencies that provide critical resources for children and families.

The total is \$1,000 and the funding source is U.S. Taekwondo School.

Motion carried unanimously.

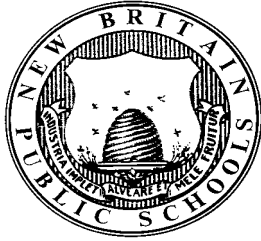
Executive Session

Ms. Beloin-Saavedra motioned to go into executive session at 7:50 PM to discuss updates regarding the transportation bid along with legal proceedings related to another matter, seconded by Ms. Geraci. Motion carried unanimously.

Continuation of Meeting | Closing and Adjournment

The meeting resumed in open session at 8:17 PM.

Ms. Beloin-Saavedra motioned to adjourn at 8:17 PM, seconded by Ms. Geraci. Motion carried unanimously.



The New Britain Educational Administration Center
 Finance Department
 272 Main Street, P.O. Box 1960
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 (860) 827-2200 Fax: (860) 827-2296

November 1, 2017

To: Board of Education
 From: Kevin Kane, Chief Financial Officer
 CC: Nancy Sarra, Superintendent
 Kelly Grant, Director of Pupil Services
 Re: Budget Transfers for Two New Pupil Services (Special Education Teachers) Positions

<u>Budget Unit</u>	<u>Object Code</u>	<u>School/Department</u>	<u>Description</u>	<u>From</u>	<u>To</u>
Add 1.0 FTE Special Education Teacher (Itinerant PreK)					
101005111011	51171	ELC	Special Education Teacher		45,016
101096929000	52101	District Wide	Health Insurance		15,474
101096929000	52104	District Wide	HSA Contribution		2,000
101096929000	52200	District Wide	Medicare		653
101097412002	55630	Pupil Services	PS Tuition - Priv-In-State	63,143	
				<u>63,143</u>	<u>63,143</u>
Add 1.0 FTE Special Education Teacher (STEPS)					
101005312002	51171	Pulaski	Special Education Teacher		45,016
101096929000	52101	District Wide	Health Insurance		15,474
101096929000	52104	District Wide	HSA Contribution		2,000
101096929000	52200	District Wide	Medicare		653
101097412002	55630	Pupil Services	PS Tuition - Priv-In-State	63,143	
				<u>63,143</u>	<u>63,143</u>



October 19, 2017

To: Board of Education
From: Kevin Kane, Chief Financial Officer
CC: Nancy Sarra, Superintendent
Re: June 30, 2017, Self Insurance Financial Report

Attached is the June 30, 2017, final (actual) Self Insurance Financial Report. The City of New Britain has closed its books for June 30, 2017. This report has changed slightly from the preliminary report that I issued on September 28, 2017. Changes from the Preliminary Report are as follows:

	Final	Preliminary	Variance	Explanation
Anthem Claims	\$16,198,672.22	\$16,043,583.22	\$155,089.00	Represents increase in IBNR (Payable)
Dental Claims	\$1,040,785.11	\$1,097,304.61	-\$56,519.50	Represents correcting posting error of expense
Fund Balance	\$10,357,607.94	\$10,456,177.44	-\$98,569.50	Represents net changes in claims above



	<u>Amount</u>	<u>Percentage of Expenditures</u>
Undesignated Fund Balance as of June 30, 2016	\$ 6,906,463.37	37.42%
<u>2016-2017 Funding:</u>		
Stop Loss Reimbursement	735,731.61	
General Fund Operating Budget	14,088,420.64	
State & Federal Grants	3,443,477.63	
Employee Contributions	2,518,683.90	
Retiree Contributions	<u>1,122,541.97</u>	
	21,908,855.75	
<u>Projected 2016-2017 Expenditures:</u>		
Claims *	18,362,786.23	
Other Expenses	<u>94,924.95</u>	
	<u>18,457,711.18</u>	
Net Profit (Loss)	3,451,144.57	18.70%
Fund Balance as of June 30, 2017	<u>\$ 10,357,607.94</u>	<u>56.12%</u>
<u>Breakdown of Fund Balance:</u>		
Undesignated	\$ 7,237,043.94	39.21%
Designated (to be used for 2017-2018)	\$ 3,120,564.00	16.91%

<u>Undesignated Fund Balance Objective:</u>		
Corridor Factor - 2 Months of Expenditures	3,076,285.20	16.67%
Stabilization Factor 5% of Expenditures	<u>922,885.56</u>	<u>5.00%</u>
	<u>3,999,170.76</u>	<u>21.67%</u>
Above/(Below) Fund Balance Objective	<u>3,237,873.18</u>	<u>17.54%</u>

* <u>Claims:</u>	<u>Total</u>
Anthem	16,198,672.22
Prescription	1,123,328.90
Dental	<u>1,040,785.11</u>
	<u>18,362,786.23</u>