



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Special School Board Meeting Minutes from November 20, 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. Grisselle Aponte, Ms. Catherine Cheney, Mr. Merrill Gay, Mr. Nicholas Mercier, Ms. Annie Parker, Ms. Nancy Rodriguez, Ms. Nicole Rodriguez, Ms. Daisy Sanchez, Ms. Gayle Sanders-Connolly, Ms. Violet Jiménez Sims

Board Members Absent/Excused

None

Public Participation

Alderman Kristian Rosado

Alderman Kristian Rosado congratulated all those who were elected to the Board of Education. He said that he is looking forward to working with everyone and hopes that there is continued work together with the City Council.

Alderman Daniel Salerno

Alderman Daniel Salerno congratulated all those who were elected to the Board of Education. He said we need to recognize that a new mix of people is a positive change for New Britain and looks forward to a continued positive partnership between the Board of Education and Common Council.

Request for Caucus

Ms. Nicole Rodriguez requested a temporary recess for caucus at 6:10 PM. The Board of Education reconvened at 6:20 PM.

Election of Officers

President

Mr. Gay nominated Ms. Nicole Rodriguez for the position of President, seconded by Mr. Mercier. There were no other nominations for the office of President. All were in favor via voice vote.

Vice President

Ms. Rodriguez nominated Mr. Mercier for the position of Vice President, seconded by Ms. Rodriguez. There were no other nominations for the office of Vice President. All were in favor via voice vote.

New Britain Board of Education

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

Grisselle Aponte | Catherine Cheney | Merrill Gay | Annie Parker | Nancy Rodriguez | Gayle Sanders-Connolly | Violet Jiménez Sims

Secretary

Ms. Sanders-Connolly nominated Ms. Sanchez for the position of Secretary, seconded by Mr. Gay. There were no other nominations for the office of Secretary. All were in favor via voice vote.

Appointments

Ms. Rodriguez appointed the following: Ms. Aponte to chair Curriculum Committee, Ms. Sanders-Connolly to chair Finance Committee, Ms. Sanchez to chair Personnel Committee and Mr. Mercier to chair Policy Committee.

Reports

Superintendent's Report

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

- Academy Board Members and Sondra Sanford had a two hour meeting with the Chair of the Seattle Academies Foundation, regarding the benefits of a 501c3 as well as a representative from NAF regarding the process of setting up a 501c3 and the benefits to the academies. It is recommended that the 501c3 be set up exclusively by the Advisory Board and in no way is connected nor controlled by the school district. No district employees are on the 501c3 board.
- School District partnership with the Islamic Association of Central CT was held this past Saturday from 1:00-3:00 PM. Over 250 students and family members came out for this event. This was one of the family engagement events we held through the Immigrant Children and Youth grant in addition to our after school programming at NBHS and Pulaski. We have two clubs at each site, one Arabic and one Spanish. These clubs are meant to provide homework assistance, language instruction and activities to assimilate our students and their families to the United States.
- Communities without Borders groups visits the University of Connecticut - The Communities Without Borders after school programming at New Britain High School was made possible through the Immigrant Children and Youth Grant. Students, parents and teachers participated in a tour of the University of Connecticut Storrs campus. During the tour, students were greeted and escorted by college students from diverse backgrounds similar to theirs. Everyone had an opportunity to ask a variety of questions which were answered both in English and Spanish. The college students expressed the importance of attaining a college degree, taking AP courses at the high school level to reduce the cost of tuition and that anyone could attend college regardless of socio-economic income. The message to New Britain students was work hard, keep your grades up, get involved in school sports or clubs and volunteer and give back to your community.
- CSDNB now has enrolled over 130 students in schools due to the hurricane in Puerto Rico and other communities
- The NBHS Powder Puff team will take on Southington on November 22 at 6:30 PM at Veterans Memorial Stadium.

Executive Session

Mr. Mercier moved to go into executive session at 6:45 PM to discuss the Superintendent's Goal Setting, seconded by Ms. Aponte, seconded by Ms. Aponte. Motion carried unanimously.

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

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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 November 6, 2017

Submitted by Matthew Cannata | No committee review

Personnel: Approve Personnel Transactions

Submitted by Shuana Tucker | No committee review

New Business

Operations: Accept Enrollment Report

Submitted by Jeff Prokop | No committee review

Ms. Mercier motioned to accept the enrollment report, seconded by Ms. Cheney. Mr. Jeff Prokop, Director of MIS, answered questions from the board regarding high school enrollment numbers. Motion carried unanimously.

Operations: Approve purchase order for renewal of PowerSchool Information Software

Submitted by Jeff Prokop | No committee review

Mr. Mercier motioned to approve the purchase order for the renewal of PowerSchool Information Software, seconded by Ms. Sanders-Connolly.

This is the yearly renewal for PowerSchool Student Information Software. The total is \$54,569.75 and the funding source is Local MIS Budget - Software and Coding 101092110000 - 53510.

Motion carried unanimously.

Operations: Approve purchase order for Attendance Works

Submitted by Tricia Putnam | No committee review

Mr. Gay motioned to approve the purchase order for Attendance Works, seconded by Mr. Mercier.

Although New Britain has made significant progress in reducing its chronic absence rates, the district has reached a plateau. Attendance Works is proposing to provide on-site technical assistance and capacity building supports for district personnel to systematically improve districtwide practices to improve attendance as follows:

1. Targeted Support for Selected Schools

Attendance Works in partnership with the CSDNB Attendance Office will conduct an in-person diagnostic of up to four attendance teams and provide coaching support to improve their practice and address individual challenges. Attendance Works will provide a written diagnostic summary with recommendations for individual school-level improvement plans.

2. Districtwide Coaching

Attendance Works will coach and support district personnel to utilize the effective attendance team rubric, to track data using the new Monitoring Attendance Intervention Tool (MAIT) and to embed attendance improvement into ongoing professional development and accountability systems. This will include developing an effective attendance team self-assessment and a districtwide coaching framework. Attendance Works will also provide coaching support on the roll-out of the attendance team data tool (MAIT).

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The total is \$13,800 and the funding source is 2017-2018 Alliance Grant Funding.

Motion carried unanimously.

Operations: Approve contract with Studer Education for administration of Parent Survey
Submitted by Nancy Sarra | No committee review

Ms. Aponte motioned to approve the contract with Studer Education, seconded by Mr. Sanchez.

- Studer Education surveys (employee engagement and parent satisfaction) and implementation processes, to provide additional data and metrics to inform improvement efforts. The survey package is inclusive of administration and results reports for the Studer Education surveys that the CSDNB may elect to implement. This process involves:
 - Administering online surveys (and in some cases paper copies) and providing URLs to the district for sharing with and completion by the designated audience;
 - Drafting emails with the URL announcing the surveys;
 - Developing and providing the results reports with analysis by district, department and school; and
 - Providing improvement goals as desired for all surveys at the district level and cascading to department and school leaders.
- Six complimentary seats at a Studer Education conference each year are included to provide leaders and/or board members the invaluable opportunity to network with other districts to share and learn best practices.

The term of this updated engagement is from October 16, 2017 to October 15, 2018. The annual fee for this engagement will be \$17,000. Method of payment for this fee will include quarterly installments throughout the contract term. Each installment will equal \$4,250. Payments are due quarterly on the below schedule:

- November 30 = \$4,250
- February 28 = \$4,250
- May 31 = \$4,250
- August 31 = \$4,250

All were in favor with the exception of Ms. Nancy Rodriguez and Ms. Sanders-Connolly. Motion carried.

Academics | Operations: Approve purchase order for ERATE Project to enhance network capacity at NBHS
Submitted by Jeff Prokop | No committee review

Mr. Mercier motioned to approve the purchase order for the ERATE Project to enhance network capacity at NBHS, seconded by Ms. Sanders-Connolly.

This PO is for funding our portion of our ERate Project to enhance network capacity at NBHS. The ERate process includes a very specific bidding process by approved vendors. The actual process takes a year in advance to get approval as ERate funds 85% of the entire project. This PO is to pay for our portion of the project which is done with local funding.

As the project requires taking down all switches and WiFi to NBHS we are looking to make the purchases and have the equipment ready for a December Winter Break deployment.

Our portion costs \$29,487.38. The entire project will cost \$196,582.57 and the funding source is Local MIS Budget for our portion. Vendor gets reimbursement for remainder from the ERate Program. New Equipment Budget 101092125800-57346.

Motion carried unanimously.

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**Academics: Approve bid waiver and purchase order for services from Sue Renehan, CREC Education Specialist
Submitted by Lara Bohlke | No committee review**

Mr. Mercier motioned to approve the bid waiver and purchase order for services from Sue Renehan, CREC Education Specialist, seconded by Ms. Nancy Rodriguez.

During the 2015-2016 and 2016-2017 school years, the Consolidated School District of New Britain (CSDNB) has employed Sue Renehan, Education Specialist with the Capital Region Education Council (CREC) to provide job-embedded professional learning for CSDNB's grade 6-8 math teachers at Pulaski, Slade, Hals and DiLoreto. Sue is in each school once a week providing one-on-one instructional coaching, team coaching, facilitated professional learning communities, whole-group professional learning and in-classroom support. CSDNB would like to continue this important work for the 2017-2018 school year. On a Coaching Impact Survey completed in the 2016-17 school year, , over 90% of middle school math teachers reported improvements in their instruction as a direct result of this job-embedded professional learning.

The total is \$80,000 and the funding source is Alliance Grant Alliance Grant 2341-969-10001-5332.

Motion carried unanimously.

**Academics: Approve bid waiver for instrument repairs
Submitted by Leona Clerkin | No committee review**

Mr. Mercier motioned to approve the bid waiver for instrument repairs, seconded by Ms. Cheney.

In order to best meet the mission of CSDNB, the fine arts department strives to ensure all music students have a student level functioning instrument in their hands for daily use in their instrumental class. Due to long term neglect, everyday use, normal wear and tear, the median age of the instrument stock, and temperature fluctuations, the instruments at the middle school level were in need of maintenance and repair. The bulk of the repairs are done at Slade and the other middle schools along with elementary repairs by Dr. Knox and Mr. Vaca. The total is \$14,450.50 and the funding source is Instrument Repair Account 260196360021 58999.

Motion carried unanimously.

Closing and Adjournment

Ms. Aponte motioned to adjourn at 7:55 PM, seconded by Ms. Sanders-Connolly. Motion carried unanimously.