



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Regular School Board Meeting Minutes from December 4, 2017 New Britain Educational Administration Center

Call to Order and Roll Call

Call to Order

Ms. Nicole Rodriguez, President of the Board Education, called the meeting to order at 6:03 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

Reports

Superintendent's Report

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

- This week, all unions will be represented over three days comprising about 100 staff members in small group to provide feedback and possible solutions. Staff were sent the 5-year strategic plan to discuss and provide feedback. Staff will be invited back in the spring with feedback from their respective building staff. Between January and March, the staff will have time to discuss the same questions. Over the next four weeks we will be selecting and inviting parents, students to a similar focus group to gain a better understanding on how to increase engagement with both students and families.
- In the fall of 2017, New Britain secondary administrators came together to partner with local agencies and the New Britain Juvenile Court system to collaborate on a "diversion" process that would proactively and positively appeal to families and the student to create a mutually agreed upon action plan that sets the student up for success. As a result, the Family Engagement Team (FET) was born as New Britain's diversion program. During this collaborative process of the Family Engagement Team roles and responsibilities, agendas, and timeline/ task-lines were established as a mechanism for developing the stakeholder group, identifying the necessary documents to create a tight and efficient process, and ensure the proper supports have been included.
- As of Friday, December 1, we have registered 128 students in grades K-8 and 32 in grades 9-12 for a total of 160. Chamberlain and Lincoln are now in double digits at 11 and 12. Smalley has 35 students and Pulaski has 27. Other schools are in single digits. The CCSU/Ana Grace relief center at the ITB Building located at 185 Main Street opened on Nov 27. As of last Friday, two families had visited. The school district is working with our Family Resource Center personnel to ensure that all hurricane victims are aware of the center if they are in need of winter clothing, school supplies and/or personal hygiene supplies.

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Committee Reports

All committee chairs reported what they discussed at their last subcommittee meeting. Minutes of each subcommittee meeting can be found online at www.csdnb.org.

Board Reports

- Several members of the Board of Education will be attending the CABA Conference on Thursday.
- The Madrigal Feast will be held on Friday and several board members will be attending.
- Ms. Nancy Rodriguez said she and her grandchildren enjoyed the Nutcracker Ballet at CCSU
- Ms. Nicole Rodriguez said she is expecting a letter from a parent regarding Jefferson School and the amazing job their staff is doing with her child, who has a rare illness.

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 20, 2017

Submitted by Matthew Cannata | No committee review

Personnel: Accept Personnel Transactions

Submitted by Shuana Tucker | No committee review

Operations: Accept Enrollment Report

Submitted by Jeff Prokop | No committee review

Operations: Accept Class Size Report

Submitted by Paul Salina | No committee review

Operations: Approve Bid Waiver to purchase 2018 Jeep Wrangler ER Sport with 6'8" Snow Plow

Submitted by Ray Moore | Reviewed by the Finance Committee on November 28, 2017

The heavily used fleet of trucks and vans maintained by the Maintenance Department is always in need of upgrading. Crowley Chrysler-Jeep-Dodge located in Bristol, Connecticut, has the State Contract for all municipal vehicles - #10PSX0239 - Supplement #45. A bid waiver is requested to purchase a 2018 Jeep Wrangler ER Sport 4x4 with a Fisher HS Series 6'8" steel snow plow. There are very limited manufactured 4x4 vehicles available to use on sidewalks to clear snow. Almost all of our smaller trucks are out of service. Municipal vehicles purchased off the State Contract have to be ordered and assembled by the manufacturer. The lead times are up to three months. Fortunately, Crowley has one on order that meets State Contract requirements and will be available to us in time for this year's snow season. The total is \$34,492.38 and the funding source is Local funds 101093126000 57301.

Operations: Approve Bid Waiver for School Dude Software Solution

Submitted by Kevin Kane | Reviewed by the Finance Committee on November 28, 2017

School Dude is a national recognized software solution for corrective & preventive maintenance for school facilities. CMMS (computerized maintenance management system) is specifically designed for education. It will allow us to manage all work orders and recurring tasks on one simple, mobile platform along with setting up recurring preventative maintenance schedules. Work orders will be submitted and will be automatically routed. The system allows actual pictures to be taken of what is broken and needs attention. Maintenance staff will be issued a device (e.g. IPAD, etc.) which will provide them with the written work order and attachments. This system will also track the time it takes for corrective action. It will also provide high end reports for Management on the status of all work orders. The software is web based and can be accessed anywhere. The total is \$82,615.08 and the funding source is Miscellaneous Revenue Fund 2581.

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Finance: Accept Monthly Financial Report ending October 31, 2017

Submitted by Kevin Kane | Reviewed by the Finance Committee on November 28, 2017

The report can be found on the CSDNB website, located at www.csdnb.org.

Partnerships: Accept donation from Annette Maldonado in valued amount of \$600 for Pulaski Guitar Ensemble

Submitted by Leona Clerkin | Reviewed by the Finance Committee on November 28, 2017

Mrs. Annette Maldonado, Pulaski Middle School Social Worker, donated a drum set and extra cymbals valued at \$600.00 for the newly establish Pulaski Middle School Guitar Ensemble (aka Garage Band). This donation will provide the students with needed instrumentation to perform on, will help enrich and expose the middle school students to various genres of music, and will help to inspire future musicians to keep music alive and vibrant at New Britain High school and within our city. The total is \$600.00.

Personnel: New Position Request: (4) Native Language Support Assistants (Immigrant Children and Youth Grant)

Submitted by Cynthia Cassada | Reviewed by the Personnel Committee on November 28, 2017

Due to the increase of Arab students at Smalley, Pulaski and New Britain High School and under the Bilingual Law, once a school has reached 20 students of one language, we must provide a program of bilingual students. Additionally, there has been an increase in the Spanish student enrollment. Due to these reasons, a Native Language Support Assistant is needed at each school. The estimated cost is \$9,652.50 and is a 10-month part-time position. The funding will be the Immigrant Children & Youth Grant.

Personnel: New Position Request: Special Education Teacher for KEY Program (Local Funding)

Submitted by Danielle Singleton | Reviewed by the Personnel Committee on November 28, 2017

The Pre-Kindergarten KEY Class for students on the Autism Spectrum is at capacity with 12 students in the AM session and 12 students in the PM session. As children turn 3-years-old and require special education services as determined by the Planning and Placement Team, they need to have services in place by their third birthday. There are 18 projected students who will require placement in a KEY Pre-Kindergarten classroom between now and the end of the school year. An additional Pre-Kindergarten KEY class is required in order to meet the needs of children turning three who require Autism specific programming. A special education teacher is requested for the proposed additional class. This is a full-time position and is for 10-months. Funding will come from the local budget.

New Business**Partnerships: Accept donation from Mayor's Charitable Fund for Northend Cheerleading Uniforms**

Submitted by Nicole Garcarz | No committee review

Mr. Mercier motioned to accept the donation from the Mayor's Charitable Fund for Northend Cheerleading Uniforms, seconded by Ms. Sanders-Connolly.

The Northend cheerleaders are in their 3rd year. We practice 1 hour/week, every Thursday before school and many of the girls practice daily at recess. The group performs at least once a month for school assemblies to celebrate the Student of the Month, Breast Cancer Awareness, Black History Month, SOS Celebrations, Poetry Slam and various other events throughout the school year. They have built positive relationships, leadership and teamwork qualities and most importantly have fun and look forward to coming to school. We incorporate what the students are learning in class into our practices to reinforce these important life skills. Some examples are letter and thank you card writing to express our gratitude, reinforcing and re-teaching of Well Managed social skills, practicing active listening and collaborative planning.

The Northend Cheerleaders were invited by Superintendent Sarra to perform at CCSU for the Anti-violence rally last year, as well as the 2017-18 CSDNB Convocation. Mayor Stewart invited the group to perform at her 2017 Inauguration. These experiences have been amazing enrichment opportunities which allow our students to showcase their talents! The total is \$645.12 and the funding source is the Mayor's Charitable Fund.

Motion carried unanimously.

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Personnel: Approve job description: Family Engagement Liaison

Submitted by Tricia Putnam | Reviewed by the Personnel Committee on November 28, 2017

Mr. Mercier motioned to approve the job description for the Family Engagement Liaison position, seconded by Ms. Cheney.

This position will report to the Director of Pupil Services. Their primary function will be to serve as the Family Engagement Team (FET) case coordinator. They will serve as the liaison between the school, family and community to identify needs of the student and to match them with appropriate resources. They will also coordinate the referral process. Salary, benefits and work schedule will be as stated in the Local 871 collective bargaining agreement. The funding will be dependent on grant funding.

Mr. Mercier motioned to amend that it reads under Union Affiliation - **Local 871 – New Britain Federation of Teachers**. Additionally, the funding source should change from Local to **Pending Title IV Grant**, seconded by Ms. Aponte. Motion carried unanimously.

Original motion carried unanimously.

Finance: Approve Salary Proposal for School Readiness Liaison

Submitted by Kevin Kane | Reviewed by the Finance Committee on November 28, 2017

Ms. Sanders-Connolly motioned to approve the salary proposal for the School Readiness Liaison position, seconded by Ms. Sanchez.

It has been discussed and recommended by Cabinet to request the Board to change the School Readiness Position salary from \$59,642 to \$70,000, effective as of December 5, 2017. The cost of this position is currently funded 100% from School Readiness Grant Funds. The budget allowed to fund the cost of this position from School Readiness Grant is \$100,000. The cost of this position in the current year (Fiscal Year 2017-2018) with no change or a change as of December 5th and for Fiscal Year 2018-2019 with a change is illustrated below:

	Salary	Health Ins.	H.S.A. Contribution	Medicare	MERS	Total
Fiscal Year 2017-2018						
No Change	\$59,642	\$21,567	\$2,000	\$863	\$7,247	\$91,319
Change as of December 5th	\$65,785	\$21,567	\$2,000	\$954	\$7,993	\$98,299
Fiscal Year 2018-2019						
New Salary	\$70,000	\$23,724	\$2,000	\$1,015	\$8,505	\$105,244
Funded From:						
School Readiness	\$70,000	\$18,480	\$2,000	\$1,015	\$8,505	\$100,000
Local		\$5,244				\$5,244

Motion carried unanimously.

Policy: Approve Policy 3453.05 - Music Instrument Rental Fund

Submitted by Nicholas Mercier on behalf of Leona Clerkin | Reviewed by the Policy Committee on November 29, 2017

Mr. Mercier motioned to approve Policy 3453.05 - Music Instrument Rental Fund, seconded by Ms. Cheney. Mr. Mercier made a friendly amendment to have it read **that a cashier’s check can be made out to CSDNB** (instead of a personal check).

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In order to ensure all students have access to the musical performing arts, the Consolidated School District of New Britain will maintain and number of instruments which may be rented out to students to allow their participation in band and/or orchestra.

[Note: This is an excerpt of the policy. The full policy can be found online at www.csdnb.org]

There was a question regarding credit card payments that hasn't yet been resolved. Due to that, Mr. Mercier motioned to postpone the policy for a second reading at the next regular meeting, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Operations: Approve 2018 Board of Education Meeting Calendar

Submitted by Nicole Rodriguez | No committee review

Mr. Mercier motioned to approve the 2018 Board of Education meeting calendar, seconded by Ms. Sanchez. Meeting dates, times and locations can be found on the CSDNB website, located at www.csdnb.org.

Motion carried unanimously.

Operations: Discuss the role of Board of Education Liaisons to Schools

Submitted by Nicole Rodriguez | No committee review

Ms. Sanchez motioned to modify the role of BOE Liaisons to schools, seconded by Ms. Nancy Rodriguez.

Ms. Nicole Rodriguez held a discussion regarding Board of Education Liaisons to schools. She would like to modify this role so that board members do not have a designated school. Instead, she would like board members to attend at least one event per month at any school throughout the district.

Motion failed.

The role will remain the same with specific contacts for each school. A master list of PTO and SGC names and numbers will be created for board members. Board members will attend events for their schools and will also attempt to attend other events in the district.

Operations: Approve resolution regarding holiday celebrations in CSDNB schools

Submitted by Nicole Rodriguez | No committee review

Ms. Sanders-Connolly motioned to approve the resolution regarding holiday celebrations in CSDNB schools, seconded by Ms. Cheney. The resolution reads as follows:

WHEREAS the New Britain Board of Education embraces a multicultural learning environment;

WHEREAS the New Britain Board of Education believes in acknowledging and celebrating the richness and diversity of our community and traditions;

WHEREAS the New Britain Board of Education's mission is to prepare students for the global economy/workforce;

WHEREAS cooperation, collaboration, respect and understanding are built and developed through exposure to and awareness of the unique attributes of our fellow stakeholders;

THEREFORE, BE IT RESOLVED that the New Britain Board of Education reaffirm our support for cultural, seasonal, celebratory activities that enhance and broaden our students' understanding and appreciation for one another and our community.

Motion carried unanimously.

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Information Sharing

2017-2018 Material Reductions in Grants

Submitted by Kevin Kane | No committee review

Mr. Kevin Kane, Chief Financial Officer, wrote a memo to the Board of Education to explain the actual/estimated reductions in State/Federal Grants. It reads as follows:

The adopted 2017-2018 budget was based on grant awards for Title I, Alliance, Title II and Priority School District at the same as for 2016-2017. We have received grant awards for Title I and Title II and expecting shortly grant awards for Alliance and Priority School District grants. Illustrated below is a comparison actual/estimated grant award comparison 2016- 2017 versus 2017-2018:

	Grand Total	Title 1	Alliance (unofficial)	Title 2	Priority School (unofficial)
2016-2017	\$20,960,214	\$5,972,943	\$12,265,973	\$773,412	\$1,947,886
2017-2018	\$20,029,501	\$5,582,909	\$12,015,973	677,522	\$1,753,097
Change	\$930,713	\$390,034	\$250,000	\$95,890	\$194,789

This reduction of \$930,713 will impact our requested 2018-2019 budget. The District also received a material decrease in its FRC grants in the amount of \$112,000. The 2016-2017 funding was \$412,000 and for 2017-2018 it is \$300,000. For the adopted 2017-2018 we anticipated a funding level of \$312,000 or a reduction of a \$100,000 from 2016-2017.

Finance: Discussion regarding the City of New Britain Workmen's Compensation Fund

Submitted by Kevin Kane | No committee review

Mr. Kevin Kane, Chief Financial Officer, wrote a memo to the Board of Education to explain that the City of New Britain has informed CSDNB that they will be charging the Board of Education Appropriation for 2017-2018 for medical claims. It reads as follows:

This memo is to inform the Board in writing that the City of New Britain has informed us that they will be charging our Board of Education Appropriation for 2017-2018 for medical claims. These medical are not part of the medical claims that are charged against our self-insurance fund. It is my estimate the claims for 2017-2018 are projected to be \$720,768 which is based on actual medical claims of \$240,256 for the four month ended October 31, 2017. The current adopted budget did not include these costs.

Closing and Adjournment

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

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