NOTICE OF MEETING

TO:     New Britain Board of Education Members  
        Mayor Erin Stewart  
        Mr. Mark H. Bernacki, Town and City Clerk  
        New Britain Common Council Members

DATE:   February 1, 2019

RE:     Special Meeting of the New Britain Board of Education  
        Regular Meeting of the New Britain Board of Education

A special meeting of the New Britain Board of Education will be held on Monday, February 4, 2019 at 5:30 PM at Slade Middle School, located at 183 Steele Street in New Britain, Connecticut.

A regular meeting of the New Britain Board of Education will be held on Monday, February 4, 2019 at 6:00 PM at Slade Middle School, located at 183 Steele Street in New Britain, Connecticut.
New Britain Board of Education | Special School Board Meeting
February 4, 2019 - 5:30 PM | Slade Middle School

1. Call to Order and Opening

A. Meeting Called to Order
B. Roll Call of Members

2. New Business

A. Executive Session- Discussion of confidential attorney-client privileged information

3. Closing and Adjournment

A. Adjournment
1. Call to Order and Opening

A. Meeting Called to Order
B. Pledge of Allegiance
C. Roll Call of Members
D. Meditation
E. Welcome from Slade Middle School
F. Public Participation

2. Reports

A. Superintendent’s Report
B. Committee Reports
C. Board Reports

3. Presentations

A. Update on New Britain High School Manufacturing, Engineering and Technology Academy
B. Preschool Consolidation

4. Consent Agenda

A. Operations: Approve minutes from the Regular Board of Education Meeting on January 7, 2018
   Submitted by Mr. Matthew Cannata | No subcommittee review | Page 8

B. Operations: Accept Enrollment Report
   Submitted by Mr. Jeff Prokop | No subcommittee review | Page 18

C. Personnel: Approve personnel transactions and extracurricular appointments
   Submitted by Dr. Shuana Tucker | No subcommittee review | No documents available in packet

D. Operations: Approve Phase 5 of 5 - Plans, Specifications and Professional Cost Estimates for Smalley Elementary
   Submitted by Mr. Ray Moore | No subcommittee review | Funding Source: School Building Projects Grant | Page 19

E. Operations: Approve bid waiver and purchase order for cleaning/prepping floors, walls and ceilings for MET Academy
   Submitted by Ms. Sondra Sanford | No subcommittee review | Funding Source: Local | Page 20

F. Operations: Approve purchase order for VMware Licenses
   Submitted by Mr. Jeff Prokop | No subcommittee review | Funding Source: Local | Page 23
G. Operations: Approve purchase order for renewal for hardware support to CSDNB virtual server environment
Submitted by Mr. Jeff Prokop | No subcommittee review | Funding Source: Local | Page 25

H. Operations: Approve purchase order for Microsoft Licensing Renewal
Submitted by Mr. Jeff Prokop | No subcommittee review | Funding Source: Local | No documents available in packet

I. Academics: Approve bid waiver for Career Tech Ed Construction Pathway
Submitted by Ms. Ryan Langer | No subcommittee review | Funding Source: Perkins Grant | Page 26

J. Academics: Approve bid waiver for five (5) Adams Pro Gen II Hammered Copper Timpani for NBHS Music
Submitted by Ms. Leona Clerkin | No subcommittee review | Funding Source: Local | Page 33

K. Academics: Approve bid waiver and purchase order for NBHS video production courses
Submitted by Ms. Ryan Langer | No subcommittee review | Funding Source: Perkins Grant | Page 35

L. Academics: Approve purchase order for two Chromebook Carts at Smalley Elementary School
Submitted by Mr. Jeff Prokop | No subcommittee review | Funding Source: 1003 Grant | Page 37

M. Academics: Approve purchase order for math support at Pulaski Middle School
Submitted by Mr. Mark Fernandes | No subcommittee review | Funding Source: SIG Grant | Page 39

N. Partnerships: Approve grant in the amount of $540 from the University of Connecticut for Physics classes at NBHS
Submitted by Mr. Keith Ontko | No subcommittee review | Page 41

O. Partnerships: Accept donation in the amount of $700 from Community Foundation of Greater NB for art enrichment
Submitted by Ms. Leona Clerkin | No subcommittee review | Page 42

P. Partnerships: Accept donation in the amount of $1,500 from Travelers for New Britain High School
Submitted by Dr. Vincent Walsh | No subcommittee review | Page 43

Q. Partnerships: Approve grant in the amount of $2,000 from the Liberty Bank Foundation for Adult Education
Submitted by Mr. Kevin Andersen | No subcommittee review | Page 46

R. Partnerships: Accept donation in the amount of $2,100 from Community Foundation of Greater NB for art enrichment
Submitted by Ms. Leona Clerkin | No subcommittee review | Page 48

S. Partnerships: Accept donation in the amount of $2,500 from Donors Choose for the New Britain Transitional Center
Submitted by Ms. Susan Girolomoni | No subcommittee review | Page 49

T. Partnerships: Accept donation in the amount of $2,564 from Donors Choose for IT class at Pulaski Middle School
Submitted by Ms. Amanda Vibert | No subcommittee review | Page 50

U. Partnerships: Accept donation in the amount of $3,448 from Community Foundation of Greater NB for cultural books
Submitted by Ms. Leona Clerkin | No subcommittee review | Page 51

V. Partnerships: Approve grant in the amount of $190,000 from Low Performing Schools Grant for Smith Elementary
Submitted by Mr. Ray Moore | No subcommittee review | Page 53

5. New Business

A. Personnel: Approve administrative appointment
Submitted by Ms. Nancy Sarra | No subcommittee review | No documents available in packet
B. Operations: Approve bid waiver and purchase order installation of a new playground at Northend Elementary
Submitted by Mr. Ray Moore | No subcommittee review | Funding Source: Local | Page 66

C. Personnel: Approve new position request for (1) High School Welcome Facilitator
Submitted by Dr. Shuana Tucker | No subcommittee review | Page 70

D. Personnel: Approve new position request for (1) Social Worker at New Britain High School
Submitted by Dr. Shuana Tucker | No subcommittee review | Page 72

E. Personnel: Approve new position request for (1) Paraeducator at Holmes Elementary School
Submitted by Dr. Shuana Tucker | No subcommittee review | Page 74

F. Personnel: Approve revised job description for High School Welcome Facilitator
Submitted by Dr. Shuana Tucker | No subcommittee review | Page 76

Submitted by the Policy Subcommittee | Reviewed by the Policy Subcommittee on January 22, 2019 | Page 78

H. Personnel: Approve administrator contract(s)
Submitted by Mr. Kevin Kane | No documents available in packet

I. Operations: Update on pending legal matters
Submitted by Mr. Kevin Kane | No documents available in packet

6. Closing and Adjournment

A. Other business as permitted by law
B. Adjournment
CONSENT AGENDA
Call to Order and Roll Call

Call to Order
Ms. Nicole Rodriguez, President of the New Britain Board Education, called the meeting to order at 6:10 PM.

Board Members Present
Ms. Catherine Cheney, Mr. Nicholas Mercier, Ms. Yvonne Muniz, Ms. Annie Parker, Ms. Nancy Rodriguez, Ms. Nicole Rodriguez, Ms. Gayle Sanders-Connolly, Dr. Violet Jiménez Sims

Board Members Absent
Mr. Merrill Gay

Student Recognition
20 students from New Britain High School were honored and recognized for their high quality of professionalism and work on Election Day back in November.

New Britain Registrar of Voters, Lucian Pawlak (D) and Peter Gostin (R), initiated the recognition for the students, who were under the direction of Mr. David Messina and Mr. Michael Blanker, teachers at New Britain High School.

According to Pawlak and Gostin, the students who participated as poll workers demonstrated a high level of competence and responsibility. They attended all of the required training sessions and came to work at the polls at the designated time of 5:15 AM. They performed a variety of tasks professionally and in some locations, assisted experienced poll workers without being asked.

Pawlak and Gostin noted that several moderators, including some who are the chief officials at each polling location, commented on the quality and ability of the students. Students were presented with certificates from the Board of Education.

Reports

The Superintendent’s Report is attached.

Old Business

Policy: Approve new policy: 6163.32 - Service Animals
Submitted by the Policy Subcommittee | Reviewed by the Policy Subcommittee on November 28, 2018
The Board of Education (Board) adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the District does not discriminate on the basis of disability.

Service animal means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability.

A “service animal” per 28 C.F.R. 35.104, for purposes of this policy is any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability or necessary to mitigate a disability.

Federal regulation 28 C.F.R. 35.104 provides examples of types of work or tasks that would qualify. Service animals do not include any other species of animal, whether wild or domestic, trained or untrained, except that a miniature horse will be permitted for use as a service animal if reasonable modifications can be made after assessing the specific factors listed in 28 C.F.R. 35.136(i). Animals whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent, are not service animals for the purpose of this policy.

The Board shall permit individuals with disabilities to use service animals in District buildings; on District property; and on vehicles that are owned, leased or controlled by the School District, upon request and submission of required documentation.

The District shall not assume or take custody or control of, or responsibility for, any assistance dog or the care or feeding thereof. The owner or person having custody and control of the dog shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

Mr. Mercier motioned to approve Policy 6163.32 - Service Animals, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Consent Agenda

There were no objections to pull the following items off the Consent Agenda. Therefore, these items were approved:

Operations: Approve minutes from the Regular Board of Education Meeting on December 3, 2018
Submitted by Mr. Matthew Cannata | No subcommittee review

Operations: Accept Enrollment Report
Submitted by Mr. Jeff Prokop | No subcommittee review

Operations: Approve December 31, 2018 Financial Report and Budget Transfers
Submitted by Mr. Kevin Kane | No subcommittee review

Personnel: Approve personnel transactions and extracurricular appointments
Submitted by Dr. Shuana Tucker | No subcommittee review

Partnerships: Approve Service Provider Agreement between New Britain BOE and Balanced Behavioral Health
Submitted by Mr. Mark Spalding | No subcommittee review

Partnerships: Approve grants from the Connecticut State Department of Education for Northend, Smith, Slade, Pulaski ($125,000) and New Britain High School ($250,000)
Submitted by Ms. Tricia Putnam | No subcommittee review
Partnerships: Accept donation from Downes Construction in the amount of $12,000 for Brookside, Chamberlain, DiLoreto, Gaffney, Holmes, Jefferson, Lincoln, New Britain Transitional Center, Northend, Smalley, Smith, & Vance
Submitted by Ms. Ryan Langer | No subcommittee review

Downes Construction will donate $12,000 to honor one building designee in 12 schools. Administrators were asked to nominate a staff member who is an unsung hero within their school who illustrates passion towards creating a positive environment, is resilient, empowers families and is engaged in student success. Each of the 12 schools will receive $1,000 for that staff member to use in their classroom.

Schools include: Brookside, Chamberlain, DiLoreto, Gaffney, Holmes, Jefferson, Lincoln, NBTC, Northend, Smalley, Smith, Vance. This donation was made possible through a connection with The Ana Grace Project at these schools.

The total is $12,000 and the funding source is Downes Construction

Partnerships: Accept donation from Ana Grace Project in the amount of $1,000 for NBHS Satellite Careers Academy
Submitted by Ms. Ryan Langer | No subcommittee review

The Ana Grace Project will donate $1,000 to honor one building designee at Satellite Careers Academy. The administrator was asked to nominate a staff member who is an unsung hero within SCA who illustrates passion towards creating a positive environment, is resilient, empowers families and is engaged in student success. SCA will receive $1,000 for that staff member to use in their classroom. The total is $1,000 and the funding source is The Ana Grace Project

Partnerships: Accept donation in the amount of $500 from J.B. Hun Trnsport Adopt-A-Class for Chamberlain
Submitted by Mr. Manuel Zaldivar | No subcommittee review

Every year, J.B. Hunt Transport has a contest for their drivers in which they can nominate their children’s classes for a $500 donation in school supplies. They call the contest Adopt-a-Class. This year, a Chamberlain Elementary school 1st grade classroom was chosen as an Adopt-a-Class winner!

Edwin Cabellero nominated his son Edwin’s 1st grade classroom to receive the donation of $500 worth of school supplies. The teacher will create a wish list for supplies. Those will be delivered to the school on a future date. Students will write thank you cards to the company and reflect on how those supplies will support their academic progress.

The total is $500.00 and the funding source is J.B. Hunt Transport Adopt-A-Class.

Executive Session

Ms. Sanders-Connolly motioned to go into executive session at 6:35 PM to discuss a legal settlement and to receive an update on pending legal matters, seconded by Ms. Cheney. Ms. Sarra (Superintendent), Mr. Kane (Chief Financial and Operations Officer), Ms. Grega-Mals (Talent Manager), and the attorneys present were invited into executive session. Motion carried unanimously.

Continuation of Meeting

The meeting resumed in public session at 7:23 PM.

New Business

Operations: Approve settlement agreement and release with Town and Country Transportation
Submitted by Mr. Kevin Kane | No subcommittee review
Ms. Sanders-Connolly motioned to approve the settlement agreement and release with Town and Country Transportation, seconded by Ms. Cheney. All were in favor with the exception of Ms. Sanders-Connolly.

**Operations: Approve Superintendent’s Budget Request for Fiscal Year 2019-2020**  
Submitted by Mr. Kevin Kane | No subcommittee review

Mr. Kevin Kane, Chief Financial and Operations Officer, presented the Superintendent’s Budget Request for Fiscal Year 2019-2020. The full budget request can be found online at www.csdnb.org.

*Mr. Sanders motioned to approve the Superintendent’s Budget Request for Fiscal Year 2019-2020, seconded by Ms. Cheney. Motion carried unanimously.*

**Operations: Authorization to proceed with movement of New Britain Transitional Center to Slade Portables and conversion of Pulaski portables to a districtwide kitchen facility for Whitsons Culinary Group**  
Submitted by Mr. Ray Moore | Reviewed by the Finance Subcommittee on December 18, 2018

Mr. Ray Moore, Chief Facilities Officer and Mr. Jeff Taddeo from Whitsons presented their proposal to convert the Pulaski portables to a districtwide kitchen facility for Whitsons Culinary Group.

The Superintendent is proposing moving the New Britain Transition Center program, currently located in the Pulaski Portable building, into the Slade Portable building. The Adult Education program, currently located in the Slade Portable building, will move to the Roosevelt Campus and may occupy the space currently used by Smalley’s six kindergarten classes. Beginning school year 2019, the six kindergarten classes currently located at Roosevelt will return back to the newly renovated Smalley Elementary School. Both the Slade and Pulaski portable buildings are the same size.

We are requesting the Board of Education authorize Facilities to convert the Pulaski Portable building into a districtwide kitchen facility for Whitsons to prepare breakfast, lunch, limited dinners, and summer school meals. During the school year, Whitsons prepares approximately 16,000 meals a day and during the summer Whitsons prepares roughly 4,000 meals a day for various programs.

Kaestle Boos Architects of New Britain is currently working on schematic drawings in order to prepare a cost estimate to convert the Pulaski Portable building into a kitchen and to erect adequate space for dry goods, refrigeration and freezer areas for Whitsons to prepare their daily meals. Tractor trailers deliver daily food and supplies to Whitsons in order to prepare these meals. Our existing facilities are not adequate to meet the growing needs of our food service vendor, therefore, we are requesting the Board of Education's authorization to proceed with schematic drawings and cost estimates for this project.

*Mr. Mercier motioned to authorize CSDNB and Whitsons to proceed with movement of New Britain Transitional Center to Slade Portables and conversion of Pulaski portables to a districtwide kitchen facility for Whitsons Culinary Group, seconded by Ms. Cheney. Motion carried unanimously.*

**Operations: Accept submission of Board of Education Capital Improvement Projects**  
Submitted by Ms. Nancy Sarra and Mr. Kevin Kane | No subcommittee review

Annually, the Board of Education should be submitting, along with the Annual Operating Budget, a Capital Projects List. Detailed below are the two categories of projects for Capital Projects.

The Superintendent is asking the Board of Education to submit to the City a Capital Projects List with the 2019-2020 Board of Education Operating Budget. The first category of our Capital Projects to be submitted consists of three portable buildings - one at Chamberlain, one at Holmes and one at Jefferson. The total cost to build the three buildings is estimated to be $4,080,000.
The second category of Capital Projects is the re-roofing of six of our schools. The schools include Chamberlain, Holmes, Jefferson, Pulaski, Roosevelt and Slade. The roofs on the six schools are over 20 years old, are leaking and need to be replaced. See attached detail regarding the estimated cost to replace the 6 roofs is $13,991,991.

Both projects are eligible for reimbursement through the Office of School Construction. Our current reimbursement rate is 79.27% of eligible expenses.

*Mr. Mercier motioned to accept the submission of Board of Education Capital Improvement Projects, seconded by Ms. Cheney. Motion carried unanimously.*

### Executive Session

Mr. Mercier motioned to go into executive session at 8:30 PM to discuss administrator contracts and pending legal matters, seconded by Ms. Cheney. Ms. Sarra and Mr. Kane were invited into executive session. Motion carried unanimously.

### Continuation of Meeting

The meeting resumed in public session at 9:15 PM.

### Closing and Adjournment

Ms. Sanders-Connolly motioned to adjourn at 9:15 PM, seconded by Ms. Cheney. Motion carried unanimously.
Academics

Districtwide Code of Conduct Task Force
The work on creating our new District Code of Character and Conduct is continuing in collaboration with Rich Cardillo from Engaging Schools. They have provided an outline for our process. The process starts with the formation of a “Task Force” of 20-30 people representing staff on all levels, parents, students and community representatives. The Task Force will meet 7 times between January and April. Meeting dates were selected and potential members were identified and invitations were sent out in December. We currently have 22 people who have committed to participating. Our first Task Force meeting is this Thursday at Slade. The Task Force will submit a draft to the District Code Team this spring. It will then be reviewed and forwarded to the Superintendent. After BOE approval the District Code Team will create a roll out plan for the fall.

Update Districtwide Attendance Team
NBU days allow staff to work with Tier 1 & 2 students. The district attendance team meets once of month and is committed to:

- Routinely unpack, analyze and utilize data to inform action
  - To what extent is chronic and severe chronic absence an issue
  - Where is the concentration
  - How does satisfactory attendance and chronic and severe chronic vary across schools, grades, subgroups or neighborhoods?

- Organize a systemic district wide response and policy/practice improvement
- Promote shared accountability and continuous improvement

The team consists of staff and administrators from all grade levels and subgroups and meets monthly to review MAIT tool and unfold data. Partial team is committed and meeting with the state to clarify chronic absenteeism calculations as well as comparing to truancy data. Representatives from the team have attended and will be attending quarterly Peer Attendance Network meetings with the state and Peer Districts.

Two previous/big changes that were made to address chronic absenteeism are the calendar change to remove 1/2 days and NBU days which allows teachers to work with Tier 1 and Tier 2 students via kid talk and the SIT protocol. So far, the team has reviewed and identified a few actions to review and implement.

1. creating an attendance campaign
2. unfold the data in MAIT to identify subgroup data within a cohort
3. analyze whether there is a correlation between bus transportation and chronic absenteeism.
Operations

Preschool Students - students without flu shots as of Friday, January 4, 2019:
DiLoreto = 1 | Gaffney = 8 | Lincoln = 4 | RELC = 18 | Total = 31

93% of our students are in compliance. We will continue the bus suspension until April 1st (or until they bring in the required paperwork). We will continue our targeted effort to bring these remaining students into compliance.

New Website Design
Earlier today, we launched our new website in an effort to easily provide more information and resources. Currently, the website is best viewed on a computer or tablet but we are in the process of finalizing a mobile version as well. The Internal Staff Portal also was revamped to closely match the public website design.

Partnerships

Downes Construction Donation
We have received a generous donation of $12,000 from Downes Construction. Downes would like to highlight 1 teacher or staff member in 12 schools as an unsung hero who illustrates a passion towards creating a positive environment, is resilient, empowers families and is engaged in student success. This donation was made possible through our partnership with the Ana Grace Project.

Last month, administrators were asked to nominate individuals who fit the criteria. Each staff member will receive $1,000 to go towards the purchase of needed items for their classrooms.

Downes will announce and honor three teachers per quarter over the next 12 months, starting with a kick off later this month surprising the first three teachers with a giant check in their classroom and a pizza party for the entire school. In February, Downes will invite the first 3 awardees to a press conference and ask each to give a short thank you speech. They've requested a few students from each class be invited to partake as well. The celebrations will repeat quarterly.

The participating schools are Brookside, Chamberlain, DiLoreto, Gaffney, Holmes, Jefferson, Lincoln, NBTC, Northend, Smalley, Smith and Vance. The Ana Grace Project donated an additional $1,000 to allow for a teacher to be recognized at Satellite Careers Academy as well.

Hamilton
Thanks to a generous donation from Nelba Márquez-Greene (The Ana Grace Project) through Eversource CT, three of our high school students went to The Bushnell on December 22 to see Hamilton. They were joined by Ms. Laura Curran, teacher at NBHS, who has the honor and privilege of chaperoning these students.

Round-trip transportation was provided and an anonymous donor from Central Connecticut State University has offered to pay for dinner at The Hartford Club. Thank you to Nelba, Eversource, and the anonymous donors who came together to offer this gift during this holiday season.

New Britain University

Elementary
Since September, Elementary NBU has focused on setting up NBU structures, understanding the Norms of Collaboration and the LLCs (Learning and Life Competencies), learning to set Conditions for Engagement in classrooms and implementing strategies and opportunities for Academic Discourse. This important new learning will continue to influence the NBU collaborative work moving forward.
Starting this Wednesday, January 9th, teachers will be analyzing benchmark questions and student responses in terms of their alignment to grade level standards and will work on setting goals for focus groups of students. Grade level teams will collaborate and discuss how this data (and other data points) helps inform lesson planning and instruction.

**Secondary**

NBU at the secondary level is progressing smoothly. Middle school has just concluded with the fourth session of Cycle 2 which has focused on Practice 5: Facilitating Engaging Learning Protocols through the use of Turn & Talk Protocols. Teachers completed a Google Form self-assessing their utilization of this strategy and the results were positive. Teachers are using their new strategies effectively.

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### 1. Teacher provides an engaging prompt. Teacher provides a sentence starter.

- **85 responses**

  - **63.5%** I do this consistently.
  - **35.3%** I do this sometimes.
  - **1.2%** I don't do this

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### 2. Teacher provides specific written and oral directions emphasizing expectations.

- **85 responses**

  - **83.5%** I do this consistently.
  - **15.3%** I do this sometimes.
  - **1.2%** I don't do this
3. Teacher provides rationale for doing Turn and Talk.
85 responses

4. Teacher provides individual think time and/or quick jot time prior to sharing with a partner.
85 responses

5. Teacher uses a timer. Teacher may remind students of how much time is remaining.
85 responses
6. Teacher circulates the room.
85 responses

7. After the Turn and Talk, teacher asks whole group content and process reflective questions.
85 responses
# New Britain Public Schools K-12 Enrollment as of January 29, 2019

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<th>School Name</th>
<th>Total Students</th>
<th>Change from last report</th>
<th>Special ED%</th>
<th>Males %</th>
<th>Females %</th>
<th>Asian%</th>
<th>Black or African American %</th>
<th>Hispanic%</th>
<th>American Indian%</th>
<th>Hawaiian Pacific Islander%</th>
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### Note Regarding Free and Reduced Lunch %:

This district participates in the Universal Lunch Program, which has our certified number at 64%

Newly registered parents are updated by central registration, but current students are not updated
through an automated process as in the past. These numbers provide context but are not exact.
Board Memorandum
Submitted by Raymond L. Moore (Operations) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Approval of Phase 5 - Smalley Playgrounds

Background and Purpose/Rationale (Alignment to District Strategic Plan)


Financial Information
The total is $181,657.00 and the funding source is School Building Projects Grant

Committee Review
This was was not reviewed by any subcommittee.
Board Memorandum
Submitted by Sondra Sanford (Operations) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Bid Waiver and Purchase Order

Background and Purpose/Rationale (Alignment to District Strategic Plan)

The Academy of Manufacturing, Engineering, and Technology (MET) at NBHS purpose is to create a best-in-class manufacturing academy program at NBHS that develops a skilled talent pipeline to support the current and future workforce needs in New Britain and the surrounding area through pre-apprentice and apprenticeship programs. Many partners have been meeting and strategizing to raise funds to redesign and purchase new equipment for the manufacturing lab at NBHS. This quote is to clean and prepare the room. This quote includes cleaning and prepping the floors, walls and ceiling in room 536. The vendor is an alumni of NBHS and has completed similar work at nearby facilities.

Financial Information

The total is $20,500 and the funding source is Local

Committee Review

This was not reviewed by any subcommittee.
# PROPOSAL

**P&S Contractors, Inc.**  
103 Berkley Street  
New Britain, CT 06051  
(860) 225-7097

<table>
<thead>
<tr>
<th>PROPOSAL SUBMITTED TO</th>
<th>PHONE:</th>
<th>DATE:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Sondra A. Sanford</td>
<td>(860)227-2015</td>
<td>December 29, 2018</td>
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**COORDINATOR OF PARTNERSHIP AND ENGAGEMENT**  
CSDNB NAF Site Director

<table>
<thead>
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<th>STREET:</th>
<th>JOB NAME:</th>
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<tbody>
<tr>
<td>110 Mill Street</td>
<td>NBHS MET Rooms</td>
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<table>
<thead>
<tr>
<th>CITY, STATE, AND ZIP CODE:</th>
<th>JOB LOCATION:</th>
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</thead>
<tbody>
<tr>
<td>New Britain, CT 06051</td>
<td>NBHS</td>
<td></td>
</tr>
</tbody>
</table>

**Payment to be made as follows:** Upon Completion

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alterations or deviation from specifications below involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreement contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**We hereby submit specifications and estimates for:** NBHS MET Rooms  
**Areas:** Manufacturing Area, Lab Area, Tool Room

1. **Ceilings:** Protect all surfaces to be painted – lights, sprinklers, smoke detectors, windows, etc.  
   Prepare, clean, and scrape as needed.  
   Spray apply Arcrylic Dryfall White.  
   Remove masking.  
   **Price:** $4,000 includes material and labor

2. **Walls:** Protect surfaces not to be painted.  
   Clean where needed.  
   Apply 1 or 2 coats of pre-catalyzed epoxy as needed.  
   **Price:** $2,500 includes material and labor

3. **Floors:** Prepare floor by diamond grinding or shot blasting. Patch holes, cracks, and joints.  
   **Option 1:**  
   Dur-A-Flex Epoxy Primer  
   Dur-A-Flex Dur-A-Guard Epoxy  
   Dur-A-Flex High Solid Urethane, **approximately 30 mils**  
   **Price:** $9,000 includes material and labor
   
   **Option 2:**  
   Dur-A-Flex Epoxy Primer  
   Dur-A-Guard Self-Leveling  
   Dur-A-Flex High Solid Urethane, **approximately 50 mils**  
   **Price:** $11,000 includes material and labor
   
   **Option 3:**  
   Dur-A-Flex Poly-Crete SL Broadcast  
   Dur-A-Flex Epoxy Grout Coat  
   Dur-A-Flex High Solid Urethane, **approximately 120 mils**  
   **Price:** $14,000 includes material and labor

**Pricing Assumes:**  
- Adequate lighting to perform tasks and conduct inspections associated with project(s) is provided by customer.  
- Work area is dry and heated; floor and ambient temperature of at least 65 degrees during the entire period of project(s). This includes areas used to store materials, supplies, and equipment.  
- Electricity sources available and accessible (240V/60AMP/3 PHASE and/or 480V/30AMP/3 PHASE and multiple dedicated 110V/20AMP); unless P&S agrees to provide power above 110V.  
- Trash removal devices/containers/services (dumpsters, compactors, barrels, etc.) is provided by customer unless P&S agrees otherwise.

* Floor coating is guaranteed for one (1) year, but does not guarantee against failure due to:
  - excessive abuse (e.g. point pressure)
  - excessive moisture (e.g. osmotic/hydrostatic pressure)
  - excessive movement in concrete (e.g. joint expansion)

CT License HIC.0533574
Finance charge of 1.5% per month (annual rate of 18%) will be added 30 days past due date.
(60 days after invoice date.) All collection cost, including reasonable attorney fees, shall be
the obligation of the debtor.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and
are hereby accepted. You are authorized to do the work as specified. Payment will be made
as outlined above.

Date of acceptance: ____________________  Signature: ____________________
Board Memorandum
Submitted by Jeff Prokop (Operations) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Purchase Order

Background and Purpose/Rationale (Alignment to District Strategic Plan)
This purchase order covers the yearly renewal for VMWare which is used to deploy virtual desktops to our computer labs.

Financial Information
The total is $53,196.65 and the funding source is Local Budget  MIS Software Budget 101092110000-53510

Committee Review
This was was not reviewed by any subcommittee.

Paul Munafo  
**Mosaic Technology**  
23 Northwestern Dr - Unit 4  
Salem, NH  03079  
**Email:**  paul_munafo@mosaictec.com  
**Phone:**  (617) 510-4667  
**Fax:**  (603) 898-6129

**Sold To:**  Consolidated School District of New  
Jeff Prokop  
183 Steele St  
New Britain, CT 06051-2203  
USA  
**Phone:**  (860) 832-4690  
**Fax:**

**Ship To:**  Consolidated School District of New  
Jeff Prokop  
183 Steele St  
New Britain, CT 06051-2203  
USA  
**Phone:**  (860) 832-4690  
**Fax:**

---

**Quote Valid 30 Days**

<table>
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<th>Terms</th>
<th>Rep</th>
<th>P.O. Number</th>
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<td>Paul Munafo</td>
<td></td>
<td>Electronic Delivery</td>
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<td>VU5-PR-100-G-SSS-A</td>
<td>Basic Support Coverage Academic VMware Horizon View Standard, 100 Pack</td>
<td>$3,119.43</td>
<td>$49,910.88</td>
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<td>VS6-ENT-PL-G-SSS-A</td>
<td>Basic Support Coverage Academic vSphere 5 Enterprise Plus for 1 Proc</td>
<td>$422.98</td>
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<td>VCS5-STD-G-SSS-A</td>
<td>Basic Support Coverage Academic vCenter Server 5 Standard from vSphere 5</td>
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**SubTotal**  $53,196.65  
**Sales Tax**  $0.00  
**Shipping**  $0.00  

**Total**  $53,196.65
Board Memorandum
Submitted by Jeff Prokop (Operations) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Purchase Order

Background and Purpose/Rationale (Alignment to District Strategic Plan)
This quote is for the renewal for hardware support to our virtual server environment. Specifically it is for the hard drive cluster to that system.

Financial Information
The total is $25,184.68 and the funding source is Local Budget MIS Software Budget 101092110000-53510

Committee Review
This was not reviewed by any subcommittee.

Mosaic Technology Quote JABQ15514 for Tegile Renewals 1-10-2019 - Jeffrey Prokop.pdf
Board Memorandum
Submitted by Ryan Langer (Partnerships) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Bid Waiver

Background and Purpose/Rationale (Alignment to District Strategic Plan)
These materials to be purchased from Rockler will provide an opportunity for students to update and share their work through the Career Tech Ed Construction Pathway, specifically in the Construction and Explorations of Computer Science Courses. These materials were approved for purchase through the state Perkins grant.

Financial Information
The total is $7,687.96 and the funding source is Perkins.

Committee Review
This was not reviewed by any subcommittee.

Rockler Shopping Cart_Construction - Ryan Langer.pdf
Shopping Cart

Summary

Estimate Shipping and Tax

Subtotal $7,687.96

Shipping Please allow 7-10 days in the contiguous 48 states (excludes direct ship items). Any applicable extra shipping charges included. - undefined

* Includes additional shipping charges for items in your cart.

Tax $0.00

Order Total $7,687.96

Apply Promotion Code

Gift Cards

PROCEED TO CHECKOUT

- OR -

Check out with PayPal

https://www.rockler.com/checkout/cart/
<table>
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<td>Jet 1221VS 12&quot; x 21&quot; Variable Speed Wood Lathe</td>
<td>$879.99</td>
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<td>DeWalt 20V MAX Li-Ion Compact Drill/Impact Driver Combo Kit</td>
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**Additional Shipping Charge:** $75

**Item#:** 45937
**Direct Ship**

**Rockler Protection Plan:** None

**Item#:** 49808
**In stock**
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<td>3HP Professional Table Saw w/52'' Fence, Rails, and Extension Table</td>
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Additional Shipping Charge: $250

Do you need a lift gate? (Enter Yes or No below.): yes

Residential Delivery? (Enter Yes or No below.): no

Rockler Protection Plan: 2 Year

Item#: 37483-58555

Direct Ship
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<td>DeWalt 5'' Random Orbit Sander, Hook and Loop</td>
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Rockler Protection Plan: None

Item#: 51314 In stock

Item#: 50334 In stock
11/20/2018  Shopping Cart

Item Price Qty Subtotal

$799.99 1 $799.99

EDIT REMOVE ITEM

Continue Shopping CLEAR SHOPPING CART UPDATE SHOPPING CART

More Choices:

Rockler Silicone Glue Brush
$4.99

Rockler Bench Dog® Ultra Push-Bloc™
$9.99

Rockler Fence Featherboard
$14.99

https://www.rockler.com/checkout/cart/
Custom Branding Iron with INITIALS Design - Standard Head

Starting at: $69.99
Reg: $89.99

★ ★ ★ ★ ★ 11 reviews
ADD TO CART

Custom Branding Iron with Scroll Design - Standard Head

Starting at: $69.99
Reg: $89.99

★ ★ ★ ★ ★ 12 reviews
ADD TO CART
Board Memorandum
Submitted by Leona Clerkin (Academics) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Bid Waiver

Background and Purpose/Rationale (Alignment to District Strategic Plan)

In order to provide the best personalized and comprehensive "whole-child education," it becomes necessary to replace worn out and damaged musical equipment. As part of the New Britain High School Music Department, the purchase of a set of five, Adams Pro Gen II Hammered Copper Timpani, will provide a much needed replacement for old equipment. This new timpani will be used during concerts, the spring Broadway-style musicals, and during CMEA competitions which currently have to be brought in by surrounding towns to meet the standard of excellence for such musical performances.

Financial Information

The total is $14,599.00 and the funding source is Local and Instrument -Repair account Fine Arts Instrument Equipment 101096322074 57345 and Instrument Repairs 260196360021 58999 - $7,299.50 each account

Committee Review

This was not reviewed by any subcommittee.

Steve Weiss Music Quote - Jean Filip.pdf

New Britain Board of Education
Nicole Rodriguez - President | Nicholas Mercier – Vice President | Gayle Sanders-Connolly - Secretary
Catherine Cheney | Merrill Gay | Yvonne Muniz | Annie S. Parker | Nancy Rodriguez | James Sanders Jr. | Violet Jiménez Sims
Steve Weiss Music  
2324 Wyandotte Road  
Willow Grove PA 19090  
Ph:(215)659-0100 Fx:(215)659-1170

Quotation # 884304A  
Quotation Date 01/25/19  
Page 1

Bill To  
ACCOUNTS PAYABLE  
NEW BRITAIN SCHOOL DISTRICT  
272 MAIN ST  
PO BOX 1960  
NEW BRITAIN, CT 06050

Ship To  
JUSTIN CARLIN  
NEW BRITAIN HIGH SCHOOL  
110 MILL STREET  
BAND  
NEW BRITAIN, CT 06051

Customer No. 334557  
Sales I.D. JW /JW  
Reference #  
Source S /EMAIL  
Terms QUOTATION, EXP 03/14/19

Ordered By  
Warehouse (860) 827-2205  
Phone Number  
Total Wt. 0.0  
Zone  
Pkg 0  
Ship Via INC

Quoted prices reflect payment by check within 30 days,  
and avoid additional 3% charge for card payment.  
***FREE SHIPPING***

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<tr>
<td>1</td>
<td>ADM-P2KHSE</td>
<td>T5</td>
<td>2-Adams Pro Gen II Hammered Copper Timpani</td>
<td>Set of 5 - 20/23/26/29/32</td>
<td>14599.00</td>
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MERCHANDISE QUOTATION TOTAL $ 14599.00  
QUOTATION TOTAL $ 14599.00

[RECEIVED]  
JAN 2019

34
Board Memorandum
Submitted by Ryan Langer (Academics) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Bid Waiver and Purchase Order

Background and Purpose/Rationale (Alignment to District Strategic Plan)
These supplies from B & H Photo will improve experiences and increase level of background knowledge for students enrolled in Technology Education. These supplies will directly impact the Video Production course at NBHS. These supplies were approved for purchase out of the state Perkins career tech ed. grant.

Financial Information
The total is $16,224.31 and the funding source is Perkins Grant

Committee Review
This was was not reviewed by any subcommittee.

B & H Photo Quote Perkins 16k - Ryan Langer.pdf
New Britain High School  
Career and Technical Sciences Department  
Purchase Requisition Form  
Teacher Name: Allison Pianka-Gray  

Vendor: B&H Photo  
119 W17th Street  
New York, NY 10011  

Date Needed: ASAP  

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<td>Kino Flo True Match Compact Fluorescent Lamp - 55 Watts/5500K - 21&quot;</td>
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<td>Canon 32GB VIXIA HF R72 Full HD Camcorder</td>
<td>28</td>
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<td>SanDisk 32GB Ultra UHS-I SDHC Memory Card (Class 10)</td>
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<td>Ruggard Onyx 45 Camera/Camcorder Shoulder Bag</td>
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<td>Azden SMX-10 Stereo Microphone and Dual Shoe Bracket Kit</td>
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<td>TecNec FSL-1 Triple-Sided, On-Air Warning Light</td>
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<td>Shure SM58-CN Vocal Microphone with Cable</td>
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<td>Auray TT-6220 Telescoping Tabletop Microphone Stand (Black)</td>
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<td>Kopul Premium Performance 3000 Series XLR M to XLR F Microphone Cable (10')</td>
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<td>Pearstone 1/4&quot; Stereo Phone Screw-On Adapter</td>
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*   

Subtotal: 16,224.31  

Shipping Costs: free  

Total Amount: 16,224.31
Board Memorandum
Submitted by Jeff Prokop (Academics) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Purchase Order

Background and Purpose/Rationale (Alignment to District Strategic Plan)
Smalley has the funds to purchase two additional chromebook carts for their school, which comes from grant funding.

Financial Information
The total is $19,102.00 and the funding source is Grant Funding (1003 Grant) 2046-012-10001-57346

Committee Review
This was was not reviewed by any subcommittee

KJHW450 - Jeffrey Prokop.pdf
DEAR JEFF PROKOP,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

<table>
<thead>
<tr>
<th>QUOTE #</th>
<th>QUOTE DATE</th>
<th>QUOTE REFERENCE</th>
<th>CUSTOMER #</th>
<th>GRAND TOTAL</th>
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<td>KJHW450</td>
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<td>191351</td>
<td>2354906</td>
<td>$19,102.00</td>
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**QUOTE DETAILS**

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<th>ITEM</th>
<th>QTY</th>
<th>CDW#</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
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<td>Dell Chromebook 11 3180 - 11.6” - Celeron N3060 - 4 GB RAM - 16 GB SSD</td>
<td>64</td>
<td>4490332</td>
<td>$211.00</td>
<td>$13,504.00</td>
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| Mfg. Part#: 83C80
UNSPPSC: 43211503
| Google Chrome Management Console License                              | 64  | 3577022    | $26.00     | $1,664.00  |
| Mfg. Part#: CROSSWDISEDU
UNSPPSC: 43232804
Electronic distribution - NO MEDIA
| CDW Chrome OS White Glove Service with Laser Etching-Tier 1 Static Small | 64  | 3223462    | $24.00     | $1,536.00  |
| Mfg. Part#: CUSTOMBNDLREQ1746
| CDW/CDWG Asset Tag applied WITH another CDW Configuration Center service | 64  | 338520     | $0.00      | $0.00      |
| Mfg. Part#: ASSETTAGW/INSTALL
UNSPPSC: 81111511
Contract: MARKET                                                         |
| Datamation Systems DS-GR-CB-M32-C - cart                              | 2   | 3289242    | $1,199.00  | $2,398.00  |
| Mfg. Part#: DS-GR-CB-M32-C
UNSPPSC: 56101535

**PURCHASER BILLING INFO**

**SUBTOTAL** $19,102.00

**SHIPPING** $0.00

**SALES TAX** $0.00

**GRAND TOTAL** $19,102.00

Billing Address: CONSOLIDATED SCHOOL DISTRICT
CONSOLIDATED SCHOOL DISTRICT ACCOUNTS PAYABLE
272 MAIN ST
PO BOX 1960
NEW BRITAIN, CT 06051-2663
Phone: (860) 225-6351
Payment Terms: NET 30 Days-Govt/Ed

DELIVER TO

Shipping Address: SMALLEY SCHOOL
JEFF PROKOP
221 FARMINGTON AVE
NEW BRITAIN, CT 06053-2979
Shipping Method: UPS Ground (2- 3 Day)

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515
Board Memorandum
Submitted by Mark Fernandes (Academics) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum

Purchase Order

Background and Purpose/Rationale (Alignment to District Strategic Plan)

This is to continue the Math support by CREC that has occurred over the last three years. It is an expenditure of money remaining from last year.

Financial Information

The total is $19,200.00 and the funding source is SIG Grant 2044-969-10001-53320

Committee Review

This was was not reviewed by any subcommittee.
CREC STATEMENT OF AGREEMENT  
CONTRACT NO. 77000-1817

**Seller:** Capitol Region Education Council (CREC)  
111 Charter Oak Avenue, Hartford, CT 06106

**Buyer:** New Britain Public Schools  
142 Rutherford Street  
New Britain, CT 06051

**Regarding:** Middle School Math Support

**Date:** 10/17/2018

**Services to be Performed:** Lindsey Ramos will provide observations and coaching of Math teachers as well as workshops/trainings.

**Contract Sum:** $19,200.00 (Up to 24 Full Days at $800.00)

**Contract Schedule:** Scheduled for 10/17/18, 10/23/18, 11/9/18, 11/14/18, 11/27/18, 12/5/18, 12/13/18, 12/19/18, 1/9/19, 1/16/19, 1/23/19, 2/13/19, 2/20/19, 2/27/19, 3/6/19, 3/13/19, 3/27/19, 4/4/19, 4/10/19, 4/24/19, 5/8/19, 5/15/19, 5/29/19 & 6/5/19.

**Contact:** Mark Fernandes, New Britain Public Schools

THIS AGREEMENT IS SUBJECT TO THE TERMS AND CONDITIONS ATTACHED HERETO AND MADE A PART HEREOF (THIS AGREEMENT, COLLECTIVELY WITH THE TERMS AND CONDITIONS, THE CONTRACT).

TO THE EXTENT OF ANY CONFLICTS BETWEEN THE CONTRACT AND ANY OTHER DOCUMENT, THE CONTRACT SHALL PREVAIL.

IN WITNESS WHEREOF, this Agreement has been duly executed and delivered, pursuant to proper authority, as of the the day and year first written above.

10/18/2018  
CREC Authorized Signatory

10/18/2018  
CREC Division Director

Authorized Representative, New Britain Public Schools

---

**Program #** 77000  **$19,200.00** TTCC  
**J:** 1817  
Lindsey Ramos

**SOA#:** 77000-1817

191464
Board Memorandum
Submitted by Keith Ontko (Partnerships) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum

Grant Approval

Background and Purpose/Rationale (Alignment to District Strategic Plan)

This is a grant awarded the the University of Connecticut Early College Experience Department for my Physics classes.

To enhance the learning opportunities for my students, I have created a special website which I have begun to populate with tutorials/online lessons using different types of media. Some students react well to written texts with examples, and so I have created a number of tutorials in text (pdf) format. These tutorials include guided instruction on problem solving in each of the physics sub-disciplines. There are also a large set of examples (also in pdf format) for students to look at to enhance their understanding.

Knowing that not all students respond well to textual media, I have begun to create complimentary set videos that match the textual tutorials, but in the format of a video of me teaching. The video creation option I would like to use is the type of format that is used in Khan Academy videos. In the Khan Academy videos, they use a tablet to record video of problem solving/instruction while recording voice as well. This would require a “drawing monitor” or “screen drawing tablet”. The price of the tablet ranges anywhere from $360 - $800. The model I am looking at which meets all of my requirements is the “Huion KAMVAS GT-191 Drawing Tablet”. The cost of the device with tax is approximately $540.00

Financial Information

The total is $540.00 and the funding source is University of Connecticut

Committee Review

This was was not reviewed by any subcommittee.
Board Memorandum
Submitted by Leona Clerkin (Partnerships) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Acceptance of Donation

Background and Purpose/Rationale (Alignment to District Strategic Plan)
The Community Foundation has created an art enrichment fund to support art enrichment for New Britain School students. A performance of Dance History Live: From Classical to Contemporary was performed by Dimensional Dance Company on November 15, 2018. This performance included a pre-performance study guide and after performance reflection. Students prepared for their performance in their gifted class.

Financial Information
The total is $700.00 and the funding source is The Community Foundation of Greater New Britain

Committee Review
This was not reviewed by any subcommittee.
Board Memorandum
Submitted by Dr. Vincent Walsh (Partnerships) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Acceptance of Donation

Background and Purpose/Rationale (Alignment to District Strategic Plan)
Strengthens NBHS students’ interest and skill in reading by introducing students to high interest reading materials that promote fluency, comprehension, and critical thinking skills.

Financial Information
The total is $1500.00 and the funding source is Travelers Insurance Company

Committee Review
This was not reviewed by any subcommittee.
Dear Members of the Board of Education:

My experience over many years in the classroom has convinced me that the key to raising SAT scores is to get students to read more; and the key to getting inner-city students to read more entails stimulating their interest in reading by beginning with texts that they can relate to their own lived experience. I refer to such reading materials as “high interest texts.” Here is a concrete example of what I mean: I taught a reading course back in the late 1980s when Title I funding first became available. Our English Department Supervisor back then informed all English faculty in the district that we were free to create our own curricula for this reading course, which he regarded as experimental. I selected books by Dick Gregory, Claude Brown, Richard Wright, Piri Thomas, Luis Rodriguez, along with short stories by Langston Hughes; then my students, most of whom entered ninth grade reading on a first grade level, took turns in class every day reading a few paragraphs aloud from these texts. I had no difficulty motivating them to do this because they found these books not only interesting, but fascinating. I would stop them from time to time to decode a word a student had mispronounced, or to point out vocabulary in context, or to generate discussion about the main idea and underlying meaning. But the vast majority of class each day consisted simply of students taking turns reading aloud. We pre-tested students in early September, using the Gates-MacGinitie assessment, and post-tested them in the middle of May; at the end of the first year, my students showed an impressive growth of 5.8 grade levels in their reading ability. This improvement occurred over a period of just ten months. At the end of the second year that I taught this course, with twice as many students participating, students’ average growth in reading ability was 3.9 grade levels; I believe this average score might have been even higher if I had been able to monitor the post-test, which I do not believe was properly supervised by the homeroom teachers who were given that responsibility.

When I began full-time teaching at NBHS in the Freshman Academy in the fall of 2015, I brought many books from my library at home to serve as a classroom library at school, including works by the authors listed above, along with biographies of famous athletes like Muhammed Ali, Michael Jordan, Magic Johnson, Larry Byrd, and Bill Russell. These books proved extremely popular; one boy took a memoir home by a former street gang member that was over 400 pages long and read it in a single weekend. Since I was more focused on lending books out than preoccupied with keeping track of who had what, my classroom library was pretty much empty by June. So in the fall of 2016, I spent @$500 of my own money to buy more high interest books for the classroom library, along with several hundred additional dollars for books for my AP students. Altogether, I had spent @$1600 by mid-year, and realized that I could not possibly keep this up. So I began looking for other sources of funding.
Just a few weeks ago, I met with Hansford Johnson from Travelers Insurance Company here in New Britain; I explained the need for high interest reading materials to motivate and engage our NBHS students, and he kindly offered me a donation of $1500.00 to begin purchasing used paperback copies of such books for our students. I spoke with Damon Pearce about this generous donation offer, and he encouraged me to meet with Laurice Sehl and Jennifer Cipola, the reading specialists here at the high school. During the course of our recent discussions, Laurice, Jennifer, and I have come up with a research-based proposal for a reading intervention program for all students at NBHS in grades 9 through 12 who require such support. My intention is to use the money donated by Travelers to purchase books that will be placed in the reading resource room in the Media Center rather than in my classroom; that way all the students at NBHS will have access to these high interest materials, which they can sign out just like other books in the Media Center. Our hope for this program is twofold: first, it will offer reading remediation and support for students who need it; second, it will promote and increase interest in reading among all our students in the high school, which we believe will, in turn, improve students' interest in and ability to work well with the reading assignments in all of their classes.

I would greatly appreciate the approval of the Board of Education for accepting this generous donation from Travelers, and for this innovative reading program, which we firmly believe will promote reading fluency and critical thinking skills, and encourage the growth of an academic success mindset among all the students in our high school.

Thank you for your consideration.

Sincerely,

Vincent Walsh, Ph.D.
NBHS English Department
Board Memorandum
Submitted by Kevin Andersen (Partnerships) for approval at the Regular Board Meeting on February 4, 2019

**Type of Memorandum**
Grant Approval

**Background and Purpose/Rationale (Alignment to District Strategic Plan)**
Accept a $2,000 Grant from Liberty Bank Foundation for New Britain Adult Education, "...for the purpose of providing scholarships to 2019 graduate of New Britain Adult Education who plan to continue their education at an institution of higher education."

**Financial Information**
The total is $2,000 and the funding source is Liberty Bank Foundation

**Committee Review**
This was not reviewed by any subcommittee.
GRANT ACCEPTANCE FORM

Name of Organization: New Britain Adult Education
Address: 183 Steele Street
          New Britain, CT 06052
Total Amount of Grant: $2,000.00
Date Grant Approved: 1/16/2019
Purpose of Grant: To support scholarships for low/moderate-income adult education graduates who are continuing their education

Terms of Grant:
Under United States law, grant funds from the Liberty Bank Foundation may be expended only for educational, health, social services, or other charitable purposes. This grant is made only for the purpose stated above and it is understood that these grant funds will be used for that purpose. It is also understood that no substantial variances will be made from that purpose without the Foundation’s prior approval in writing. Any grant funds not expended or committed for the purposes of the grant, or within the period stated earlier, will be returned to the Foundation.

This grant is awarded for the purpose of providing scholarships to 2019 graduates of New Britain Adult Education who plan to continue their education at an institution of higher education. Funds may be used for tuition, books, room and board, or for expenses such as child care or transportation that might pose barriers to non-traditional students. The funds may be awarded to as many as four students, with the minimum scholarship to any individual student being $500. Recipient students must be of low or moderate income and have financial need.

A written report signed by an appropriate officer of your organization must be furnished to the program officer of the Foundation by 4/1/2020. This report should contain the following information for each student receiving a scholarship: name, town of residence, name of the institution of higher education the student plans to attend (if known), and course of study (if known.)

In the application of its resources to serve the public interest, the Foundation gives high priority to the realization of equality of opportunity for all members of society. Accordingly, it is the Foundation’s expectation that in carrying out this grant, your organization will take appropriate affirmative action steps with respect to women and disadvantaged minorities.

The Foundation may monitor and conduct a review of operations under this grant, which may include a visit from Foundation personnel to observe your program, discuss the program and finances with your personnel, and review financial and other records and materials connected with the activities financed by the grant.

The Foundation will include information on this grant in its periodic public reports. The Foundation may also refer to the grant in a press release, in which case a copy would be provided to you in advance. If you wish to make your own press announcement, please consult with the Foundation program associate.

If this form correctly sets forth your understanding of the terms of this grant, please indicate your organization’s agreement to these terms by having the form signed by an appropriate officer of your organization and returned to the program associate of the Foundation via email at jbrosnan@liberty-bank.com. It is also understood that, by signing this form, your organization confirms that there has been no change in its qualification as an organization exempt from income taxation pursuant to Section 501(c)(3) of the Internal Revenue Service Code or its classification as not a private foundation. If any change occurs, please notify the Foundation program associate.

By signing below, you certify that this grant is a charitable contribution and that neither Liberty Bank nor the Liberty Bank Foundation received any goods or services in return for it.

On behalf of the Liberty Bank Foundation, we wish you every success in this endeavor.

ACCEPTED AND AGREED:

_____________________________________  ____________________________
Signature       Title

______________________________________ ________________________________
Name       Date
Board Memorandum
Submitted by Leona Clerkin (Partnerships) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Acceptance of Donation

Background and Purpose/Rationale (Alignment to District Strategic Plan)

The Community Foundation has created an Art enrichment fund to support art enrichment for New Britain School students. The Mariachi Mexico Antiguo LLC performed at seven New Britain schools last spring at a discounted rate to provide access to the traditional Mariachi music of Mexico.

Financial Information

The total is $2,100.00 and the funding source is Community Foundation of Greater New Britain

Committee Review

This was was not reviewed by any subcommittee.
Board Memorandum
Submitted by Susan Girolomoni (Partnerships) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Acceptance of Donation

Background and Purpose/Rationale (Alignment to District Strategic Plan)
This is a Donors Choose donation from the Dalio Foundation for a primary, high school, and art teacher

Financial Information
The total is $2,500 and the funding source is Donors Choose

Committee Review
This was was not reviewed by any subcommittee.
Board Memorandum
Submitted by Amanda Vibert (Partnerships) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Acceptance of Donation

Background and Purpose/Rationale (Alignment to District Strategic Plan)
My partner, Chris Laudano, and I created a DonorsChoose project to obtain materials that we could incorporate into our middle school Information Technology class during our unit on coding. Materials include 2 classroom sets of Microbits (tiny programmable computers), headphones for coding activities requiring sound, and books with coding projects/activities.

Financial Information
The total is $2564 (total cost of requested items) and the funding source is Donors Choose

Committee Review
This was not reviewed by any subcommittee.
Board Memorandum
Submitted by Leona Clerkin (Academics) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Acceptance of Donation

Background and Purpose/Rationale (Alignment to District Strategic Plan)
This donation is made by Lisa Amodio in memory of her father John Pescosolido. This grant is earmarked to purchase cultural arts books for 3rd grade classrooms at Gaffney and 7th grade classrooms at Pulaski Middle School.

Financial Information
The total is $3,448.00 and the funding source is The Community Foundation of Greater New Britain

Committee Review
This was not reviewed by any subcommittee.

Comm Foundation Letter - Jean Filip.pdf
January 28, 2019

Ms. Leona Clerkin
Coordinator of Fine Arts, Gifted & Talented
Consolidated School District of New Britain
P.O. Box 1960
New Britain, CT 06050-1960

Dear Ms. Clerkin,

We are pleased to inform you that you will receive a check in the amount of $3,448.00, payable to the Consolidated School District of New Britain. This grant is made at the suggestion of Lisa Amodio in memory of her father, John Pescosolido. This grant is earmarked to purchase reading and cultural arts books for 3rd grade classrooms at Gaffney Elementary School and grade 7 classrooms at Pulaski Middle School.

**Before we can send the check we must have this letter signed and returned.**

Acknowledgment of this grant may be made to Lisa Amodio:

Lisa Amodio
500 Shuttle Meadow Avenue
New Britain, CT 06052

Sincere best wishes,

Kaylah Smith
Program Associate & Assistant Director of Development

As a reminder, the donor received a federal charitable tax deduction at the time that the gift was made to the Foundation. This grant does not represent a current deduction for the donor. In your acknowledgment, please make no indication of a tax deduction, as this would be duplication. Further, this grant cannot legally qualify for any benefits or other services to the donor who suggested it. **The donor is ineligible to accept tickets to events, meals, or any other personal benefit in exchange for this grant recommendation.**

Please sign and return a copy of this letter, indicating your agreement to the terms of the grant described above.

(authorized signer for the grantee organization)
Board Memorandum
Submitted by Raymond L. Moore (Partnerships) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Grant Approval

Background and Purpose/Rationale (Alignment to District Strategic Plan)
Smith Elementary School was recently awarded funds through the 2017-2019 Low Performing Schools grant program. The funds will be used to replace all classroom furniture from Kindergarten thru Grade 5 including teacher set-ups, student desks, tables and chairs including kidney tables, bookcases and file cabinets. The Connecticut State Turnaround Office strongly encourages school districts to use state contracts when available. This furniture will be purchased through Insalco Corporation using State Contracts 15PSX0041 and 16PSX0190.

Financial Information
The total is $190,000.00 and the funding source is 2017-2019 Low Performing Schools Grant

Committee Review
This was was not reviewed by any subcommittee.

11-30-18 Insalco Quote 2018-11572 - Gayle West.pdf
Propose To: CONSOLIDATED SCHOOL DIST -A  
272 MAIN ST  
P O BOX 1960  
NEW BRITAIN, CT 06050-1960  

Installation Location: Smith Elementary  
142 Rutherford Street  
New Britain, CT 06051  

Attention: Gayle West  
860-827-2287 (phone)  
860-827-2214 (fax)  
west@csdnb.org  

## Smith School Tripod Desks

### Customer PO:  
Teachers Desk, Task Chair, Bookcase & File:

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|          | GROMMET : GROMMET, CENTER (G1C)  
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<td>M2 Platinum</td>
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Intellect Activity Table, Rectangular, Color Frame, 30x60", 22"-32" Height

Item Finishes & Options:
- Champagne Metallic : Champagne Metallic (/CM)
- Warm Grey edge : Warm Grey edge (/EWG)
- KI Laminates : KI Laminates (Standard)
- TITANIUM EVOLVE 4810-60 : TITANIUM EVOLVE 4810-60 (/LTV)

List Discount: 46%

### Line: 7

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Intellect Wave 4-Leg Chair, Medium

Tag1: Chairs for Children at Rectangle Tables

Item Finishes & Options:
- Nylon glides : Nylon glides (/NG)
- Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) : Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) (/CTN)
- Champagne Metallic : Champagne Metallic (/CM)
- No Fire Retardant : No Fire Retardant (/NFR)
- Purple Haze : Purple Haze (/PPH)
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Grades K-1........................................................................................................ ............$30,581.28

### Grade 2

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Tag1: Chairs for Desks

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| Champagne Metallic: Champagne Metallic (/CM) |     |           |           |          |
| No Fire Retardant: No Fire Retardant (/NFR) |     |           |           |          |
| Purple Haze: Purple Haze (/PPH) |     |           |           |          |
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<td>List Discount: 46%</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Line: 19 E4872K/A NS</td>
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<td>12</td>
<td>$612.00</td>
<td>$330.48</td>
<td>$3,965.76</td>
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<tr>
<td></td>
<td>Intellect Activity Table, Kidney Shape, Color Frame, 48x72&quot;.22&quot;-32&quot; Height</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Item Finishes &amp; Options:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Champagne Metallic: Champagne Metallic</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Item No.</td>
<td>Item Description</td>
<td>Qty</td>
<td>Item List</td>
<td>Item Sell</td>
<td>Ext Sell</td>
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</tr>
<tr>
<td>IW418</td>
<td>(CM) Warm Grey edge : Warm Grey edge (EWG) KI Laminates : KI Laminates (Standard) TITANIUM EVOLVE 4810-60 : TITANIUM EVOLVE 4810-60 (LTV)</td>
<td>60</td>
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<td>$61.02</td>
<td>$3,661.20</td>
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<tr>
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<td>KRUEGER INTERNATIONAL - Classroom Furniture (Delivered) Intellect Wave 4-Leg Chair, Large Tag1: Student Chairs for Kidney Tables Item Finishes &amp; Options: Nylon glides : Nylon glides (NG) Racked : Racked (RCK) Champagne Metallic : Champagne Metallic (CM) No Fire Retardant : No Fire Retardant (NFR) Purple Haze : Purple Haze (PPH)</td>
<td>60</td>
<td>$113.00</td>
<td>$61.02</td>
<td>$3,661.20</td>
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<td>Line: 21 JOY CARPETS INC - Furniture Sales Blocks Abound 7’ 8” x 10’ 9”Rectangle 30 Spaces Primary colors List Discount: 100%</td>
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<td>$0.00</td>
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<td>KRUEGER INTERNATIONAL - Classroom Furniture (Delivered) Intellect Wave 4-Leg Chair, Large Tag1: Teacher Chairs for Kidney Tables Item Finishes &amp; Options: Nylon glides : Nylon glides (NG) Racked : Racked (RCK) Champagne Metallic : Champagne Metallic (CM)</td>
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<td>$61.02</td>
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<tr>
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<td>Item Sell</td>
<td>Ext Sell</td>
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<tr>
<td></td>
<td>(/CM) No Fire Retardant : No Fire Retardant (/NFR) Purple Haze : Purple Haze (/PPH)</td>
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<td></td>
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<tr>
<td>Line: 23</td>
<td>KRUEGER INTERNATIONAL - Classroom Furniture (Delivered)</td>
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<td>$322.00</td>
<td>$173.88</td>
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<tr>
<td></td>
<td>Item Finishes &amp; Options: Champagne Metallic : Champagne Metallic (/CM) Warm Grey edge : Warm Grey edge (/EWG) KI Laminates : KI Laminates (Standard) TITANIUM EVOLVE 4810-60 : TITANIUM EVOLVE 4810-60 (/LTV)</td>
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<tr>
<td></td>
<td>List Discount: 46%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 3-5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$95,563.44</td>
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<table>
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<th>Item No.</th>
<th>Item Description</th>
<th>Qty</th>
<th>Item List</th>
<th>Item Sell</th>
<th>Ext Sell</th>
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<tbody>
<tr>
<td>Line: 24</td>
<td>INSALCO CORPORATION - Contract Information</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Freestanding Office, Lounge, Dormitory and Residential Furniture</td>
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<td></td>
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<td></td>
<td>List Discount: 100%</td>
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<td></td>
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<td></td>
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<tr>
<td>Line: 25</td>
<td>INSALCO CORPORATION - Contract Information</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Classroom /School Furniture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Priced @ State Of Connecticut Contract Discount. Contract #16PSX0190 Sch &quot;C&quot; Discount = Delivered &amp; Installed.</td>
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</tbody>
</table>
Contract Duration: 04/01/2017-09/30/2022
List Discount: 100%

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Description</th>
<th>Qty</th>
<th>Item List</th>
<th>Item Sell</th>
<th>Ext Sell</th>
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</thead>
<tbody>
<tr>
<td>Line: 26 SBE</td>
<td>INSALCO CORPORATION - Contract Information</td>
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<tr>
<td></td>
<td>Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.</td>
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<tr>
<td></td>
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<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</tbody>
</table>

Misc Items: $0.00

Item Grouping Summary:
- Teachers Desk, Task Chair, Bookcase & File Totals: $40,491.60
- Grades K-1 Totals: $30,581.28
- Grade 2 Totals: $28,982.88
- Grade 3-5 Totals: $95,563.44
- Misc Items Totals: $0.00

Subtotal: $195,619.20
Total Amount: $195,619.20

Thank you for your business! Please accept this proposal by signing below.

Accepted by: ___________________________ Date: ___________
Board Memorandum
Submitted by Raymond L. Moore (Operations) for approval at the Regular Board Meeting on February 4, 2019

Type of Memorandum
Bid Waiver and Purchase Order

Background and Purpose/Rationale (Alignment to District Strategic Plan)
In the fall of 2018, a small group of concerned citizens from the Arch Street Area Neighborhood Revitalization Zone (NRZ) organization approached Northend Elementary School about building a playscape on the limited blacktop area at Northend.

With the full support of Northend's principal, Talisha Foy, the NRZ committee and school personnel have agreed to a layout provided by O'Brien & Sons located in West Hartford, CT. The equipment and installation costs will be provided through Connecticut DAS State Contract Pricing - #17PSX0081. It is expected that the play equipment will be installed in late June 2019.

Financial Information
The total is $86,975.50 and the funding source is Local funds 101093126000 - 57969

Committee Review
This was was not reviewed by any subcommittee.

12-7-18 Northend Playscape Quote $86,975.50 - Gayle West.docx, MEO18610 3D Full layout - Gayle West.jpg
We are pleased to offer our quotation on the following for the above subject job:

**CT DAS STATE CONTRACT PRICING / CONTRACT #17PSX0081**

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Play Equipment by Landscape Structures - #MEO18610 – 12/4/18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Play Equipment</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>#218915A Global Motion</td>
<td>$25,631 less 5%  $24,349.00</td>
</tr>
<tr>
<td>1</td>
<td>#186490A We-Sw.</td>
<td>$9,645 less 5%  $9,162.75</td>
</tr>
<tr>
<td>1</td>
<td>#184868A Ball Maze Panel.</td>
<td>$1,510 less 5%  $1,434.50</td>
</tr>
<tr>
<td>1</td>
<td>#184898A Color Splash Panel.</td>
<td>$3,060 less 5%  $2,907.00</td>
</tr>
<tr>
<td>1</td>
<td>#184890A Rock-n-Ring Panel.</td>
<td>$1,905 less 5%  $1,809.75</td>
</tr>
<tr>
<td>1</td>
<td>#184862A Tic-Tac-Toe Panel.</td>
<td>$1,640 less 5%  $1,558.00</td>
</tr>
<tr>
<td>1</td>
<td>#100042A Drop Shot.</td>
<td>$1,290 less 5%  $1,225.50</td>
</tr>
<tr>
<td></td>
<td>Safety Surfacing – Poured-in-Place Rubber Surfacing</td>
<td>$29,529.00</td>
</tr>
</tbody>
</table>

- Materials and installation of rubber only.
- Sub-base is by others.
- 1,107 total square feet.
- 4” thick system for 9” fall height.
- 50% black, 50% beige, speckled mix.
- Standard aromatic binder is included.
- If installation is included, please note the following: Prevailing wages are included. Installation is to take place over a prepared sub-base by others. Installation lead-time is to be determined and is weather dependent. Site security is the responsibility of the owner/contractor until the product is cured.
**PLEASE READ – IMPORTANT NOTES – PLEASE READ**

- Contractor/Customer is responsible for quantity, color, and product confirmation.
- Prices based on quantities listed. Any change to quantities may impact prices quoted.
- M.E. O’Brien & Sons is NOT responsible for plan take-offs. All quantities, square footages, thicknesses, etc. are the responsibility of the purchaser. Confirm and double check quantities quoted. It is the responsibility of the purchaser to approve/purchase items “per plan”.
- Prices are quoted for 2019, are firm for 30 days only and are subject to review thereafter.
- Prices are for materials only unless otherwise noted.
- Prices do NOT include sales tax.
- If installation is included, M.E. O’Brien & Sons is NOT responsible for buried underground hazards including, but not limited to: ledge, unsuitable bearing soils, unmarked utilities, boulders, construction debris and any other conditions beyond our control. Additional cost will be required to rectify these situations.
- Standard manufacturer’s design, colors, specifications, and construction apply.
- Retainage does not apply.
- Returns must be made within 30 calendar days of receipt of order. Customer is responsible for re-stocking fee plus shipping charges (to and from) for all returned items. Poured-in-Place surfacing is NOT returnable.
- Our terms are: to be arranged.
- Allow 4 to 6 weeks for delivery of materials after receipt of order and architectural approval if required. Installation to take place as soon as possible after receipt of materials and according to installer’s schedule; prevailing wage rates do not apply unless otherwise noted.

If we can be of further assistance, please do not hesitate to contact us. Thank you!
New Position Request

* Administrator: Sondra Sanford
* Administrator’s Title: District Coordinator of Partnership & Engagement

Requested Position Title: High School Welcome Center Facilitator

* Location for requested position: NBHS
* Is the position full-time or part-time? Full-time
* Is the position a 10 or 12 month position? 10 Month Position
* How many positions are you requesting? (i.e. 1 Position, 2 Positions, etc.) 1

Attach a copy of the Board Approved Job Description.
- Family Resources Center Site Coordinator.doc
- High School Welcome Center Facilitator.doc

Rationale for Requested Position.

On 6/1/18, the BOE approved this position to be filled by 2 part-time staff members. This position originated as part of the Commissioner’s Network and continues via the Commissioners and Alliance Grants. As of yet, we have not hired 2 staff members for this position. The original proposal at 20 hours week @ $16.00 was not competitive for this important position. We ask that we combine the two part-time positions into 1 FTE position. Salary and Benefits to align with Site Coordinators working with Family Engagement.

Use this field to provide additional comments regarding your request. This field may be left blank.

Funding Source

* Select the funding source: Grant
  If applicable, specify the grant:
* Estimated cost: $50,000
  * Is your request for the current fiscal year or the following? For this year

Administrator’s Signature:

Signed: Sondra Sanford

Generated at 2/1/2019 8:49:00 AM Central Page 1 of 2
# New Position Request Form

**Sent By:** Sanford  **Sent To:** Users: ADMINISTRATOR (HC), Shuana Tucker  **Sent On:** 12/17/2018 9:48am CT  **Not completed**

## Finance Review:
CFO reviews the information above and edits Funding Source section if needed.

* Review outcome: CFO reviewed request. Forwards to CTO.

CFO Comments:

CFO Signature:

Signed: **Kane**  
Stamped: 1/3/2019 5:28:22 PM; 72.10.98.18;

## Talent Office - Step 1: Cabinet

* Select One: Request forwarded to Supt secretary for placement on upcoming Cabinet agenda

**Cabinet Meeting Date:** 01/07/2019  
**Cabinet Meeting Outcome:** Cabinet approved placement of request on Personnel Committee agenda

## Talent Office - Step 2: Personnel

Personnel Committee meeting date:  
**Personnel Committee Meeting Outcome:** Request was not brought to Personnel Committee (add comment below)

## Talent Office - Step 3: Board Approval

**Board Meeting Date:**  
**Board Meeting Outcome:**  
**Talent Office Comments for Steps 1-3:** Per ST, place on 2/4/19 BOE agenda.
New Position Request Form

Sent By: Sanford  Sent To: Users: ADMINISTRATOR (HC), Shuana Tucker
Sent On: 12/4/2018 11:56am CT  Not completed

New Position Request

* Administrator:
  Sondra Sanford
* Administrator’s Title:
  Coordinator of Partnerships and Engagement
* Requested Position Title:
  Social Worker
* Location for requested position:
  NBHS
* Is the position full-time or part-time?
  Full-time
* Is the position a 10 or 12 month position?
  12 Month Position
* How many positions are you requesting? (i.e. 1 Position, 2 Positions, etc.)
  1

Attach a copy of the Board Approved Job Description.
   SPPT_12042018131632.pdf

Rationale for Requested Position.

One of the requirements of the SPPT grant is to hire a .5 social worker dedicated to providing support and resources for our Parent and Pregnant Teens. Attached is a sample of the program management plan and the sppt position. **Per Sondra Sanford this request has changed to a full-time position - HC 1/18/19**

Use this field to provide additional comments regarding your request. This field may be left blank.

Funding Source

* Select the funding source:
  Grant
* If applicable, specify the grant:
  SPPT
* Estimated cost:
  $100,000
* Is your request for the current fiscal year or the following?
  For this year

Administrator’s Signature:

X  Signed: Sondra Sanford

Stamped: 12/4/2018 12:20:13 PM; 72.10.98.30; User - Sanford - SanfordS@csdnb.org;

Finance Review:

CFO reviews the information above and edits Funding Source section if needed.
* Review outcome:
  CFO reviewed request. Forwards to CTO.

CFO Comments:
# New Position Request Form

**Sent By:** Sanford  
**Sent To:** ADMINISTRATOR (HC), Shuana Tucker  
**Sent On:** 12/4/2018 11:56am CT  
**Not completed**

| CFO Signature: | **X** Signed: **Kane**  
| Stamped: 1/3/2019 5:27:45 PM; 72.10.98.18; |

## Talent Office - Step 1: Cabinet

- **Select One:**

  - **Cabinet Meeting Date:**  
    - 01/07/2019
  - **Cabinet Meeting Outcome:**  
    - Cabinet approved placement of request on Personnel Committee agenda

## Talent Office - Step 2: Personnel

- **Personnel Committee meeting date:**
  - Request was not brought to Personnel Committee (add comment below)

## Talent Office - Step 3: Board Approval

- **Board Meeting Date:**  
  - 02/04/2019
- **Board Meeting Outcome:**
  - Per ST, place on 2/4/19 BOE agenda.

Talent Office Comments for Steps 1-3:

- Per ST, place on 2/4/19 BOE agenda.
New Position Request

* Administrator:
  Danielle Singleton
* Administrator’s Title:
  Coordinator of Special Education
* Requested Position Title:
  Paraeducator
* Location for requested position:
  Districtwide
* Is the position full-time or part-time?
  Full-time
* Is the position a 10 or 12 month position?
  10 Month Position
* How many positions are you requesting? (i.e. 1 Position, 2 Positions, etc.)
  1

Attach a copy of the Board Approved Job Description.
Paraeducator- Instructional Monolingual-Bilingual.pdf

Rationale for Requested Position.
Per PPT decision, a Kindergarten student at Holmes Elementary School requires full time paraeducator support over the course of his day. Adult support was substantiated through evaluation results that included a School Function Assessment.

Use this field to provide additional comments regarding your request. This field may be left blank.
Mark Spalding has been made aware of the need noted above and is also aware that this position request is being submitted.

Funding Source

* Select the funding source:
  Local Budget
* Estimated cost:
  46,000
* Is your request for the current fiscal year or the following?
  For this year

Administrator’s Signature:
Signed: Danielle Singleton
Stamped: 1/24/2019 4:57:25 PM; 72.10.98.18; User - Singleton - Singleton@csdnb.org;

Finance Review:
CFO reviews the information above and edits Funding Source section if needed.

* Review outcome:
  CFO reviewed request. Forwards to CTO.

CFO Comments:

CFO Signature:
Signed: Kane
Stamped: 1/28/2019 2:49:52 PM; 72.10.98.18;
### Talent Office - Step 1: Cabinet

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<thead>
<tr>
<th>* Select One:</th>
<th>Request forwarded to Supt secretary for placement on upcoming Cabinet agenda</th>
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</thead>
<tbody>
<tr>
<td>Cabinet Meeting Date:</td>
<td>02/04/2019</td>
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<tr>
<td>* Cabinet Meeting Outcome:</td>
<td>Cabinet approved placement of request on Personnel Committee agenda</td>
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### Talent Office - Step 2: Personnel

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<th>Personnel Committee meeting date:</th>
<th>Request was not brought to Personnel Committee (add comment below)</th>
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<tbody>
<tr>
<td>* Personnel Committee Meeting Outcome:</td>
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### Talent Office - Step 3: Board Approval

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<tr>
<td>* Board Meeting Outcome:</td>
<td>Per ST, place on 2/4/19 BOE agenda</td>
</tr>
<tr>
<td>Talent Office Comments for Steps 1-3:</td>
<td></td>
</tr>
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</table>
High School Welcome Center Facilitator

POSITION SPECIFICATIONS

REPORTS TO
New Britain High School Principal.

PRIMARY FUNCTION
- Under the supervision of the High School Principal, facilitates the day-to-day operations of the High School Welcome Center.
- Serves as a liaison to families in navigating the resources available to them within the High School, district and community.
- Develops and implements systematic community engagement strategies, events and programming that are responsive to the needs of students and families in order to improve learning experiences and educational outcomes for all high school students.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE
Connecticut Motor Vehicle Operator’s License or ability to provide own transportation.

EDUCATION
An Associate’s Degree or higher in childhood education, social services or a related field.

EXPERIENCE
A minimum of 1 year experience working directly with students and families in a similar role.

SKILLS, KNOWLEDGE & ABILITIES
- Knowledge of adolescent development and family relations.
- Knowledge of community resources to meet families’ needs.
- Ability to effectively communicate, both orally and in writing, with students, parents, staff members, and community resources.
- Ability to establish rapport with students and families of diverse cultural and economic backgrounds.
- Ability to maintain appropriate professional relationships.
- Adheres to standards of confidentiality.
- Ability to manage time and resources effectively.
- Ability to collaborate with High School staff and community stakeholders.
- Ability to use the computer for information, data entry and word processing.
- Ability to perform general clerical work.
- Strong customer service skills.

ESSENTIAL PERFORMANCE RESPONSIBILITIES
- Educates parents on utilizing the strategies adopted from Everyday Democracy.
- Plans and facilitates group informational sessions for families to learn about opportunities available to students during and post high school.
- Assesses the needs of families and directs them to the appropriate community resources available.
- Develops a referral procedure for community agencies.
- Actively seeks out new community resources for students and families.
- Engages disengaged families to become active members of the school community.
- Develops a "year at a glance" engagement calendar that meets the needs of New Britain families.
- Participates in all Welcome Center activities and events.
- Work with community partners to develop a shared vision regarding family engagement.
- Develops, maintains and distributes Welcome Center brochures and other informational material; updates materials as needed.
- Maintains a welcoming atmosphere for students, families and community stakeholders.
- Greets and assists all visitors of the Welcome Center.
- Participates in staff meetings and contributes to other staff efforts.
- Communicates regularly with Principal.
- Attends trainings as directed by supervisor.

**ADDITIONAL DUTIES**

- Maintain all documentation and records as required by the program.
- Perform related tasks as assigned by the NBHS Principal and Partnership Office.

**EQUIPMENT**

Uses personal computer, printer and other standard office equipment.

**TRAVEL REQUIREMENTS**

Frequent travel between schools.

**TERMS OF EMPLOYMENT**

<table>
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<th>SALARY &amp; BENEFITS</th>
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<tbody>
<tr>
<td>Pay rate is $16.00 per hour, no benefits.</td>
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<tr>
<td>Pay rate is $24.04 per hour (2017-2018).</td>
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<tr>
<td>Benefits are aligned with Local 818.</td>
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<table>
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<tr>
<th>WORK SCHEDULE</th>
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<tbody>
<tr>
<td>10 month position, 25 hours per week.</td>
</tr>
<tr>
<td>The work schedule is flexible to meet the needs of the program and the families served.</td>
</tr>
<tr>
<td>Some evenings and Saturdays required.</td>
</tr>
<tr>
<td>Work year includes week after students leave school and 1 week prior to beginning of school year.</td>
</tr>
<tr>
<td>The work schedule is flexible to meet the needs of the program and the families served.</td>
</tr>
<tr>
<td>Some evenings and Saturdays required.</td>
</tr>
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<table>
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<th>UNION AFFILIATION</th>
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<td>Not applicable.</td>
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<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funded (Commissioner’s Network, and Alliance).</td>
</tr>
</tbody>
</table>

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.
Board Policy Statement
5144.1 - Use of Physical Force | Physical Restraint/Seclusion/Exclusionary Time Out

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

Definitions

**Life-threatening physical restraint** means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

**Psychopharmacologic agent** means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

**Physical restraint** means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury or an exclusionary timeout.

**School employee** means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board of Education or working in a public elementary, middle or high school; or any other...
individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the board of education.

**Seclusion** means the involuntary confinement of a student in a room, from which the student is physically prevented from leaving. Seclusion does not include an exclusionary time out.

**Student** means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

**Exclusionary time out** means a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior.

**Conditions Pertaining to the Use of Physical Restraint and/or Seclusion**

A. School employees shall not use a life-threatening physical restraint on a student under any circumstance.

B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

C. No student shall be placed in seclusion unless:

   a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.

   b. Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.

   c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.

   d. Seclusion shall not be utilized as a planned intervention in a student's behavioral intervention plan, individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time.
D. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with Section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.

E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:

a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
   i. Conducting or revising a behavioral assessment of the student;
   ii. Creating or revising any applicable behavioral intervention plan; and
   iii. Determining whether such student may require special education.

b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.

F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.

G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion.

H. The Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:

a. Record each instance of the use of physical restraint or seclusion on a student;
   b. Specify whether the use of seclusion was in accordance with an individualized education program;
   c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
   d. Include such information in an annual compilation on its use of such restraint and seclusion on students.

I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.

J. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:
a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and

b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.

K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Required Training and Prevention Training Plan
Training shall be provided by the Board to the members of the crisis intervention team for each school in the district. The Board may provide such training to any teacher, administrator, school professional or other school employee, designated by the school principal and who has direct contact with students regarding physical restraint and seclusion of students. Such training shall be provided each school year and shall include, but not be limited to:

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students and the proper uses of physical restraint and seclusion. (Such overview is to be annually, in a manner and form as prescribed by the Commissioner of Education.)

2. The creation of a plan by which the Board will provide training regarding the prevention of incidents requiring physical restraint or seclusion of students.

Such plan is to be reviewed annually.

3. The Board will create a plan requiring training regarding the proper means of physical restraint or seclusion of a student, including, but not limited to:

   a. Verbal defusing and de-escalation;

   b. Prevention strategies;

   c. Various types of physical restraint and seclusion;

   d. The differences between life-threatening physical restraint and other varying levels of physical restraint;

   e. The differences between permissible physical restraint and pain compliance techniques; and

   f. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.

   g. Recording and reporting procedures on the use of physical restraint and seclusion.
Crisis Intervention Teams
The Board requires each school in the District to identify a crisis intervention team. Such team shall consist of any teacher, administrator, school professional or other school employee designated by the school principal and who has direct contact with student and trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others. Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis. The Board shall maintain a list of the members of the crisis intervention team for each student.

The Board shall establish this portion of this policy regarding the use of an exclusionary time out, as defined in this policy. This policy regarding exclusionary time outs includes, but need not be limited to, the following requirements:

1. Exclusionary time outs are not to be used as a form of discipline;

2. at least one school employee remain with the student, or be immediately available to the student such that the student and school employee are able to communicate verbally, throughout the exclusionary time out;

3. The space used for an exclusionary time out is clean, safe, sanitary and appropriate for the purpose of calming such student or deescalating such student's behavior;

4. The exclusionary time out period terminate as soon as possible; and

5. if such student is a child requiring special education, as defined in C.G.S. 10-76a, or a child being evaluated for special education, pursuant to C.G.S. 10-76d, and awaiting a determination, and the interventions or strategies are unsuccessful in addressing such student's problematic behavior, such student's planning and placement team shall convene as soon as is practicable to determine alternative interventions or strategies.

Dissemination of Policy
This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.