



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### New Britain Board of Education Regular Meeting

March 4, 2019 - 6:00 PM | New Britain High School

#### 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 6:06 PM.

##### Board Members Present

Ms. Catherine Cheney, Mr. Merrill Gay, Mr. Nicholas Mercier, Ms. Yvonne Muniz, Ms. Nancy Rodriguez, Ms. Nicole Rodriguez, Mr. James Sanders Jr., Ms. Gayle Sanders-Connolly, Dr. Violet Jiménez Sims

##### Board Members Absent

Ms. Annie Parker

#### Public Participation

##### Lindsay Figueroa and Kathleen Ortiz

Ms. Figueroa and Ms. Ortiz heard some discussion about HALS Academy closing. She wanted to let the Board know how important it is for New Britain students and would like the Board to consider everything before making a final decision.

#### Reports

The Superintendent's Report is attached.

#### Old Business

##### **Policy: Approve new policy - 5144.1 - Use of Physical Force | Physical Restraint/Seclusion/Exclusionary Time Out**

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

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.

*Mr. Mercier motioned to approve Policy - 5144.1 - Use of Physical Force | Physical Restraint/Seclusion/Exclusionary Time Out, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

#### 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

## **Operations: Approve revised meeting schedule for the New Britain Board of Education**

Submitted by Ms. Nicole Rodriguez | No subcommittee review | Page 12

A revised calendar was submitted for approval. This moves the Finance and Personnel subcommittees to the last week of each month instead of the second week of each month.

*Mr. Mercier motioned to approve the revised calendar, seconded by Dr. Sims. Motion carried unanimously.*

## **Consent Agenda**

### **Operations: Approve minutes from the Regular and Special Board of Education Meetings on February 4, 2019**

Submitted by Mr. Matthew Cannata | No subcommittee review

### **Operations: Accept Enrollment Report**

Submitted by Mr. Jeff Prokop | No subcommittee review

### **Operations: Approve purchase order for Destiny Library Management and Destiny Resource Manager (\$26,3970.70)**

Submitted by Mr. Jeff Prokop | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Local

This quote is the renewal for both Destiny Library Management as well as Destiny Resource Manager. These systems are used in all of our libraries in the district (for Destiny/Follett) and used in all schools for the resource manager. (Used for text books and other resources). The total is \$26,390.70 and the funding source is Local MIS Software Budget Software and Coding 101092110000-53510.

### **Operations: Approve purchase order for two chromebook carts at Gaffney Elementary School (\$19,102.00)**

Submitted by Mr. Jeff Prokop | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Local

This is a quote for two additional chromebook carts for Gaffney as their carts are amongst the oldest in the district. The quote is based off the bid process that from the last large cart purchase. The total is \$19,102.00 and the funding source is Local MIS Budget Instructional Supplies 101092125800-56110.

### **Operations: Approve purchase order for one chromebook cart at Jefferson Elementary School (\$9,551.00)**

Submitted by Mr. Jeff Prokop | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Local

This is a quote for one additional chromebook cart for Jefferson as their carts are amongst the oldest in the district. The quote is based off the bid process that from the last large cart purchase. The total is \$9,551.00 and the funding source is Local MIS Budget - New Equipment 101092125800-57346.

### **Operations: Approve purchase order for one chromebook cart at Jefferson Elementary School (\$9,551.00)**

Submitted by Ms. Johanna Robles | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Local

As the enrollment of Jefferson increases, I find the need to purchase another chromecart to provide more students access to technology. My hope is to eventually have a chromebook for every student at Jefferson in the near future. Student needs a few basic things to get the most an education has to offer and a Chromebook is a great way to fulfill those basics.

Chromebooks are an important tool for our students as we commit in educating the future worker. We have the responsibility of shaping the next generation through their formative years and beyond. It's important that the right tools be provided so they can learn about the world around them and what they can do when they are pushed into it. In closing, Chromebooks provide a gateway to student needs in order to learn and teacher needs to guide them.

The total is \$49,551 and the funding comes from the Jefferson PTA donation and the local school budget - JES Instructional Supplies 10100071000156110

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**Operations: Approve purchase order for one chromebook cart at Vance Elementary School (\$9,551.00)**

Submitted by Mr. Jeff Prokop | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Local

This is a quote for one additional chromebook cart for Vance as their carts are amongst the oldest in the district. The quote is based off the bid process that from the last large cart purchase. The total is \$9,551.00 and the funding source is Local MIS Budget - New Equipment 101092125800-57346.

**Operations: Approve finance report - January 31, 2019**

Submitted by Mr. Kevin Kane | Reviewed by the Finance Subcommittee on February 25, 2019

**Personnel: Approve personnel transactions and extracurricular appointments**

Submitted by Dr. Shuana Tucker | No subcommittee review

**Academics: Approve bid waiver and purchase order for equipment for the Global Business Marketing and Principles of IT and Entrepreneurship courses at New Britain High School (\$26,188.16)**

Submitted by Ms. Ryan Langer | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Perkins

CSDNB has received the Carl D. Perkins secondary basic grant for the 2018-2019 school year. This competitive grant is for the improvement of secondary career and technical education programming. The purpose is to develop more fully the academic, career, and technical skills of secondary students who elect to enroll in career and technical education programs.

Throughout the application process, Sondra Sanford, Coordinator of Partnership and Engagement, and Ryan Langer, Partnership Project Manager and Perkins Grant Coordinator, collaborated with Director of Career and Technical Education at the CT State Department of Education to establish a detailed budget connected to CSDNB's Perkins Continuous Improvement Plan which is aligned to several Career Tech. Ed pathways.

This board memo is for an equipment line item previously approved by SDE to support the Global Business Marketing and Principles of It and Entrepreneurship courses. The Dell order is for 32 Dell Latitude 5590 laptops at \$818.38 each. The total cost is \$26,188.16. These machines will create an opportunity for students to prepare for work based learning through real-time in class hands on application of skills. Dell was approved as a vendor for this project by SDE. This item has been approved for purchase through the Perkins Grant by SDE but requires additional BOE approval to move forward.

The total is \$26,188.16 and the funding source is Perkins Grant.

**Academics: Approve bid waiver and purchase order for equipment for Technology and Marketing Education pathway at New Britain High School (\$50,094.00)**

Submitted by Ms. Ryan Langer | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Perkins

CSDNB has received the Carl D. Perkins secondary basic grant for the 2018-2019 school year. This competitive grant is for the improvement of secondary career and technical education programming. The purpose is to develop more fully the academic, career, and technical skills of secondary students who elect to enroll in career and technical education programs.

Throughout the application process, Sondra Sanford, Coordinator of Partnership and Engagement, and Ryan Langer, Partnership Project Manager and Perkins Grant Coordinator, collaborated with Director of Career and Technical Education at the CT State Department of Education to establish a detailed budget connected to CSDNB's Perkins Continuous Improvement Plan which is aligned to several Career Tech. Ed pathways.

This board memo is for an equipment line items previously approved by SDE to support the Technology and Marketing Education pathway, specifically the graphic arts, graphic communication and marketing courses.

The Apple Inc. order is for 33 Apple iMacs at \$1,399.00 each for a cost of \$46,167.00. The order also includes AppleCare for all 33 devices at \$119.00 each for a cost of \$3,927.00. The total cost of the order is \$50,094.00. These computers will create an opportunity for students to prepare for work based learning through real-time in class hands on application of skills. Apple Inc.

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was approved as a vendor for this project by SDE. This item has been approved for purchase through the Perkins Grant by SDE but requires additional BOE approval to move forward.

The total is \$50,094.00 and the funding source is Perkins Grant.

**Academics: Approve bid waiver and purchase order for Vidmar 5 Drawer Modular Storage Cabinet to secure equipment for Manufacturing Pathway at New Britain High School (\$21,000)**

Submitted by Ms. Ryan Langer | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Perkins

CSDNB has received the Carl D. Perkins secondary basic grant for the 2018-2019 school year. This competitive grant is for the improvement of secondary career and technical education programming. The purpose is to develop more fully the academic, career, and technical skills of secondary students who elect to enroll in career and technical education programs.

Throughout the application process, Sondra Sanford, Coordinator of Partnership and Engagement, and Ryan Langer, Partnership Project Manager and Perkins Grant Coordinator, collaborated with Director of Career and Technical Education at the CT State Department of Education to establish a detailed budget connected to CSDNB's Perkins Continuous Improvement Plan which is aligned to several Career Tech. Ed pathways.

This board memo is for an equipment line item previously approved by SDE for the manufacturing pathway. The Vidmar 5 Drawer Modular Storage Cabinets are needed to safely store the other equipment needed for the Manufacturing pathway. They are lockable and will ensure long term sustainability of the program. Anderson Machinery was approved as a vendor for this project and the items needed cabinets are a specific size and shape made by Anderson. This order is for 10 cabinets at \$2,100 apiece. The total cost is \$21,000. This item has been approved for purchase through the Perkins Grant by SDE but requires additional BOE approval to move forward.

The total is \$21,000 and the funding source is Perkins Grant.

**Academics: Approve bid waiver and purchase order for equipment for Family and Consumer Science courses at New Britain High School (\$23,539)**

Submitted by Ms. Ryan Langer | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Perkins

CSDNB has received the Carl D. Perkins secondary basic grant for the 2018-2019 school year. This competitive grant is for the improvement of secondary career and technical education programming. The purpose is to develop more fully the academic, career, and technical skills of secondary students who elect to enroll in career and technical education programs.

Throughout the application process, Sondra Sanford, Coordinator of Partnership and Engagement, and Ryan Langer, Partnership Project Manager and Perkins Grant Coordinator, collaborated with Director of Career and Technical Education at the CT State Department of Education to establish a detailed budget connected to CSDNB's Perkins Continuous Improvement Plan which is aligned to several Career Tech. Ed pathways.

This board memo is for multiple equipment line items previously approved by SDE for the education pathway. These materials will specifically support the Family and Consumer Science course(s). The 81 Dell Chromebooks with management licenses, laser etching and Datamation Systems carts for storage were approved for purchase through the Perkins Grant by SDE but require additional BOE approval to move forward. Each Chromebook has a unit price of \$211.00 for a total of \$17,091.00 for 81 units. Each management license is \$26.00 for a total cost of \$2,106.00 for 81 units. Each laser etching is \$24.00 for a total cost of \$1,944.00 for 81 units. The datamation storage cart for is \$1,199.00 for a total cost of \$2,398.00 for 2 units.

CDW-G was approved as a vendor for this purchase by SDE. The total cost is \$23,539.00. This purchase will create an opportunity for students to better prepare for work based learning through real-time in class hands on application of skills.

The total is \$23,539.00 and the funding source is Perkins Grant.

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**Operations: Approve bid waiver and purchase order for student performance chairs at NBHS (\$12,875)**

Submitted by Mr. Robert Smedley | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Local

Request to purchase student performance chairs for NBHS music department. Performance chairs are manufactured by Wenger Corporation and as a school district, we can purchase them directly from the Manufacturer at a lower cost. The total is \$12,875.00 and the funding source is Local NBHS Budget Instructional Equipment New (NBHS)

**Partnerships: Accept donation from Jefferson PTA/PTO for Chromecart for Jefferson Elementary School (\$5,000)**

Submitted by Ms. Johanna Robles | Reviewed by the Finance Subcommittee on February 25, 2019

As the enrollment of Jefferson increases, I find the need to purchase another chromecart to provide more students access to technology. My hope is to eventually have a chromebook for every student at Jefferson in the near future. Students need a few basic things to get the most an education has to offer and a Chromebook is a great way to fulfill those basics. Chromebook is an important tool for our students as we commit in educating the future worker.

We have the responsibility of shaping the next generation through their formative years and beyond. It's important that the right tools be provided so they can learn about the world around them and what they can do when they are pushed into it. In closing, Chromebooks provide a gateway to student needs in order to learn and teacher needs to guide them.

**Partnerships: Accept donation from DonorsChoose for Chamberlain Elementary School (\$1,800.27)**

Submitted by Mr. Manuel Zaldivar | Reviewed by the Finance Subcommittee on February 25, 2019

It is very important to develop literacy skills at an early schooling stage. Tapping into students interests is key when teaching them literacy skills. Students learn at a faster rate when they become engaged. These magazines will be a tool to engage our students into developing a love for reading. Therefore, I created a project for the amount of \$1,800.27 on Donorschoose.org, so that we can buy subscriptions for K,1 and 2 grade to receive Scholastic Classroom Magazines.

The magazines have great illustrations, captions, vocabulary, current topics, follow up activities and a guide to help our teachers use them effectively to meet the needs of our students.

We will use them at school and at home. They are easy to carry places and share with each other. This will allow our students to share what they are reading with the older grades. Our students will benefit from small group instruction that will carry home. In addition, it will give them current information needed to understand the world at large

The total is \$1,800.27 and the funding source is [www.donorschoose.org](http://www.donorschoose.org).

**Partnerships: Accept donation from DonorsChoose for KEY Program at Gaffney School (\$1,502)**

Submitted by Ms. Kristen Phillips | Reviewed by the Finance Subcommittee on February 25, 2019

Outdoor play is an integral part of all preschool programs. The playground activities that preschool students participate in are important in developing their gross motor and social skills. The preschool playground at Gaffney has a limited variety of playground structures and equipment. Therefore, our students are not as engaged as they could be if we had more variety to offer.

One of the long term goals of the District Strategic Plan is to promote an engaging culture for learning for all students. In order to promote a more engaging playground environment and to increase student engagement on the playground, the KEY Preschool Team felt that we should try to acquire tricycles. The tricycles would not only provide more options for the students, but would also provide students with a fun, functional way of developing their gross motor skills.

We decided to write a proposal and post it on a popular donation site called donorschoose.org. We worked together to write a proposal to post on the site. We posted it on Friday, February 8th with the title, "Preschool Students with Autism "Wheely" Need Tricycles!" We requested money to purchase 4 tricycles, 4 helmets, and a storage shed for a total of \$1502. Much to our surprise, our project was fully funded by Monday, February 11th thanks to nine generous donors!

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The total is \$1,502 and the funding source is Through DonorsChoose.org, the following people funded our project: Rebecca Maurer, Lauree Larocci, Jennifer Russo, Mary Buck, Chris Marotta, Erica Eisenberg, Joe & Linda Quinn, and 2 anonymous donors.

**Partnerships: Approve bid waiver and purchase order for The Active Learning Group for facilitation for the New Britain High School Instructional Leadership Team (\$18,575)**

Submitted by Mr. Damon Pearce | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Commissioner's

New Britain High School is in the second year of implementing the Commissioner's Network Grant. The grant is designed to support the long-term growth of student outcomes by offering extensive professional development that capitalizes on strategies, methods, structures and best practices that have been proven effective in increasing student engagement and performance.

Critical to the successful implementation of the grant is the growth and development of the instructional leadership team. Indeed, given the complexity of a comprehensive high school and the sheer number of teachers and content areas, a well-functioning leadership team, driven by a common mission and understanding of goals, roles, and processes is vital. As such, one of my essential tasks during my first year as principal is to identify and develop this leadership team. While I am a great proponent of developing capacity from within, the work of building a leadership team which embraces a common vision is best conducted by an external facilitator.

The Active Learning Group, led by Jane Panicucci, is an experienced group of professionals who provide thoughtful and deeply honest work that focuses on developing a cohesive "first team" to lead an organization.

The total is \$18,575 and the funding source is Commissioner's Network Grant 2345-061-10001-53320.

## New Business

**Operations: Approve purchase order for one chromebook cart at Holmes Elementary School (\$9,551.00)**

Submitted by Mr. Jeff Prokop | Reviewed by the Finance Subcommittee on February 25, 2019 | Funding Source: Local

This is a quote for one additional chromebook cart for Holmes as their carts are amongst the oldest in the district. The quote is based off the bid process that from the last large cart purchase. The total is \$9,551.00 and the funding source is Local MIS Budget - New Equipment 101092125800-57346.

*Ms. Sanders-Connolly motioned to approve the purchase order for one chromebook cart at Holmes Elementary School (\$9,551.00), seconded by Ms. Cheney. Motion carried unanimously.*

**Operations: Approve 2019-2020 Districtwide Calendar**

Submitted by Ms. Nancy Sarra | No subcommittee review

*Mr. Mercier motioned to approve the 2019-2020 Districtwide Calendar, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

**Operations: Approve or Strike Policies**

Reviewed by the Policy Subcommittee on February 18, 2019

**a. Approve revised policy 4131.00 - Professional Staff Development**

The policy presented by CABE, which is attached, will replace the current policy.

- Change "The members chosen by the Board to be on the professional development and evaluation committee..." to "The members chosen by the Superintendent to be on..."
- Change "The Board, in order to determine its professional development program seeing the advice..." to "The Superintendent, in order to determine its professional development program..."

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**b. Strike policy 5145.52 - Equalized Physical Education and Athletics for Boys and Girls**

The Policy Subcommittee recommended that the entire policy be struck from the books as it all falls under Title IX and other non-discrimination policies.

**c. Approve revised policy 6164.11 - Drug Education**

The Policy Subcommittee recommended the suggested policy from CABE replace the current policy. Mr. Mercier will reach out to CABE for more information regarding the policy and implementation. A draft of the policy is attached.

**d. Approve revised policy 5134.00 - Students who are Pregnant, Married and/or Parents**

The Policy Subcommittee recommended that the alternate language from the CABE policy, along with the second paragraph from the optional policy, replace the current policy. The policy is attached.

*Mr. Mercier motioned to postpone these four policies to the next meeting for a second reading, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

**Operations: Approve a contract with Kaestle Boos associates in the amount of \$410,000 to design and prepare bid documents for central warehouse and central kitchen facilities**

Submitted by Mr. Ray Moore | Reviewed by the Finance Subcommittee on February 25, 2019

Approximately two years ago, the Consolidated School District of New Britain was approved to serve free breakfast, lunch and dinner to all of our students. Our food vendor, Whitsons, currently serves 10,000 breakfasts and 10,000 lunches a day to our students. It is anticipated that in the very near future Whitsons will serve 10,000 dinners as well. The school district does not have the warehouse capacity nor kitchen capacity to serve 30,000 meals day.

The Board of Education is being requested to approve a contract with Kaestle Boos associates in the amount of \$410,000 to design and prepare bid documents for central warehouse and central kitchen facilities. These facilities will be located on the Pulaski property. At the January 2019 meeting, the Board approved relocating the Transition Center to the Slade Portable.

Kaestle Boos is working on schematic drawings to convert the Pulaski Portable building into a central kitchen and to erect adequate space for dry goods, refrigeration and freezer space for Whitsons to prepare their daily meals. Tractor trailers deliver food and supplies daily to Whitsons in order to prepare these meals.

The total is \$410,000 and the funding source is the cafeteria account.

*Mr. Mercier motioned to approve a contract with Kaestle Boos associates in the amount of \$410,000 to design and prepare bid documents for central warehouse and central kitchen facilities, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

**Personnel: Approve new stipend position: CTE Department Head at New Britain High School**

Submitted by Mr. Damon Pearce | Reviewed by the Personnel Subcommittee on February 25, 2019

Currently the CTE department at NBHS is supported by three lead teachers. These three lead teachers receive a stipend, a duty free period to pursue academy work and have a reduction of their teaching load from five classes to four classes. However, the complexity of the career academies, along with all of the requirements of advisory boards and related reports, this lead teacher structure is proving insufficient to support the department, especially in the area of advancing instruction. Given the ever increasing prominence of the CTE department, I would like to propose that we create a department chair, similar to the other core-content departments, while maintaining the lead teachers in a reduced capacity. The proposed structure would look as follows:

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## Lead Teachers

- a. Restore to a full teaching load of five classes while maintaining the lead teacher stipend and a duty period that would cover academy responsibilities.
- b. Responsibilities include liaison with advisory board, data collection and report compilation, monitoring and tracking students, coordination with work-based learning, field trips.

## Department Head

- a. Teach two periods a day- the three release periods are “paid for” by restoring the lead teachers to a full teaching load.
- b. Responsibilities: instructional leadership during NBU/collaboration periods, lead curriculum adoption process, membership in faculty council (the school’s instructional leadership team), monitoring of Perkins Grant, liaison with school’s administrative team

The only additional cost associated with this potential new leadership structure would be the cost of the department head stipend. The stipend position will be \$6,000 and the funding will be local.

*Ms. Cheney motioned to approve a new stipend position: CTE Department Head at New Britain High School, seconded by Dr. Sims, Motion carried unanimously.*

## Personnel: Approve proposed pay rate for Summer Lead Teacher

Submitted by Ms. Donna Clark | Reviewed by the Personnel Subcommittee on February 25, 2019

Revised position descriptions and stipends were proposed for XTREME/Create Lead Teacher and SEE Lead Teacher. The stipend for both will now be \$6,797 compared to \$5,280. The increase in the stipend is to reflect the wage increase of \$2.00/hour and five additional planning days. The stipends are grant funded.

*Dr. Sims motioned to approve the proposed pay rate for Summer Lead Teacher, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

## Personnel: Approve revised job description: District Coordinator of Adult Education

Submitted by Mr. Kevin Andersen | Reviewed by the Personnel Subcommittee on February 25, 2019

Several changes were made throughout the job description. The position will now be titled District Coordinator of Adult Education.

The primary functions are as follows:

- Develops, coordinates, supervises and evaluates the district’s Adult Education program, Evening Credit Recovery, Secondary Summer School, and Family Education Services including: CDP (Credit Diploma), Adult ESL (English as a Second Language), ABE (Adult Basic Education), GED (General Education Development), NEDP (National External Diploma Program) and CTVHS (Connecticut Virtual High School).
- To foster a culture of continuous improvement
- Ensure desired results for student learning by a common belief that, collectively, staff and other stakeholders can impact the desired results of the district.
- Ensure student information, data collection and reporting, provides analysis and feedback to all levels of the district to improve processes resulting in increased student achievement.

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The salary and benefits are as set forth in the Local 51 collective bargaining agreement. It is a standard administrator work schedule, including attendance at Board meetings and other meetings as needed. The position is affiliated with Local 51 and the funding source is the Adult Education State Grant.

*Dr. Sims motioned to approve the revised job description: District Coordinator of Adult Education, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

**Personnel: Approve new job description: Adult Education Teacher**

Submitted by Mr. Kevin Andersen | Reviewed by the Personnel Subcommittee on February 25, 2019

This position will report to the District Coordinator of Adult Education. The primary function is to provide an instructional program that will promote an understanding of content in accordance with program goals and curriculum.

The salary and benefits are as set forth in the Local 871 collective bargaining agreement. The work schedule follows the New Britain Adult Education program schedule. The position is affiliated with Local 871 and the funding source is the Adult Education State Grant.

*Ms. Sanders-Connolly motioned to approve this job description, seconded by Dr. Sims. Motion carried unanimously.*

**Personnel: Approve new job description: Adult Education Evening Supervisor**

Submitted by Mr. Kevin Andersen | Reviewed by the Personnel Subcommittee on February 25, 2019

This position will report to the District Coordinator of Adult Education. The primary function is to assist in facilitating the effective operation of the Adult Education evening programming.

The Personnel Committee recommended the following changes:

- Under Essential Performance Responsibilities, strike **serve as hearing officer in disciplinary procedures and add** enforces disciplinary procedures
- Under Essential Performance Responsibilities, change the fourth bullet to: **Act as liaison between the staff, District Coordinator, and community-based partners.**

The salary is \$40.42 per hour and there are no benefits. The work schedule consists of flexible hours to meet the needs of the program and is no more than 16 hours per week. The person in the position attends meetings as scheduled. There is no union affiliation. The funding source is the Adult Education State Grant.

*Ms. Sanders-Connolly motioned to approve this job description, seconded by Dr. Sims. Motion carried unanimously.*

**Personnel: Approve revised job description: Adult Education Intake Monitor**

Submitted by Mr. Kevin Andersen | Reviewed by the Personnel Subcommittee on February 25, 2019

This position will report to the District Coordinator of Adult Education. The primary functions are as follows:

- To assist and evaluate new and returning students to the Adult Education Program
- To provide students with relevant information regarding Adult Education Services
- To maintain organized student records
- Proctor testing sessions

The salary is \$21.00 per hour and there are no benefits. The work schedule consists of hours determined by the District Coordinator of Adult Education. The hours are flexible and consists of a day and evening schedule. There is no union affiliation.

*Ms. Sanders-Connolly motioned to approve this job description, seconded by Dr. Sims. Motion carried unanimously.*

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**Personnel: Approve revised job description: Adult Education Program Facilitator/Intake Specialist**

Submitted by Mr. Kevin Andersen | Reviewed by the Personnel Subcommittee on February 25, 2019

This position will report to the District Coordinator of Adult Education. The primary functions are as follows:

- To assist in and evaluate new and returning students to the Adult Education Program
- To provide students with relevant information regarding Adult Education Services.
- To maintain organized student records.
- Hold primary responsibility for Connecticut Competency System (CCS) coordination, quality data collection and use.
- Have a comprehensive understanding of CCS; be able to train new staff in the implementation of the CCS System; and, provide ongoing technical assistance to district teachers.
- Bring together the curriculum, assessment, instruction and accountability system, and help teachers monitor learning.
- Able to connect teaching and learning, and be much more than a “tester”.

The salary is \$29.74 per hour (\$58,000 annual salary). The benefits follow the Local 1186 contract. The work schedule is 37.5 hours per week and is a 12-month position. The person in the position must be able to work flexible hours to meet the needs of the Adult Education program schedule. There is no union affiliation. The funding source is the Adult Education State Grant.

*Ms. Sanders-Connolly motioned to approve this job description, seconded by Dr. Sims. Motion carried unanimously.*

**Personnel: Approve new position request and job description: Communications Specialist**

Submitted by Ms. Sondra Sanford | Reviewed by the Personnel Subcommittee on February 25, 2019

This position will report to the District Coordinator of Partnership and Engagement. The primary functions are as follows:

- Coordinates public relations activities and communications for the Board of Education and the Superintendent of Schools
- Generates in the community at large a climate of understanding of the district’s efforts to provide each student with the best possible education in an increasingly complex and sophisticated world.

The person in the position will work flexible hours to include nights and weekends as necessary. They will communicate with news outlets and other organizations outside of the standard work hours. Benefits will follow the 818 contract. The funding source is Local.

*Ms. Sanders-Connolly motioned to approve the new position request and job description: Communications Specialist, seconded by Dr. Sims. Mr. Mercier motioned to amend the salary range to \$60,657 - \$70,000, seconded by Ms. Sanders-Connolly. Motion carried unanimously. Original motion carried unanimously.*

**Personnel: Approve new position request and job description: Clerk for the Board of Education/Talent Office**

Submitted by Ms. Sondra Sanford | Reviewed by the Personnel Subcommittee on February 25, 2019

This position will report to the Board Chairperson and Talent Development Manager.

- Provides administrative assistance of a confidential, complex and responsible nature to the Board of Education and the Talent Development Office.
- Coordinates activities of the Board of Education.

The salary, benefits and wage increases are linked to pay grade 3B of the Local 1186 contract and is a non-exempt position. The work schedule is 37.5 hours per week and overtime as needed. The person in the position must have the ability to work flexible hours as required. The work schedule includes numerous evenings per month. The funding is local.

*Ms. Cheney motioned to approve the new position request and job description: Clerk for the Board of Education/Talent Office, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

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**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

## **Personnel: Approve revised job description for Elementary Education Teacher**

Submitted by Dr. Shuana Tucker | Reviewed by the Personnel Subcommittee on February 25, 2019

This position will report to the school principal. The primary function is to provide an instructional program which develops individual pupil competencies consistent with district programs and elementary school curricula.

The salary and benefits are as set forth in the Local 871 collective bargaining agreement. The work schedule follows school procedures as established by the principal in accordance with the agreement with the New Britain Federation of Teachers. The union affiliation is Local 871, New Britain Federation of Teachers.

*Ms. Cheney motioned to approve the revised job description for Elementary Education Teacher, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

## **Academics: Approve updated MOU with Engaging Schools**

Submitted by Ms. Tricia Putnam | No subcommittee review

Engaging Schools has provided high-quality services for districts and schools nationwide for over 30 years and has a proven track record of working with middle and high schools. Within the district and/or school, Engaging Schools identifies and leverages existing assets to address and mitigate specific challenges. Engaging Schools' work includes preliminary planning to support the diagnostic (audit) needs assessment, planning, consensus building, implementation, and preparation for sustainability. The purpose of this Board Memo is to update the changes to the original MOU: Customizing Elementary PD and Extending Middle School PD.

The total is \$34,615.80 (Secondary Principal Leadership Sessions and Summer Institute) and the funding source is SIG 1003 Professional Development Line 300.

*Mr. Mercier motioned to approve the updated MOU with Engaging Schools, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

## **Addition to Agenda**

Mr. Mercier motioned to add the discussion of the Superintendent's 5-year plan to the agenda, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Mr. Mercier would just like to make the board aware of the 5-year plan. Since there are new board members from time to time, he feels as if it would be good to get a refresher and update on the plan throughout the year.

## **Executive Session**

Mr. Mercier motioned to go into executive session at 7:10 PM to discuss the following an administrative contract and pending legal matters, seconded by Ms. Sanders-Connolly. Superintendent Sarra, Dr. Tucker (Chief Talent Officer), and Mr. Kane (Chief Operations and Finance Officer) were invited into executive session. Motion carried unanimously.

## **Continuation of Meeting**

The meeting resumed in open session at 7:35 PM.

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**Personnel: Approve administrative appointment**

Submitted by Ms. Nancy Sarra | No subcommittee review

Mr. Mercier motioned to approve the contract extension for Dr. Shuana Tucker, Chief Talent Officer, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

**Closing and Adjournment**

Ms. Sanders-Connolly motioned to adjourn at 7:37 PM, seconded by Mr. Sanders. Motion carried unanimously.