



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **New Britain Board of Education Regular Meeting**

June 3, 2019 - 6:00 PM | New Britain Educational Administration Center

#### **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 6:03 PM.

##### **Board Members Present**

Ms. Catherine Cheney, Mr. Merrill Gay, Dr. Violet Jimenez Sims, Mr. Nicholas Mercier, Ms. Yvonne Muniz, Ms. Annie Parker, Ms. Nicole Rodriguez, Ms. Gayle Sanders-Connolly

##### **Board Members Absent**

Ms. Nancy Rodriguez, Mr. James Sanders, Jr.

#### **Acknowledgement**

Ms. Nicole Rodriguez acknowledged that Aldermen Richard Reyes and Francisco Santiago were in attendance.

#### **Presentations**

**Year One Redesign Progress Report** presented by Mr. Michael Foran.

The presentation is attached.

Mr. Mercier motioned to move Student Recognition (3A & B) up on agenda in order to accommodate students' end-of-year commitments, seconded by Ms. Sanders Connolly. Motion carried unanimously.

#### **Student Recognition**

##### **NBHS IRS Certified/VITA Participants**

Sixteen New Britain High School students were honored and recognized for their completion of tax law certification and participation in the VITA – Volunteer Income Tax Assistance - Program. Ms. Sondra Sanford, Coordinator of Partnership and Engagement, initiated the recognition by explaining how New Britain High School students became involved with the VITA Program by helping families in the community through a partnership with HRA approximately 10 years ago. Ms. Sanford introduced Mr. Juan Berrios, HRA Community and Financial Services Program Manager and NBHS alumnus, who she credited with starting the program at the high school. Mr. Berrios explained how he trains and recruits students to participate in the IRS sponsored program which offers free tax help to people who generally make \$55,000 or less. Mr. Berrios highlighted the honored

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students' accomplishments and stated that they had acquired valuable work based learning skills and financial literacy education.

Students were individually recognized and presented with certificates from the Board of Education.

### **CABE Student Leadership Awards**

Four middle school students were honored and recognized for receiving CABE Student Leadership Awards. School Principals selected these students based on their "distinguished leadership in school activities and daily life" as defined by the criteria developed by a subcommittee of CABE's Board of Directors.

#### **Award Recipients:**

Danyelix Echevarria Figueroa (Slade)

Benjamin Rodriguez (Slade)

Michael Cordero (DiLoreto)

Dezarya Trusty (DiLoreto)

Ms. Janice Pina and Mr. Andrew Mazzei, Slade Middle School Assistant Principals, introduced Danyelix Echevarria Figueroa and Benjamin Rodriguez and spoke of their outstanding accomplishments. Ms. Lori Butterfield, DiLoreto Elementary and Middle School Interim Assistant Principal, introduced Michael Cordero and Dezarya Trusty and spoke of their outstanding accomplishments.

The students were presented with certificates from the Connecticut Association of Boards of Education.

Ms. Nicole Rodriguez thanked the students' families for all their support and attendance at the meeting.

### **Acknowledgement**

Ms. Nicole Rodriguez acknowledged that Aldermen Daniel Salerno and Kristian Rosado were in attendance.

### **Presentations**

**STEAM Presentation** presented by Ms. Jenn Wright.

The presentation is attached.

**The Superintendent's Budget Request for 2019-2020 Fiscal Year** presented by Kevin Kane.

The presentation is attached.

### **Public Participation**

#### **Mr. Salvatore Escobales**

Mr. Escobales, New Britain Federation of Teachers Union President, congratulated the administrators in attendance on their impending administrative appointments including his cousin Ms. Johanna Robles. Mr. Escobales then addressed the Board of Education regarding teacher and student safety across the district citing recent surveys. He noted that paraeducators and teachers were in attendance at the meeting to show their support of this important issue and that their concerns need to be heard and validated. Mr. Escobales stated that several teachers had experienced physical assault, physical intimidation and verbal abuse from students this school year. He emphasized the need for well thought out and informed Professional Development adding that the teacher's union, Local 871, would help to pay for any meaningful training sessions for teachers, paraeducators and administrators that would help address the issue of teacher and student safety. Mr. Escobales stated that it

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is the Board of Education's responsibility to protect district employees from harm and he encouraged all parties involved to come together in order to give the staff increased protection.

### **Ms. Yvette Torres**

Ms. Torres expressed her concerns regarding an incident involving her four-year-old grandson at Holmes Elementary School on November 1, 2018. Ms. Torres is upset with the manner in which the Kindergartner was questioned by staff members after being removed from his classroom for behavioral problems. Ms. Torres stated that her grandson was questioned on this day by staff using leading and inappropriate questions which she believes led to an unsubstantiated DCF abuse charge. She also expressed concern with the manner in which her grandson was physically examined by the school nurse during their investigation. She would like her grandson transferred out of Holmes Elementary School and enrolled at Jefferson Elementary School instead. Ms. Torres is also requesting that he be bussed to and from school daily. Additionally, she would like to see the policies addressed, reviewed and revised regarding the questioning and physical examination of students in the school setting.

### **Alderman Kristian Rosado**

Mr. Rosado thanked everyone on the Common Council who recently worked on the city budget. He also offered condolences to Ms. Nancy Rodriguez's family on the recent loss of her father. Mr. Rosado encouraged the City Council and Board of Education members to work together cooperatively to enrich the lives of others despite their differences and challenges. The Alderman also spoke in support of his aunt, Ms. Johanna Robles, for her impending administrative appointment.

### **Alderman Francisco Santiago**

Mr. Santiago encouraged the Board of Education to consider renaming Smalley Elementary School in honor of Connecticut State Representative Robert Sanchez. Mr. Santiago believes that Mr. Sanchez has been a strong educational advocate in the community and was instrumental in helping to secure funds for the Smalley remodeling project. He also believes that Mr. Sanchez should be honored with this distinction while he is still living by the proud members of the Latino community he represents. Alderman Santiago also congratulated all the administrators and students that were recognized at the meeting.

### **Alderman Daniel Salerno**

Mr. Salerno thanked all of the participants involved with recently passing the city budget. He encouraged the city and Board of Education to collaborate and work together with regard to school projects and state bonding efforts. Mr. Salerno stated that although there is a large price tag on capital projects, that they are crucial to the city and students. Alderman Salerno also thanked the Board of Education members for all of the work they've done and stated that he looks forward to a continued relationship. He acknowledged that the city has the important responsibility to keep the school system in tact with regard to brick and mortar and not just based on curriculum.

### **Alderman Richard Reyes**

Mr. Reyes congratulated Ms. Johanna Robles, a former colleague, on her impending administrative appointment. He also supported Alderman Santiago's opinion that Smalley Elementary School should be renamed in honor of Representative Robert Sanchez citing all of his advocacy and hard work for the citizens of New Britain. Alderman Reyes also stated that the Common Council is well aware of the needs of the educational system including much needed capital improvements that he cited at several schools.

## **Consent Agenda**

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

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**Operations: Approve minutes from the Regular Board of Education Meeting on May 6, 2019**

Submitted by Ms. Kristin Salerni | No Subcommittee Review

**Operations: Accept Enrollment Report**

Submitted by Mr. Jeff Prokop | No Subcommittee Review

**Personnel: Approve Personnel Transactions and Extracurricular Appointments**

Submitted by Dr. Shuana Tucker | No Subcommittee Review | No documents available in packet

**Operations: Accept donation from Whitson's Culinary Group (\$8,500)**

Submitted by Ms. Ann Alfano | Reviewed by the Finance Subcommittee on May 28, 2019

The Ricoh Pro L4160 is a large format poster printer that can print up to 60 inches wide. It can print on various substrates including paper, vinyl, adhesive vinyl and various other materials. This high-speed printer will enhance image quality and increase productivity due to its use of a wider color gamut and reduced drying time. The utilization of this printer would facilitate the creation of large format graphic applications for the district.

The total is \$8,500.00 approximate value and the funding source is Whitson's Culinary Group.

**Operations: Accept donation from New England Dairy & Food Council (\$6,640)**

Submitted by Ms. Ann Alfano | Reviewed by the Finance Subcommittee on May 28, 2019

The purpose of the donation is to improve the access to and consumption of low-fat and fat-free dairy products. The donated funds will be utilized to purchase an insulated cambro cart and blenders which will help to increase participation in the breakfast program by facilitating the production of more appealing nutritional options such as smoothies and yogurt bars.

The total is \$6,640.00 and the funding source is New England Dairy & Food Council.

**Operations: Approve New Britain YMCA Facility Usage Agreement (\$1,000)**

Submitted by Mr. Kevin Andersen | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: Adult Education Grant

New Britain Adult Education will be moving from the current location on Steele Street. The YMCA has offered two classroom spaces for our ESL, GED and Citizenship day classes. The Addendum to the Facility Usage Application includes the installation by the New Britain Adult Education of three Eno Boards for use by Adult Education and YMCA designees and a \$100 monthly payment to the New Britain YMCA as compensation for the use of the YMCA space.

The total is \$1,000 and the funding source is Adult Education Grant ED-244 Section 400.

**Operations: Approve Bid Waiver and Purchase Order for Shelving for the Basement Storage Room at Renovated Smalley Elementary School (\$30,080.56)**

Submitted by Mr. Raymond Moore | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: Local

Shelving is required for the Basement Storage Room at the renovated Smalley Elementary School. The shelving will be provided by Insalco Corporation located in Wallingford, CT and is available through State of Connecticut Contract #15PSX0041.

The total is \$30,080.56 and the funding source is Local Funding 101093126000 - 57301.

**Operations: Approve SCG-049 and Educational Specifications for Renovation, Addition and Site Work at Chamberlain Elementary School (\$50,000,000)**

Submitted by Mr. Raymond Moore | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: City Bonding

Board of Education authorization is required by the Office of School Construction Grants & Review for the Chief Facilities and Special Projects Officer to file Form SCG-049-Grant Application for A School Building Project.

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In addition, the Office of School Construction Grants & Review requires Board of Education approval of Educational Specifications for the renovation as new of existing, building additions and site improvements for Chamberlain Elementary School.

The total is \$50 million and the funding source is City Bonding.

**Operations: Approve SCG-049 and Educational Specifications for Roof Replacement Project at Pulaski Middle School (\$2,800,000)**

Submitted by Mr. Raymond Moore | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: City Bonding

The roof at Pulaski Middle School is over 20 years old and in need of replacement. Board of Education authorization is required by the Office of School Construction Grants & Review for the Chief Facilities and Special Projects Officer to file Form SCG-049 - Grant Application for a School Building Project. In addition, the Office of School Construction Grants & Review requires Board of Education approval of Educational Specifications for the roof replacement project at Pulaski Middle School.

The total is \$2,800,000 and the funding source is City Bonding.

**Operations: Approve SCG-049 and Educational Specifications for Roof Replacement Project at Slade Middle School (\$2,800,000)**

Submitted by Mr. Raymond Moore | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: City Bonding

The roof at Slade Middle School is over 20 years old and in need of replacement. Board of Education authorization is required by the Office of School Construction Grants & Review for the Chief Facilities and Special Projects Officer to file Form SCG-049 - Grant Application for a School Building Project. In addition, the Office of School Construction Grants & Review requires Board of Education approval of Educational Specifications for the roof replacement project at Slade Middle School.

The total is \$2,800,000 and the funding source is City Bonding.

**Operations: Approve Bid Award and Purchase Order to Reclaim, Grade and Asphalt Driveways and Parking Lots at Chamberlain, Holmes, Smith, Pulaski and Slade (\$523,647)**

Submitted by Mr. Raymond Moore | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: Local

The bituminous concrete driveways and parking lots at Chamberlain, Holmes and Smith Elementary Schools and Pulaski and Slade Middle Schools are in disrepair due to potholes and cracks.

The bid to Reclaim, Grade and Asphalt driveways and parking lots was advertised in The Hartford Courant on Tuesday, April 30, 2019. Two bids were opened on May 9, 2019 and the lowest responsible bidder was Weber's Nursery located in New Britain, CT.

The total is \$523,647 and the funding source is Local funds 101093126000 57969.

**Partnerships: Accept donation from NASA Connecticut Space Consortium (\$5,000)**

Submitted by Ms. Mayra Rodriguez | Reviewed by the Finance Subcommittee on May 28, 2019

A proposal was written to the NASA Connecticut Space Consortium for CBO program support for the Districts XTREME Summer Program. XTREME is an exciting summer learning opportunity offered to students in grades 6-8 for three weeks. Designed to provide students opportunities for participation in high interest curriculum-based and enrichment activities at the New Britain High School campus, the focus is strengthening STEM (Science, Technology, Engineering, and Math) skills through hands-on engaging activities that allow students to see practical applications of abstract concepts.

The total is \$5,000.00 and the funding source is NASA Connecticut Space Consortium.

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**Operations: Approve Bid Award for a Purchase Order and Contract with Northeast Express Transportation, Inc. (\$69,512)**

Submitted by Ms. Ann Alfano | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: Local

Pursuant to Board Policy 3320.00 and 3324.00, we are recommending that the Board approve both a Purchase Order and a two year contract with an option for a 3rd year for mail delivery services with Northeast Express Transportation, Inc.

The total is \$69,512.00 and the funding source is Local 101091125900- 53500.

**Operations: Approve Bid Waiver to extend contract with Athletic Trainer Services (\$23,000)**

Submitted by Mr. Leonard Corto | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: Local

The Athletic Trainer Services have been more than very helpful for our student athletes, parents and coaches. There has been a working relationship built up between the athletic trainer and these different groups of clientele. This is a process that takes time and is important. For this reason, I would like to keep the same Athletic Service and extend the contract of their service to New Britain High School for another year.

The total is \$23,000.00 and the funding source is Local Budget 101097830019-53440.

**Operations: Approve Grant from Share Our Strength and the National No Kid Hungry Campaign (\$5,000)**

Submitted by Ms. Ann Alfano | Reviewed by the Finance Subcommittee on May 28, 2019

The purpose of this grant is to purchase equipment that will increase the number of meals served during our Summer Food Service Program. A double stack oven will be purchased with these funds so that hot healthy meals can be prepared and served to students during our summer program which will increase participation while providing nutritional meals.

The total is \$5,000.00 and the funding source is Share Our Strength and the National No Kid Hungry Campaign.

**Operations: Approve Bid Waiver for Purchase of Emergency Response Training Aids to Support Trauma Kit, ALICE and CPR Training (\$25,100)**

Submitted by Mr. Thomas Halleck | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: Alliance Grant

Using available Alliance Grant Funds the district is purchasing emergency response training aids to support Trauma Kit, ALICE and CPR Training.

The total is \$25,100.00 and the funding source is Alliance Grant.

**Operations: Approve Bid Waiver and Purchase Order for Train the Trainer Level Training from the ALICE Institute (\$15,000)**

Submitted by Mr. Thomas Halleck | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: Local Fund to Be Determined

The ALICE Institute will be conducting Train the Trainer level training for 50 staff members and first responders. By doing so each school will have two to three certified ALICE Instructors and will be able to conduct their ALICE Drills/Training independently.

The total is \$15,000.00 and the funding source is Local Fund TBD.

**Partnerships: Approve Contract with FoodCorps, Inc. (\$15,000)**

Submitted by Ms. Ryan Langer | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: Whitson's Food Services

The Consolidated School District of New Britain has been awarded two Foodcorps service members for the 2019-2020 school year. The Service Site members will work with administrators, teachers, staff and students to make positive contributions to the school through a partnership with Whitsons and Roots. The Service Site cost is picked up through the district's contracted partnership with Whitsons.

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For the past 2-3 school years, these services have been provided at Gaffney Elementary School and because the culture has been embedded successfully into the school through administrator support, the district has decided to place the two new service members at new schools to the project. DiLoreto has been identified as one school with support from Principal Alex Ortiz. The second site will either be Lincoln or Smalley Elementary School.

The total is \$15,000 and the funding source is Whitson's Food Services picks up costs n/a.

**Operations: Approve Summer Authority**

Submitted by Mr. Kevin Kane | Reviewed by the Finance Subcommittee on May 28, 2019

This authority is in place from June 4, 2019 through September 3, 2019. Members of the Board will receive updates throughout the summer on actions taken under this authority.

Fiscal Year 2018-2019

- Authorization to close out under/over expended object code balance to the Medical Health Insurance Account to fully expend the District's 2018-2019 appropriation.

Fiscal year 2019-2020

- Authorization, in consultation with the Chair of the Board of Education, to award vendor bids and issue vendor purchase orders in excess of \$7,500 and to waive bids when it is the best interest of the District to do so.
- Authorization is requested for the Superintendent to designate the Chief Financial Officer and/or the Assistant Superintendent to act on behalf of the Board when appropriate.

**Operations: Approve Finance Report –April 30, 2019**

Submitted by Mr. Kevin Kane | Reviewed by the Finance Subcommittee on May 28, 2019

The Financial Report ending April 30, 2019 was presented.

**Operations: Approve Application for 2% ECS Grant Set-Aside Award**

Submitted by Mr. Kevin Kane | Reviewed by the Finance Subcommittee on May 28, 2019

With Board approval, this will be the 10<sup>th</sup> consecutive year the District has received the 2 percent ECS Grant set-aside Award. The approximate amount is \$1,478,586.

**New Business**

**Academics: Approve Bid Waiver and Purchase Order for the SAT Suite of Assessments (\$16,679)**

Submitted by Mr. John Taylor | Reviewed by the Finance Subcommittee on May 28, 2019 | Funding Source: Local, Academics, Testing

The SAT Suite of Assessments is an integrated system made up of these tests: SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9. This bid waiver is contract with the College Board to provide CSDNB students in 8th & 9th grade the PSAT 8/9 assessment and 10th grade students the PSAT/NMSQT assessment. The state covers the PSAT/NMSQT for 11th grade students in alliance districts. These assessments directly align with the SAT which is the state mandated assessment for 11th grade students and is a part of the Next Generation Accountability system.

The total is \$16,679.00 and the funding source is Local, Academics, Testing 1010-961-22004-53321.

*Mr. Mercier motioned to approve the bid waiver and purchase order for the SAT Suite of Assessments in the amount of \$16,679, seconded by Ms. Cheney. (Mr. Mercier requested that Administrators be reminded that bid waivers are not required when the vendor is the only provider of the product). Motion carried unanimously.*

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## Executive Session

Mr. Mercier motioned to go into executive session at 8:50 PM to discuss the pending administrative appointments, seconded by Ms. Sanders-Connolly. Superintendent Sarra and Dr. Tucker (Chief Talent Officer) were invited into executive session. Motion carried unanimously.

## Continuation of Meeting

The meeting resumed in open session at 9:36 PM

## New Business

### Personnel: Approve Administrative Appointments

Submitted by Ms. Nancy Sarra | No Subcommittee Review | No documents available in packet

*Mr. Mercier motioned to approve the following administrative appointments, seconded by Ms. Sanders-Connolly:*

- **Kevin Anderson, Elementary School Assistant Principal at Holmes Elementary School, effective July 1, 2019.**  
Currently Instructional Coach at Adult Education. The salary is \$113,364 and the funding source is local.
- **Mark Fernandes, Principal on Assignment at Adult Education, effective July 1, 2019.**  
Currently Middle School Principal at Pulaski Middle School. The salary is \$139,780 and the funding source is grant funding.
- **Dr. Shamel Lewis, Elementary School Principal at Jefferson Elementary School, effective July 1, 2019.**  
The salary is \$140,827 and the funding source is local.
- **Ms. Johanna Robles, Middle School Principal at Pulaski Middle School, effective July 1, 2019.**  
Currently Interim Elementary School Principal at Jefferson Elementary School. The salary is \$141,804 and the funding source is local.

*Motion carried unanimously.*

### Operations: Approve Bid Waiver and Purchase Order for Painting of Manufacturing Department at New Britain High School

Submitted by Mr. Raymond Moore | No Subcommittee Review | No documents available in packet

*Mr. Mercier motioned to postpone indefinitely the approval of the bid waiver and purchase order for painting of the Manufacturing Department at New Britain High School, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

### Partnerships: Accept donation from The Fund for Greater Hartford (\$50,000)

Submitted by Ms. Mayra Rodriguez | No Subcommittee Review

A proposal was written to the Fund for Greater Hartford outlining the planning, implementation, and evaluation process of the district's summer school programs, Summer Enrichment Experience (SEE). This program was deemed worthy of the organization's requirements for innovation, utilizing best practices in reducing the summer learning slide and promoting community partnerships to improve student academics and engagement in learning during the summer months. This grant funding will be utilized to support the afternoon enrichment portion of SEE, which is led by Community Based Organizations.

The total is \$50,000.00 and the funding source is The Fund for Greater Hartford.

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*Ms. Sanders Connolly motioned to approve the donation from The Fund for Greater Hartford in the amount of \$50,000.00, seconded by Dr. Jimenez Sims. Motion carried unanimously.*

**Finance: Approve Superintendent's Budget Request for 2019-2020 Fiscal Year**

Submitted by Ms. Nancy Sarra | No Subcommittee Review | Presentation by Mr. Kevin Kane

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

**Personnel: Approve Revision to Behavior Support Assistant Job Description**

Submitted by Mr. Jason Miramant | Reviewed by the Personnel Subcommittee on May 28, 2019

Several changes were made throughout the job description. This position will report to Building Administrators and his/her designee.

The primary functions are as follows:

- Under general supervision of the building administrators, and day-to-day guidance of the building professional staff and student behavior intervention team, provides direct student intervention services.
- Extend student support to assigned students both at school and with community experiences and partnerships.
- Ensure every child has a meaningful relationship with an adult who is an advocate for him/her.

The salary is \$23.79 per hour and the benefits follow the Local 2407 Paraeducator contract. There is no union affiliation.

*Dr. Jimenez Sims motioned to approve the revision to behavior support assistant job description, seconded by Ms. Cheney. Motion carried unanimously.*

**Personnel: Approve New Job Description: Assistant Coordinator of STEAM and Summer Learning**

Submitted by Ms. Nancy Sarra | Reviewed by the Personnel Subcommittee on May 28, 2019

The primary functions are as follows:

- Develops and ensures the implementation of the K-8 Science, Technology, Engineering, the Arts and Mathematics (STEAM) curriculum for grades K-8.
- Stays abreast of developments and professional learning opportunities in the field of STEAM.
- Facilitates professional learning aligned to observed need, ongoing assessment and capacity-building.
- Oversees the planning, programming, coordination and implementation of summer extended learning opportunities for students in grades K-8.

The person in this position will work the standard administrator work schedule, including attendance at Board meetings and other meetings as needed. Salary and benefits as set forth in the Local 51 collective bargaining agreement.

*Mr. Mercier motioned to approve the new job description for Assistant Coordinator of STEAM and Summer Learning, seconded by Ms. Cheney. Motion carried unanimously.*

**Personnel: Approve New Job Description: Athlete Academic Adviser (Stipend Position)**

Submitted by Mr. Damon Pierce and Mr. Leonard Corto | Reviewed by the Personnel Subcommittee on May 28, 2019

This position will report to the NBHS Principal, Athletic Director and Head of Guidance.

The primary functions are as follows:

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- Work with the athletes, coaches and teachers to monitor and improve their grades.
- Arrange study time and extra academic support class specific.

This stipend position will be \$4,000 and the funding will be local.

*Ms. Sanders Connolly motioned to approve the new job description for Athlete Academic Adviser, seconded by Ms. Cheney. Motion carried unanimously.*

**Personnel: Approve New Job Description: Director of Curriculum Development**

Submitted by Ms. Nancy Sarra | Reviewed by the Personnel Subcommittee on May 28, 2019

This position will report to the Superintendent or designee.

The primary functions are as follows:

- Develops, implements and oversees curriculum, teaching and learning, and assessment PK-12.
- Ensures curriculum is accessible and culturally and linguistically responsive to diverse populations.
- Identifies, designs and facilitates professional learning aligned to district goals.
- Active participant on PDEC (Professional Development and Evaluation Committee).
- Provides guidance to building administrators to help strengthen their teachers' instructional practices.
- Provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum, instructional services and assessment.

The person in this position will work the standard administrator schedule, including attendance at Board meetings and other meetings as needed. The salary and benefits are as set forth in the Local 51 collective bargaining agreement. The position is affiliated with Local 51 and the funding source is the Commissioner's Network.

*Ms. Cheney motioned to approve the new job description for Director of Curriculum Development, seconded by Ms. Sanders Connolly. Motion carried unanimously.*

Mr. Mercier reminded Board members that in order to follow proper procedure they must wait for the chairperson to recognize them before speaking. He stated that this will allow everyone to better follow the flow of the conversation and prevent people from talking over each other.

## Reports

The Superintendent's Report is attached.

## Closing and Adjournment

Ms. Sanders Connolly motioned to adjourn at 10:30 PM, seconded by Dr. Jimenez Sims. Motion carried unanimously.

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