



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

---

### New Britain Board of Education Regular Meeting

July 8, 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 6:05 PM.

##### Board Members Present

Ms. Catherine Cheney, Dr. Violet Jimenez Sims, Mr. Nicholas Mercier, Ms. Yvonne Muniz, Ms. Annie Parker, Ms. Nicole Rodriguez, Mr. James Sanders, Jr.

##### Board Members Absent

Mr. Merrill Gay, Ms. Nancy Rodriguez, Ms. Gayle Sanders-Connolly

#### Executive Session

Mr. Mercier motioned to go into executive session at 6:08 PM to discuss a legal settlement (Item 4B), seconded by Ms. Cheney. Ms. Janice Grega-Mals (Talent Development Manager), Dr. Shuana Tucker (Chief Talent Officer) and Superintendent Sarra were invited into executive session. Motion carried unanimously.

#### Continuation of Meeting

The meeting resumed in open session at 6:17 PM.

#### New Business

##### Operations: Discuss Legal Settlement

Submitted by Ms. Janice Grega-Mals | No Subcommittee Review

*Mr. Mercier motioned to approve the legal settlement between the Consolidated School District of New Britain and Ms. Diane Toce in the amount of \$22,500.00, seconded by Ms. Cheney. Motion carried unanimously.*

#### Reports

The Superintendent's Report is attached.

---

### 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

## 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 June 3, 2019**

Submitted by Ms. Kristin Salerni | No Subcommittee Review

### **Operations: Approve minutes from the Special Board of Education Meeting on June 17, 2019**

Submitted by Ms. Kristin Salerni | No Subcommittee Review

### **Personnel: Approve Personnel Transactions outside of Summer Authority**

Submitted by Ms. Nancy Sarra | No Subcommittee Review

### **Personnel: Accept Report of Personnel Transactions through Summer Authority**

Submitted by Ms. Nancy Sarra | No Subcommittee Review

## New Business

### **Personnel: Approve Administrative Appointments**

Submitted by Ms. Nancy Sarra | No Subcommittee Review

- **Ms. Lori Butterfield, Assistant Principal at DiLoreto Elementary and Middle School, effective July 1, 2019.**

Currently Interim Assistant Principal at DiLoreto Elementary and Middle School. The salary is \$125,441 and the funding source is grant funding.

*Mr. Mercier motioned to approve the administrative appointment of Ms. Lori Butterfield to Assistant Principal at DiLoreto Elementary and Middle School, seconded by Mr. Sanders, Jr. Motion carried unanimously.*

- **Ms. Arleen Ruiz, Assistant Principal at Smalley Elementary School, effective August 19, 2019.**

Currently ELD Teacher at Gaffney Elementary School. The salary is \$110,864 and the funding source is grant funding.

*Mr. Mercier motioned to approve the administrative appointment of Ms. Arleen Ruiz to Assistant Principal at Smalley Elementary School, seconded by Ms. Cheney. Motion carried unanimously.*

- **Ms. Jennifer Wright, Assistant Coordinator of STEAM and Summer Learning at New Britain Educational Administration Center, effective on or about July 1, 2019.**

Currently Facilitator of STEAM & Summer Programs (K-8) at New Britain Educational Administration Center. The salary is \$129,927 and the funding source is grant funding.

*Mr. Mercier motioned to approve the administrative appointment of Ms. Jennifer Wright to Assistant Coordinator of STEAM and Summer Learning at New Britain Educational Administration Center, seconded by Ms. Cheney. Motion carried unanimously.*

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

Submitted by Ms. Nancy Sarra & Ms. Terry Turcotte | No Subcommittee Review

Ms. Terry Turcotte, Roosevelt Early Learning Center Principal, would like to revise the Districtwide Calendar to include early dismissals for preschool students once a month during the 2019-2020 school year to provide professional development opportunities for the preschool teaching staff.

*Mr. Mercier motioned to approve the revised 2019-2020 Districtwide Calendar, seconded by Dr. Jimenez Sims. 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 Amended Board of Education Regular Meeting Minutes from April 1, 2019**

Submitted by Ms. Ann Alfano | No Subcommittee Review

Upon request of the State of Connecticut Child Nutrition Program, the original motion regarding Board action to certify that that all foods sold to students will meet the Connecticut Nutrition Standards needs to be amended to include that the Board of Education will specifically follow all three considerations that meet the requirements of the state HFC statute (C.G.S. Section 10-215f) for HFC participation and food exemptions, and beverage exemptions under the state beverage statute (Section 10-221q).

*Ms. Cheney motioned to approve amended Board of Education Regular Meeting Minutes from April 1, 2019, seconded by Mr. Sanders, Jr. Motion carried unanimously.*

## **Policy: Approve Revised Policy 3515.10 – Naming an Area Within or on School Property**

Reviewed by the Policy Subcommittee on June 17, 2019

The Policy Subcommittee recommended the following changes to the current policy and administrative procedure:

- Board Policy Statement: In the first paragraph, strike **“Name recommendations shall be made in accordance with guidelines established by the Superintendent. It is not the intention of this policy to initiate the naming or areas within existing facilities.”**
- Board Policy Statement: In the fourth sentence, strike **“has been deceased for more than two years”**
- Strike Administrative Procedure completely instead assigning procedures to Board of Education members
- Board Policy Statement: Outline the procedural steps the Board of Education will take to name or rename a school or area within or on school district property including the appointment of an ad hoc committee, public participation and a final full Board vote.

*Mr. Mercier motioned to approve revision of Policy 3515.10 – Naming an Area Within or on School Property, seconded by Mr. Sanders, Jr. (Upon recommendation of Ms. Cheney, Mr. Mercier will check to make sure that the New Britain City Charter does not have an existing policy in place which would prohibit the Board of Education from having sole discretion to rename a building or area within or on school property). Mr. Mercier motioned to postpone the approval of Policy 3515.10 - Naming an Area Within or on School Property, for a second reading at the next regular Board of Education Meeting, seconded by Ms. Cheney. Motion carried unanimously.*

*Mr. Mercier motioned to approve the following new position requests, seconded by Ms. Cheney:*

## **Personnel: Approve New Position Request for (9.0 FTE) Family School Liaisons for Districtwide**

Submitted by Ms. Sondra Sanford | Reviewed by the Personnel Subcommittee on June 24, 2019

As part of the redesign of the Family Resource Center and Attendance Departments, we developed a systemic approach to align the work happening in these two departments. The design and the job description have been presented and approved by the Board of Education.

Location for requested positions:

New Britain High School: 2

Middle Schools: 3

Elementary Schools: 4

This is a full-time, 12 month position. The salary and benefits are linked to pay grade 5B of the Local 1186 contract. The estimated cost is \$670,000 and the funding source is Title IV, SPPT and Alliance Grants.

---

### **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 New Position Request for (2.0 FTE) Paraeducators for KEY Program**

Submitted by Ms. Danielle Singleton | Reviewed by the Personnel Subcommittee on June 24, 2019

Per PPT decision, a fifth grade student at Gaffney Elementary School requires designated adult support throughout the school day in order to assure the student's safety. The student will be transitioning to Slade KEY in the fall for sixth grade and will continue to require adult support. Adult support will also be required during the ESY program. The estimated cost is \$47,000 and the funding is through the local budget.

Per PPT decision, a PreK KEY student will require adult support for 12.5 hours per week as the student attends our half-day PreK program. The support will be required through ESY this summer (4 days per week through the month of July) and the student will attend full day in the fall (2019-2020 SY). Waterbury is the NEXUS for this student and they will need to be charged for the paraeducator accordingly.

**Personnel: Approve New Position Request for (1.0 FTE) Assistant Coordinator of STEAM & Summer Learning**

Submitted by Ms. Lara Bohlke | Reviewed by the Personnel Subcommittee on June 24, 2019

This position reflects an expansion of duties from Facilitator of STEAM and Summer Learning to include evaluation of personnel and year-round employment to encompass summer learning windows. The new job description was approved by the Board of Education on June 3, 2019. This is a full-time, 12 month position. The salary and benefits are as set forth in the Local 51 collective bargaining agreement. The estimated cost is \$130,000 and the funding source is the Alliance Grant.

**Personnel: Approve New Position Request for (1.0 FTE) Career Coach for Brookside School**

Submitted by Mr. Jason Miramant | Reviewed by the Personnel Subcommittee on June 24, 2019

This request was made to better prepare dis-engaged students involved in an alternative education path, with skills and opportunities to thrive in their future endeavors. Brookside will be transitioning a BSA position to take in a career coach. This is a full-time, 10 month position. The estimated cost is \$35,000 and the funding source is local.

*Motion carried unanimously.*

*Mr. Mercier motioned to approve the following new position requests, seconded by Ms. Cheney:*

**Personnel: Approve New Position Request for (1.0 FTE) District Supervisor of Small Classroom Setting**

Submitted by Mr. Mark Spalding | Reviewed by the Personnel Subcommittee on June 24, 2019

A Supervisor is required to provide oversight of a new program titled "small class setting." Oversight to include coordination of new program, supervision of staff and collaboration with school site administration to ensure program and school operate seamlessly. This is a full-time, 12 month position. The estimated cost is \$120,000 and the funding source is local.

**Personnel: Approve New Position Request for (1.0 FTE) Board Certified Behavior Analyst**

Submitted by Mr. Mark Spalding | Reviewed by the Personnel Subcommittee on June 24, 2019

The district demand for behavioral services has increased beyond the capacity of our contracted BCBA (Board Certified Behavior Analyst). The hiring of a district employee to serve as a BCBA would ensure that appropriate staffing is available to meet the needs of students. The BCBA will provide support to students and staff through consultation, behavior analysis, development of behavior support plans, and staff training. This is a full-time, 10 month position. The estimated cost is \$80,000 and the funding source is the IDEA Grant.

*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

**Personnel: Approve New Job Description for District Supervisor of Small Classroom Setting**

Submitted by Mr. Mark Spalding | Reviewed by the Personnel Subcommittee on June 24, 2019

This position will report to the Superintendent and/or designee.

The primary functions are as follows:

- Has primary responsibility to coordinate the program ensuring the program provides high quality supports and instructions to students.
- Supervises and evaluates all personnel in the program.
- Ensures that the program is aligned with research based best practices and standards.
- Collaborates with school site administration to ensure program and school operate seamlessly.

The person in this position will work the standard administrator work 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, New Britain Federation of School Administrators, and the funding will be local.

*Mr. Mercier motioned to approve the new job description for District Supervisor of Small Classroom Setting, seconded by Ms. Cheney. Motion carried unanimously.*

**Personnel: Approve New Job Description for Board Certified Behavior Analyst**

Submitted by: Mr. Mark Spalding | Reviewed by the Personnel Subcommittee on June 24, 2019

This position will report to the Director of Pupil Services or his/her designee.

The primary functions are as follows:

- Provide consultation to staff.
- Data collection.
- Conduct functional behavior assessments and develops behavior intervention plans.
- Supervision of behavior support staff, Registered Behavior Technicians\Behavior Technicians (RBT/BT) and Behavior Support Assistants (BSA).
- Training.
- Teaming.

The salary is \$80,000 and the benefits are as per Local 871. The funding source is the IDEA Grant.

*Mr. Mercier motioned to approve the new job description for Board Certified Behavior Analyst, seconded by Dr. Jimenez Sims. Motion carried unanimously.*

**Personnel: Approve New Job Description for Maintenance Assistant**

Submitted by Mr. Raymond Moore | Reviewed by the Personnel Subcommittee on June 24, 2019

This position will report to the Maintenance Foreman.

The primary functions are as follows:

- Under direct supervision, performs deliveries and pick-ups in and out of the school district.
- Assists in maintenance operations, such as snow plowing, sanding and landscape maintenance.
- Assists other Maintenance tradesmen as directed by supervisor.

The salary follows Pay Grade 6A, \$24.56 per hour (same as Custodian I). The person in this position will work a standard schedule in accordance with the Local 1186 contract and overtime as needed. The position is affiliated with Local Union 1186 and the salary and benefits are as set forth in the Local 1186 collective bargaining agreement. The funding source is local.

---

**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

*Mr. Mercier motioned to approve the new job description for Maintenance Assistant, seconded by Ms. Cheney. Motion carried unanimously.*

**Personnel: Approve New Position Request for (1.0 FTE) Maintenance Assistant**

Submitted by Mr. Raymond Moore | No Subcommittee Review

Another person is needed just for deliveries. This is a full-time, 12 month position. The estimated cost is \$80,000 and the funding source is local.

*Mr. Mercier motioned to approve the new position request for Maintenance Assistant, seconded by Ms. Cheney. (Ms. Nicole Rodriguez noted that all of the new positions and job descriptions on the agenda had been discussed previously and were being approved with confidence accordingly). Motion carried unanimously.*

## Closing and Adjournment

Mr. Nicholas Mercier motioned to adjourn at 6:54 PM, seconded by Mr. Sanders, Jr. Motion carried unanimously.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Superintendent's Report New Britain Board of Education Regular Meeting | July 8, 2019

#### Important Dates

- **Tuesday, July 9 Educational Forum - NBHS Lecture Hall 5:30-7:00 pm**
- **Thursday, August 1 - "Every Day Matter" attendance campaign roll out**
  - The goal is to stress the importance of every day - not just the first and last days of school - for our students and staff towards our collective overall success.
  - The campaign includes branded unique logos for grades K-6 and 6-12, a video for the CSDNB website and social media platforms, tee shirts, pencils, and yard signage.
  - The Partnership team will "paint the town" with these branded items, beginning at the Mayor's Pencil Hunt at Walnut Hill Park.

#### Talent Update

- **Shout out to the Talent Staff (Heather, Holly, Janice, Kristin)** - We began with **52** vacancies when school let out. Currently we have **19** openings with an additional six pending, leaving us to hire for 13 vacancies. The administrators and teachers came together the first week that school let out with interview teams - the second floor team has worked incredibly hard to process all new hires.

#### Partnership Updates

- **Academies at NBHS:** The IRS approved our status as a 501C3, enabling the Academy Advisory Boards to accept donations from Industry Partners to better establish our academy curriculum and supplies.
- **Stanley Black and Decker:** We received the first (of three) installments in the amount of \$33,333.00 for the Manufacturing Academy. Many thanks to one of our city's founding institutions for their support of one of the key areas of focus in our STEM programs.
- **State Department of Labor:** We were awarded a grant opportunity through the "Closing the Skills Gap" grant program. This is aligned with New Britain's vision for our manufacturing academy model. We will be meeting with Industry Partners to co-author the grant apprenticeships.
- **CCSU C.A.R.E.S.:** Through the success of the Go Baby Go! Program, in collaboration with Bozzuto's and with Papa's Dodge, approximately 300 toy cars have been donated by Fisher Price to be modified for children with special needs through technology education classes at NBHS. We are the only local school district to integrate modifying the cars into the high school curriculum. After the success at the high school, the Go Baby Go! Program is scheduled to be expanded to the middle schools as well. The donation is arriving July 11 at 11:00 am at One Hartford Square.

## Operations Updates

- **NBHS (Manufacturing Lab)**
  - July 29 - Riggers scheduled to bring machines in
  - Early August - New Machines to be delivered
  - Late August - Electricians scheduled to reinstall to all machines
  - Target : Ready for opening of school
- **NBHS (Band Room)**
  - Installation of new instrument cabinets and music storage library in progress
- **NBHS (Offices for Special Education and PPT office)**
  - Moved to a more convenient location for all families on the first floor at NBHS
- **Slade (front parking lot)**
  - Paving began today and is scheduled to be finished on Thursday
  - Modifying interior spaces in Slade portable for Transition Center
- **Smalley**
  - On time - Still on target for all students K-5 beginning of school year
  - July 22 - moving first floor teacher materials
- **Smith (circular area)**
  - COMPLETED paving
- **Pulaski**
  - Paving in progress
- **Holmes**
  - Paving in progress
- **NBHS, Slade, Pulaski, Roosevelt (new boiler installation)**
  - In progress
- **RELC, Smith, TC (new playground installation)**
  - In progress

## Other

***I wanted to take the time to publicly thank all of the board members for their ongoing support and collaboration over the last three years. We should not take for granted your commitment as board members - those who represent the best interest of our families and students through policy setting and decision making, ensuring the budget that is passed is in the best interest of ALL families and students, and of course for your support as we pursue excellence for every New Britain student.***

***I feel fortunate to work alongside you and do not take for granted the blessings of working together collaboratively. It is not that way in many other Connecticut school districts. So, thank you for your continued commitment!***





## **FOR THE SAKE OF THE CHILDREN**

Too often we hear about Board of Education members and Superintendents in serious conflict. Sadly, such has been the case over the last few weeks in two of Connecticut's largest school districts. Do we all understand the serious detrimental impact this has on the very students these systems serve? Are we aware of how this deepens the pervasive achievement gap? As we celebrate the birth of our country, let's remember that our country is built on a sound education experience for every child. Surely, if the adults responsible for the children in their care continue to engage in public conflict, they deny students their inalienable right to learn in a school community with dignity and respect.

We have many examples in Connecticut of Board members and Superintendents working together, and exemplary outcomes are realized for children. When Board members and Superintendents work together, they provide students with the foundation needed to learn and grow. When Board members and Superintendents know and respect each other's roles and responsibilities, a powerful partnership exists in which students, educators, and families can flourish in spite of the many challenges they face. All members of the school community work together to ensure that educators understand and embrace their declared goals, and the children the Board and Superintendent should be serving, become the center of the district work.

Board members must have a clear understanding of their work. Their job is to set policy, adopt a budget, and hire the superintendent to lead and manage the school district. They must let the superintendent do that job. It is not the role of Board members to second guess decisions such as teacher transfers or to micro-manage acquisition of goods and services the Superintendent and his or her team thinks the district needs. A Superintendent cannot effectively do the job if his or her decisions are constantly reversed or micromanaged.

The Superintendent must engage all stakeholders -- educators, Board, parents, and elected leaders -- in the work of the school district. There must be transparency and inclusiveness in all decisions that are made, and every decision must be made with the students' best interest as the only concern.

The constant turnover of superintendents in any district results in confusion rather than coherence of teaching and learning in a school district. It broadens and deepens the achievement gap. Educators, rightly so, wonder what's next? Moreover, poor public behavior from those whom we should hold in high esteem -- lack of respect, rudeness, and venomous attacks -- creates chaos and license for students and staff members to behave in the same way. If Board members care about the quality of education in their communities, they must stop the inappropriate and disrespectful behavior and model respect, collaboration, and civility for the sake of the children we all serve.