



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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## New Britain Board of Education Finance Subcommittee Meeting

May 28, 2019 – 7:00 PM | New Britain Educational Administration Center

### Call to Order and Opening

Ms. Gayle Sanders-Connolly, Finance Subcommittee Chair, called the meeting to order at 6:45 PM.

### Board Members Present

Mr. Merrill Gay, Ms. Annie Parker, Ms. Gayle Sanders-Connolly

### CSDNB Staff Present

Mr. Thomas Halleck, Mr. Kevin Kane, Ms. Kristin Salerni, Ms. Nancy Sarra, Mr. John Taylor

### New Business

#### Review and approve previous minutes from Finance Subcommittee meeting on April 29, 2019

There were no recommended changes to the Finance Subcommittee minutes from April 29, 2019

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

Submitted by Ms. Ann Alfano

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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Ms. Ann Alfano

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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Mr. Kevin Andersen | 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 \$1000 and the funding source is Adult Education Grant ED-244 Section 400.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

**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 | 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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Mr. John Taylor | 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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

**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 | 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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Mr. Raymond Moore | 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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Mr. Raymond Moore | 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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

**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 | 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.

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*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Ms. Mayra Rodriguez

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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Ms. Ann Alfano | 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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Mr. Leonard Corto | 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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Ms. Ann Alfano

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.

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

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

**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 | 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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Mr. Thomas Halleck | 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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Ms. Ryan Langer | 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.

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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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## **Operations: Review Painting of Manufacturing Department at New Britain High School**

Submitted by Mr. Raymond Moore

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for further discussion at the next regular meeting.*

## **Operations: Approve Summer Authority**

Submitted by Mr. Kevin Kane

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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Mr. Kevin Kane

The Financial Report ending April 30, 2019 was presented.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

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

Submitted by Mr. Kevin Kane

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.

*The Finance Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.*

The members of the Finance Subcommittee discussed revising the Board of Education Calendar in order to reschedule their monthly subcommittee meetings to start at 6:15pm. It was agreed that this would be looked into with regard to notification of the Town Clerk's Office and adherence to local policies.

## **Closing and Adjournment**

The meeting was adjourned at 7:39 PM.

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