



**CONSOLIDATED
SCHOOL DISTRICT
— OF —
NEW BRITAIN**

**NEW BRITAIN BOARD OF EDUCATION
POLICY SUBCOMMITTEE MEETING**

October 21, 2019 – 5:30 PM | NEW BRITAIN EDUCATIONAL ADMINISTRATION CENTER



NOTICE OF MEETING

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

DATE: October 18, 2019

RE: New Britain Board of Education Subcommittee Meetings

The following subcommittee meetings will be held:

- **The New Britain Board of Education Policy Subcommittee** will hold a regular meeting on Monday, October 21, 2019 at 5:30 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, CT.
- **The New Britain Board of Education Curriculum Subcommittee** will hold a regular meeting on Monday, October 21, 2019 at 7:00 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, CT.





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education | Policy Subcommittee Regular Meeting

October 21, 2019 – 5:30 PM | New Britain Educational Administration Center

1. Call to Order and Opening

- A. Meeting called to order

2. Old Business

- A. Continue Review Policy: 6162.40 - Volunteers

3. New Business

- A. Review and approve minutes from Policy Subcommittee Meeting on September 16, 2019
- B. Review Policy: 4152.6/4252.6 – Family and Medical Leave
- C. Review Policy: 4111/4211 – Hiring of Staff
- D. Review and/or Re-affirm Policies:
 - a. 6164.11 – Drug Education (March 18, 1985)
 - b. 5145.52 – Equalized Physical Education and Athletics for Boys and Girls (April 15, 1985)
- E. Discuss future timeline to review policies related to LGBTQ+ rights and issues

4. Closing

- A. Other Business as permitted by law
- B. Adjournment

New Britain Board of Education

Nicole Rodriguez - President | Nicholas Mercier – Vice President | Gayle Sanders-Connolly - Secretary
Catherine Cheney | Merrill Gay | Annie S. Parker | Nancy Rodriguez | James Sanders Jr. | Violet Jiménez Sims



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

6162.40 - Volunteers

Approved on October 16, 2017

It is the policy of the New Britain Board of Education that non-custodial individuals and external organizations who volunteer their services to the school district on an ongoing basis be screened by the Talent Development Office according to established procedures.

These volunteers must complete a volunteer application packet, undergo a criminal background screening and then be approved for selection as a volunteer by the Talent Development Office.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

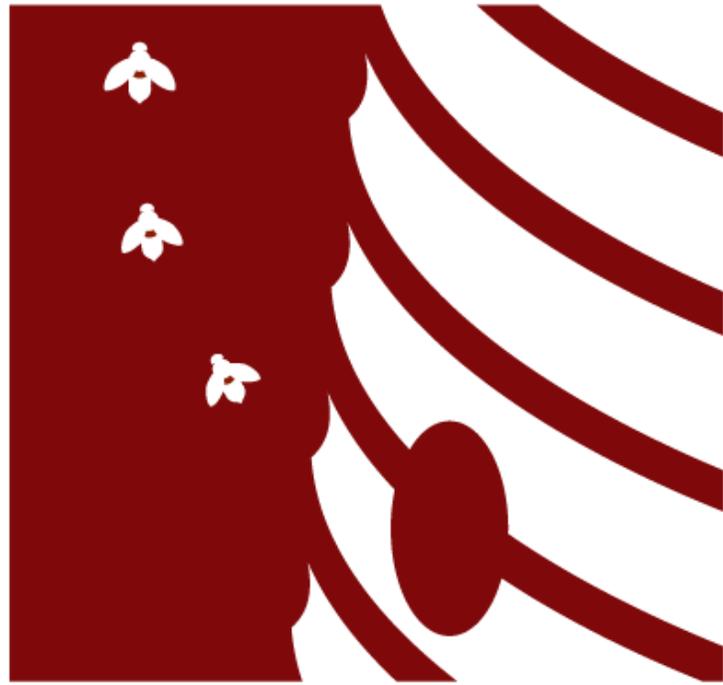
Administrative Procedure

6162.40 - Volunteers

Approved on October 16, 2017

Procedures for the use of volunteers

- All non-custodial individuals who wish to volunteer their services to the school district on an ongoing basis for any activity must submit a volunteer application packet, available from the Talent Development Office website, to the administrator who will oversee the activity of the volunteer.
- The Administrator(s) responsible for overseeing the activity for which volunteer services will be rendered will review the applications, conduct interviews if necessary, and submit application packets to the Talent Development Office for approval.
- The Talent Development Office will screen applications. A criminal background screening will be conducted, at the expense of \$15 or less to the volunteer. An outside vendor may choose to cover the fees for their volunteers. The Superintendent may waive the processing fee when he/she feels it is needed. If records are returned that require further investigation the volunteer will pay for the additional fees. A Department of Children and Families Child Abuse and Neglect Registry check will be conducted.
- Volunteers will serve at the direction and under the supervision of the administrator in charge of the activity.
- No volunteers may receive monetary compensation from any source for providing their services to the school district.
- Volunteers will receive training regarding school district policies and procedures as necessary from their supervising administrator.
- A central list will be maintained by the Talent Development Office.
- The supervising administrator will confirm an individual is approved before they begin volunteer activities.
- At the school level, an annual list will be maintained. School lists will be provided to the Talent Development office upon request.



**CONSOLIDATED
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NEW BUSINESS



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Policy Subcommittee Meeting

September 16, 2019 – 5:30 PM | New Britain Educational Administration Center

Call to Order and Opening

Mr. Nicholas Mercier, Policy Subcommittee Chair, called the meeting to order at 5:31 PM.

Committee Members Present

Dr. Violet Jimenez Sims, Mr. Nicholas Mercier, Ms. Yvonne Muniz, Ms. Gayle Sanders-Connolly

CSDNB Staff Present

Ms. Jacqui Maddy, Ms. Kristin Salerni, Mr. Mark Spalding

Old Business

Continue Review of New Britain Schools Guiding Principles of Community, Collaboration, Support (DRAFT)

Mr. Michael Foran previously presented this draft proposal of an updated Code of Conduct created by input from students, staff and community members during the 2018-2019 School Year. Engaging Schools facilitated this work. The goal of the document is to “ensure every student the right to an education in a safe, civil, and compassionate environment.”

The subcommittee continued their review of the remainder of the document and made the following recommendations:

- Recommend that the document be posted on-line especially the first 30 pages - “Parent Handbook”
- Consider posting pages 31-43 (Levels of Behavior Concerns, Violations and Responses – Infractions) separately made viewable upon request
- Request that Mr. Mark Spalding review pages 57-60 with regard to student suspensions and adherence to SPED guidelines
- Request that Connecticut state statute citations on pages 58, 59, 62, 63, 67, 68 and throughout the remainder of the document be examined with regard to accuracy
- Page 21: Reference correct Connecticut law with regard to notification of law enforcement in instances of bullying
- Copyedit entire document with attention given to formatting
- Continue translation of document into different languages as needed

The Policy Subcommittee Chair, Mr. Mercier, recommended that the final version of this document be forwarded to the full Board of Education for approval upon completion of all recommended proofreading, edits and revisions.

New Business

Review and approve minutes from the Policy Subcommittee meeting on June 17, 2019.

There were no recommended changes to the minutes from the Policy Subcommittee meeting on June 17, 2019.

New Britain Board of Education

Nicole Rodriguez - President | Nicholas Mercier – Vice President | Gayle Sanders-Connolly - Secretary

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Review Policy: 6142.101 – District Wellness

Ms. Jacqui Maddy, Nursing Supervisor, expressed concerns with Policy 6142.101- District Wellness specifically with regard to staff members providing food/beverages to students in school. She cited multiple incidents which led to life-threatening circumstances for our students. Ms. Maddy stated that staff members do not have a clear understanding of allergies and the importance of strict adherence to medical orders. She emphasized that no staff members should be bringing in food items and serving them to students during the school day. This extends to the current policy provision which prohibits using foods or beverages as rewards for academic performance or good behavior. For these reasons, she would like further clarification in the current policy regarding food in the classrooms and schools.

The Policy Subcommittee made the following recommendations:

- **Item 11 - Qualifications of Food Service Staff:** Change “Staff development programs shall include appropriate certification and/or training programs...” to “Staff development programs **will be scheduled in conjunction with contracted food service providers** and shall include appropriate certification and/or training programs...”
- **Item 16 – Foods Brought Into School:** Strike “The district shall develop guidelines to help ensure that food brought from home to be shared with other students is appropriate.”
- **Item 16 – Foods Brought Into School:** Change “Classroom snacks shall feature healthy choices...” to “Classroom snacks **that are provided by the district** shall feature healthy choices...”
- **Item 17 – Sharing of Foods:** Add sentence “**Food shall not be brought in from home to be shared with other students.**”
- Reformat Items 8-20 assigning them as letters A-M under School Food Category
- Renumber Health Services as Item 8
- Reformat Items 22-24 assigning them as letters A-C under Health Services Category
- Renumber Family Engagement as Item 9
- Renumber Community Involvement as Item 10

The subcommittee further recommended that this revised policy be included in the district’s Employee Handbook in order to ensure that staff members fully understand their responsibility to adhere to its provisions.

The Policy Subcommittee recommended that this revised policy be forwarded to the Board of Education for approval at the next regular meeting.

Review Policy: 6162.40 – Volunteers

Mr. Mercier expressed concern as to whether or not the language in Policy 6162.40 – Volunteers is clear enough with regard to which individuals must be screened by the Talent Development Office prior to volunteering in the school district. Recently there appeared to be a misunderstanding of the policy by office staff which led to parents believing they had to participate in the screening process. The policy currently states that the background screening process only applies to “non-custodial” individuals and external organizations. Administrators have been made aware of this policy.

It was decided that Dr. Jimenez Sims would gather information to share with the subcommittee regarding the policy her former school district had regarding supervised versus unsupervised volunteers. This information may be considered in the possible drafting of revisions to our policy.

Closing and Adjournment

The meeting was adjourned at 6:41 PM.

New Britain Board of Education

Nicole Rodriguez - President | Nicholas Mercier – Vice President | Gayle Sanders-Connolly - Secretary

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CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

4152.6/4252.6 - Family and Medical Leave

Approved on May 19, 2014

It is the policy of the Board of Education to comply with the Family and Medical Leave Act of 1993 and any subsequent amendments in its employment practices.

Legal References/Citations

Family and Medical Leave Act of 1993, 29 U.S.C. § 2601 et seq.

Federal Regulations, 29 C.F.R. Part 825



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedure

4152.6/4252.6 - Family and Medical Leave

Approved on May 19, 2014

I. Purpose

The purpose of these procedures is to establish guidelines for leaves taken by employees of the Consolidated School District of New Britain under the Federal Family and Medical Leave Act of 1993 (FMLA).

II. Eligibility

Employees who have worked for the District for a total of at least twelve (12) months, and who have worked at least 1,250 actual work hours during the twelve (12) months immediately preceding that start of a leave, are eligible for unpaid leave under the FMLA.

III. Reason for Leave

Leaves under the FMLA may be taken for the following reasons:

- A. Because of the birth and/or care of the employee's newborn child
- B. Because of the placement of a child with the employee by adoption or foster care
- C. In order to care for employee's spouse, child or parent who has a serious health condition
- D. Because of the employee's own health condition that makes the employee unable to perform the function of his or her current position
- E. For any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status

Leave may be taken prior to birth or placement under certain circumstances (e.g., prenatal care, time required to effectuate adoption) with the approval of the Superintendent.

IV. Length of Leave

If the leave is requested for one of the above reasons, except for the military leave, each eligible employee may take up to a maximum of twelve (12) weeks unpaid family or medical leave in any 12-month entitlement period. The 12-month entitlement period for family or medical leave is determined from July 1 of each year. An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin for the service member. The "single 12-month period" for military caregiver leave is different from the 12-month period for other FMLA reasons.

V. Type of Leave and Conditions

A. Full-time, Intermittent and Reduced Schedule Leave

- a. Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a continuous period of time.
- b. Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as needed basis for other than routine medical appointments.
- c. Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.
 - i. An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, his or her spouse, child or parent. Intermittent leave or reduced schedule leave for other reasons will be permitted only with the approval of the Superintendent.
 - ii. If foreseeable intermittent or reduced schedule leave is medically required based on planned medical treatment for the employee or family member, the District may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of any instructional employee who need to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period).

B. Both Spouses Working for the District

If both spouses are employees of the District and request leave for the birth, placement of a child by adoption or for foster care, or to care for a seriously ill parent, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in any 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is still entitled to the difference between the amount he or she has taken individually and the 12 weeks for FMLA leave for their own, their spouse's, or their child's serious health condition in the 12-month entitlement periods.

C. Leave Taken by Instructional Employees Near the End of a Student Year

- A. If a leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of a student year, the District may require that employee to continue the leave until the end of the student year if the leave will last at least three (3) weeks and the employee would return to work during the three-week period before the end of the student year.
- B. If the employee begins a leave during the five-week period preceding the end of a student year for a reason other than the employee's own serious health condition, the District may require the employee to continue taking leave until the end of the student year if the leave will last more than two (2) weeks

and the employee would return to work during the two-week period before the end of the student year.

- C. If the employee begins a leave during the three-week period preceding the end of a student year for a reason other than the employee's own serious health condition, the District may require the employee to continue taking leave until the end of the student year if the leave will last more than five (5) working days.

VI. Request for Leave

Requests for a family or medical leave should be submitted to the Human Resources Department at least thirty (30) days before the leave is to commence, if practicable. If thirty (30) days' notice is not practicable, the request should be submitted as soon as practicable under the circumstances. An employee request for FMLA leave form may be obtained from the Human Resources Department to request or confirm an FMLA leave.

For leaves taken because of the employee's or a family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form before the leave begins if possible. This form may be obtained from the Human Resources Department. If such advance certification is not possible, the medical certification must be provided by the employee within fifteen (15) calendar days of the Human Resources Department's request for the medical certification.

If the employee takes leave (EXCEPT ON AN INTERMITTENT BASIS) to care for his or her own serious health condition, in order to return to work the employee may be required to provide a completed "Medical Examiner Certification" form which certifies that the health condition which created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification form may be obtained from the Human Resources Department.

If any employee returns to work from an absence that may qualify as FMLA leave, but that has not been so designated by the District, the employee must notify the Human Resources Department of the reason for the leave within two days of returning to work.

VII. Use of Paid Leave

An employee must substitute any accrued paid sick leave for any (otherwise) unpaid portion of medical leave taken for employee's own serious health condition (including child-bearing). In addition, an employee may elect to substitute accrued paid personal leave and accrued paid vacation (in that order) for any unpaid portions of family or medical leave taken for any reason. Where the leave is for the employee's own serious health condition, accrued paid sick leave will be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of family or medical leave entitlement that is unpaid is reduced by the amount of paid leave that is substituted.

VIII. Medical Insurance and Other Benefits

During approved family or medical leaves of absence, the District will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay his/her share of the premium, and failure to do so may result in the loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or other circumstances beyond the employee's control.

During any period of unpaid family or medical leave, employees will continue to accrue service credit for seniority and longevity pay. However, employees will not accrue service credit for retirement benefits. Unused employee

benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the terms of any applicable collective bargaining agreement.

IX. Reinstatement

An employee who returns to work following the expiration of a family or medical leave is entitled to return to the job held prior to the leave or to an equivalent position with equivalent pay and benefits.

X. Reinstatement

Questions regarding family or medical leave may be directed to the Human Resources Department.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

4111/4211 - Hiring of Staff

Approved on May 19, 2014

The primary factor to be considered above all else in the Superintendent's recommendations for hiring of certified teaching and administrative staff and for noncertified positions shall be the individual's qualifications for the position. The Board recognizes the ethnic and cultural diversity of the people who live in the School District.

The Superintendent will seek to employ a diverse group of individuals who have a range of background and experience. The selection process shall be equal and fair to all candidates. Special consideration will be given to candidates who demonstrate knowledge of, or special interest in, the educational system of the City of New Britain.

Legal References/Citations

Conn. Gen. Stat. Section 10-151(b)



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedure

4111/4211 - Hiring of Staff

Approved on May 19, 2014

I. Purpose

The purpose of these procedures is to establish a process and guidelines for ensuring the hiring of fully qualified staff from diverse backgrounds to serve in certified positions in the school district. In accordance with that purpose, the administration will conduct an active search to find candidates for positions that it believes can most effectively translate into action the policies of the Board.

II. Recruitment

Applicants who are most qualified and can best fulfill the duties and responsibilities of each position will be sought from within the school system and from outside sources. The goals outlined in the Board's equal opportunity and affirmative action policy and administrative procedure will be followed during this process. The Superintendent shall maintain an effective recruitment program to attract, secure, and retain qualified personnel for all certified staff positions. The recruitment effort shall seek a diversified group of candidates who will devote themselves to the education and welfare of children in the school district.

III. Search Committee

A. Administrative Positions

The Administration will follow Board Policy 2-1 when filling Administrative vacancies.

B. Teaching Positions

The Superintendent will establish a search committee of adequate size consisting of Administrators who oversee the responsibility center in which the vacancy or vacancies exist (e.g. elementary school, middle school, high school, special services, special education) and teachers.

C. Orientation

The search committee will receive an orientation related to the issues surrounding an appropriate recruitment and hiring process. The orientation is designed to ensure a consistent screening and interview process, as well as to reduce the possibility of bias or stereotyping by search committee members.

D. Screening, Interviewing and Recommendations

The search committee will screen applicants and interview candidates as selected. It will then recommend a candidate to the Superintendent for recommendation to the Board. The search committee will make its recommendations to the Superintendent based upon predetermined criteria, demonstrated skills, background and experience which are pertinent to the responsibilities of the position. The search

committee also will take into account the Board's commitment to employing a multicultural staff to work in the school system.

IV. Board Approval

A. Administrative Positions

The Superintendent shall submit a recommendation to the Board in accordance with Policy 2-1.

B. Teaching Positions

The Superintendent shall submit to the Board the name of a qualified candidate for each vacancy.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

6164.11 - Drug Education

Approved on March 18, 1985

In accordance with Public Act 73-632, as amended (S10-19 C.G.S.), an act concerning the teaching of the effect of drugs in the public schools, the Board of Education shall provide programs and procedures to meet the requirements of said law. Emphasis shall be placed on:

1. In-service training programs for teacher, administrators and guidance personnel.
2. Development of an on-going program relative to the use and relationship of such drugs to health and personality development and inclusion of such a program in the curriculum from K through grade 12.
3. The prevention of the use, sale, or possession of controlled drugs on school property.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

5145.52 - Equalized Physical Education and Athletics for Boys and Girls

Approved on April 15, 1985

The New Britain Board of Education shall provide physical education and athletic programs in the New Britain Public Schools in conformance with student needs and interests. Equalized opportunity for use of athletic facilities and scheduling of hours shall be provided for boys and girls.

