



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Regular Meeting

April 6, 2020 - 6:00 PM | Virtual Meeting

Call to Order and Roll Call

Call to Order

Mr. Merrill Gay, President of the New Britain Board of Education, called the meeting to order at 6:01 PM.

Board Members Present

Ms. Monica Dawkins, Mr. Merrill Gay, Mr. Anthony Kane, Ms. Diane Leja, Mr. Nicholas Mercier, Ms. Annie Parker, Ms. Diana Reyes, Ms. Nancy Rodriguez, Ms. Gayle Sanders-Connolly, Dr. Violet Jiménez Sims

Board Members Absent

None

Reports

The Superintendent's Report is attached.

Old Business

Policy: Approve Revised Policy 4111.3 – Process for Hiring Head Coaches

Reviewed by the Policy Subcommittee on February 18, 2020

The Policy Subcommittee made the following recommendations with regard to the Board Policy Statement:

- Section A: Strike "Human Resources Department" and replace with "Talent Development Office"
- Section B: Add "based on the job description" to the end of the sentence
- Section C: Strike second reference to "Coordinator of Athletics" and replace with "Talent Development Office" shall then notify...
- Section D: Add the following phrase at the beginning of the sentence "A committee appointed by the Superintendent made up of a minimum of" the Coordinator of Athletics...
- Section D: Add "or their designee" after High School Principal
- Section E: Reformat policy moving Section E up to follow the current Section C and precede current Section D
- Section F: Strike "The Coordinator of Athletics and the High School Principal" and replace with "The committee"
- Section F: Strike "will then recommend the candidate selected" and replace with "will then recommend a selected candidate or candidates to the Superintendent" using the application...
- Section G: Strike "Chief Academic Officer and Chief Human Resources Officer" and replace with "Director of Personnel and Talent Development"
- Section H: Strike "(blue sheet)"

New Britain Board of Education

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Ms. Sanders-Connolly motioned to approve the revision to Policy 4111.3 – Process for Hiring Head Coaches, seconded by Dr. Jiménez Sims. Motion carried unanimously.

Policy: Approve Revised Policy 0521.00 – Equal Employment Opportunity – Non-Discrimination

Reviewed by the Policy Subcommittee on February 18, 2020

The Policy Subcommittee made the following recommendation with regard to the Board Policy Statement:

- Add “gender identity” to second sentence following “sex” and preceding “age”

Ms. Sanders-Connolly motioned to approve the revision to Policy 0521.00 – Equal Employment Opportunity – Non-Discrimination, seconded by Ms. Parker. Motion carried unanimously.

Policy: Approve Revised Policy 2151.00 – Recommendations for Administrative Positions

Reviewed by the Policy Subcommittee on February 18, 2020

The Policy Subcommittee made the following recommendations with regard to the Board Policy Statement:

- Strike “his/her” from the first sentence of second paragraph and replace with “their”
- Change second sentence of second paragraph from “The study session will typically be the executive session of the Board meeting prior to the Board Meeting the candidate will be presented for approval” to “The study session will typically be in executive session.”

Ms. Parker motioned to approve the revision to Policy 2151.00 – Recommendations for Administrative Positions, seconded by Ms. Leja. Motion carried unanimously.

Policy: Approve Revised Policy 4131.00 – Professional Staff Development

Reviewed by the Policy Subcommittee on February 18, 2020

The Policy Subcommittee recommended that the suggested policy from CABE replace the current district policy with the following revision:

- Strike “Board” from the eighth paragraph of the suggested CABE policy and replace with “Superintendent”

Mr. Mercier motioned to approve the revision to Policy 4131.00 – Professional Staff Development, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Policy: Approve Revised Policy 5134.00 – Students who are Pregnant, Married and/or Parents

Reviewed by the Policy Subcommittee on February 18, 2020

The Policy Subcommittee recommended that the suggested policy from CABE (Alternate Language) replace the current district policy with the following revisions:

- Strike “girl” from the first sentence of the third paragraph and replace with “student”
- Strike “her” from the first and second sentences of the third paragraph and replace with “their”
- Strike “mother” from the last sentence and replace with “parent”

Ms. Reyes motioned to approve the revision to Policy 5134.00 – Students who are Pregnant, Married and/or Parents, seconded by Dr. Jiménez Sims. Motion carried unanimously.

Personnel: Approve New Job Description: Equity Officer

Submitted by Ms. Nancy Sarra | Reviewed at the Special Board Meeting on March 14, 2020

This position will report to the Superintendent of Schools and Director of Personnel and Talent Development.

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The primary function is as follows:

- The Equity Officer works with the Superintendent to establish and maintain a culture of inclusion which includes addressing and reducing cultural bias and embracing differences as a strategic opportunity towards leading the district's efforts to build a culture of equity and inclusion for all students, families, employees and community.

The person in this position will work the standard administrator work schedule including attendance at Board meetings and other meetings as needed. Salary range is \$135,000 - \$150,000 and the benefits follow Local 51 contract. This is an exempt position with no union affiliation and the funding source is local.

Ms. Sanders-Connolly motioned to approve the new job description for Equity Officer, seconded by Ms. Parker. Motion carried unanimously.

Personnel: Approve New Position Request: 1.0 FTE Equity Officer

Submitted by Ms. Nancy Sarra

Rationale for requested position, per job description, is to establish and maintain a culture of inclusion addressing and reducing cultural bias and embracing differences to build a culture of equity and inclusion for all students, families, employees and community.

This is a full-time, 12 month position. The estimated cost is \$135,000 - \$150,000 and the funding source is local.

Ms. Parker motioned to approve the new position request for (1.0) Equity Officer, seconded by Mr. Kane. Motion carried unanimously.

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 March 2, 2020

Submitted by Ms. Kristin Salerni | No Subcommittee Review

Operations: Approve minutes from the Special Board of Education Meeting on March 14, 2020

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

Operations: Accept Enrollment Report

Submitted by Mr. Jeff Prokop | No Subcommittee Review

Personnel: Accept Report of Personnel Transactions and Extracurricular Appointments

Submitted by Ms. Janice Grega-Mals | No Subcommittee Review | No documents available in packet

Partnerships: Accept Donation from Community Foundation of Greater New Britain, Inc./Bill Butler (\$15,000.00)

Submitted by Ms. Sondra Sanford | No Subcommittee Review | Funding Source: Community Foundation of Greater New Britain /Bill Butler

A donation was received from Bill Butler for the "Together Matters" program. The program/partnership is to: 1. Develop and implement a pre-teaching experience for students at NBHS interested in careers in education. 2. Provide elementary school students HS mentors that assist students in the learning process while motivating students to set high academic goals. The donation of \$15,000.00 will be used to fund student's compensated work based learning experience as well as a teacher advisor.

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The total is \$15,000.00 and the funding source is Bill Butler.

Partnerships: Accept Grant from Nellie Mae Education Foundation, Inc. (\$2,000.00)

Submitted by Ms. Ryan Langer | No Subcommittee Review | Funding Source: Nellie Mae Foundation, Inc.

The Consolidated School District of New Britain is in a multi-year partnership with the Nellie Mae Foundation for the execution of a community engagement grant. During the 2019 calendar year, CSDNB was awarded \$20,000. The first \$18,000 came in and was approved by the BOE at the beginning of the year. Following the completion of all reports and activities, the second check for \$2,000 came in. This board memo is for the approval of the part 2 funding to be utilized in 2020 to continue the community engagement work with the Nellie Mae foundation.

The total is \$2,000 and the funding source is Nellie Mae Education Foundation, Inc.

Academics: Approve Purchase Order and Bid Waiver for Math Expressions Textbooks (\$139,566.40)

Submitted by Ms. Amy Anderson | No Subcommittee Review | Funding Source: Local 1010-961-2200-400-000 56410

In partnership with family and community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education so our students will be prepared for, and positively contribute to, a profoundly different future. As part of the education of elementary students for Mathematics, textbooks, which are used as the main resource to support the curriculum, are required for each child in grades K-5. The Houghton Mifflin Math Expressions Program is a researched, scientifically-based program that promotes number sense, conceptual understanding and mathematical thinking. It is aligned with the Common Core State Standards. Math Expressions contain a technology application component with additional access to assessments and resources. Math Expressions was adopted as the core program for Grades K-5 throughout the district. This program requires the purchase of yearly consumable materials for all K-5 classrooms.

The total is \$139,566.40 and the funding source is Local 1010-961-2200-400-000 56410.

Academics: Approve Purchase Order and Bid Waiver for Foundations Training Materials from Wilson Language Training Corp. (\$20,650.39)

Submitted by Ms. Amy Anderson | No Subcommittee Review | Funding Source: Local – Academics 1010-961-2200-400-000 56410

In partnership with family and community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education so our students will be prepared for, and positively contribute to, a profoundly different future. Starting in 2020-2021 we will be implementing Foundations into 5 elementary schools across the district in grades K-2. Our in-house Foundations coach/trainer will train teachers in Foundations next year. The attached price quote is for the required resources for teachers who will be trained in the 2020--2021 school year. K-2 Sped and EL teachers will also be trained and receive materials.

The total is \$20,650.39 and the funding source is Local - Academics 1010-961-2200-400-000 56410.

Academics: Approve Bid Waiver for Foundations Training Materials from Wilson Language Training Corp. (\$10,176.94)

Submitted by Ms. Amy Anderson | No Subcommittee Review | Funding Source: Alliance 2341-969-10001-56110

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The total is \$10,176.94 and the funding source is Alliance 2341-969-10001-56110.

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Academics: Approve Purchase Order and Bid Waiver for Writing Materials from Heinemann Publishing (\$20,386.69)

Submitted by Ms. Amy Anderson | No Subcommittee Review | Funding Source: Local 1010-961-2200-400-000 56410

In partnership with family and community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education so our students will be prepared for, and positively contribute to, a profoundly different future. One of the most effective ways to accelerate students' progress as learners is by equipping them with essential skills in writing. In alignment with CSDNB's Profile of a Graduate, meaningful and purposeful communication is crucial to the success of students in both academic and life pursuits. As the district commences on a path of curriculum renewal, these materials promote responsive, student-centered instruction through predictable routines and proven teaching methods. Teachers are provided with explicit information on how to lead efficient and effective minilessons, conferences, and small-group strategy lessons. There are also on-line resources that provide learning progressions, anchor charts, differentiated curriculum, sample student writing, reproducible checklists, assessments, and mentor texts. This is a comprehensive program that will ensure consistency across the district, support the ability of teachers to meet the Connecticut Core Standards in writing, and allow teachers to set goals and work collaboratively to construct meaningful lessons.

The total is \$20,386.69 and the funding source is Local 1010-961-2200-400-000 56410.

Academics: Approve Purchase Order and Bid Waiver for National Geographic Series Textbooks and Educational Materials (\$40,923.81)

Submitted by Ms. Wanda Lickwar | No Subcommittee Review | Funding Source: Local 1010-961-2200-400-000 56410

In partnership with family and community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education so our students will be prepared for, and positively contribute to, a profoundly different future.

In order to support our mission, the ELD methodology, the curriculum used by ESL teachers and our new initiative of student centered learning we need to add resources to our NBHS ESL courses. The National Geographic Series textbooks are researched based and aligned to the Common Core. This program includes guided language, reading and writing lessons for all levels, with a focus on critical thinking and effective communication. These lessons are intended to motivate learners to express themselves thoughtfully and with confidence in English thus addressing all components of the portrait of the graduate.

The total is \$40,923.81 and the funding source is Local 1010-961-2200-400-000 56410.

Finance: Approve Bid Waiver for Chromebooks and Chromebook Carts for Pulaski Middle School (\$10,255.00)

Submitted by Ms. Johanna Robles | No Subcommittee Review | Funding Source: Pulaski Instructional Supplies - 56102

I find the need to purchase another chromecart to provide more students access to technology. My hope is to eventually have a chromebook for every student at Pulaski in the near future. Student needs a few basic things to get the most an education has to offer and a Chromebook is a great way to fulfill those basics. Chromebook is an important tool for our students as we commit in educating the future worker. We have the responsibility of shaping the next generation through their formative years and beyond. It's important that the right tools be provided so they can learn about the world around them and what they can do when they are pushed into it. In closing, Chromebooks provide a gateway to student needs in order to learn and teacher needs to guide them.

The total is \$10,255.00 and the funding source is school budget Pulaski Instructional Supplies - 56102.

Executive Session

Mr. Mercier motioned to go into executive session at 6:50 PM to discuss item 5A (Approve Administrative Appointment), seconded by Ms. Sanders-Connolly. Superintendent Sarra, Mr. Kevin Kane (Chief Financial Officer), Mr. Michael Foran (Assistant Superintendent), and Ms. Maryellen Manning were invited into executive session. Motion carried unanimously.

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Continuation of Meeting

The meeting resumed in open session at 7:08 PM.

New Business

Personnel: Approve Administrative Appointment

Submitted by Ms. Nancy Sarra | No Subcommittee Review

- **Ms. Maryellen Manning, Director of Personnel and Talent Development, effective on or about May 1, 2020.**
The salary is \$155,000 and the funding source is local funding.

Mr. Mercier motioned to approve the administrative appointment of Ms. Maryellen Manning to Director of Personnel and Talent Development, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Operations: Discussion/Potential Action Regarding 2019-2020 Districtwide Calendar

Submitted by Ms. Nancy Sarra | No Subcommittee Review

Mr. Mercier motioned to amend the 2019-2020 Districtwide Calendar to eliminate April vacation and change last day of school date to June 12, 2020, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Operations: Approve Purchase Order for Forklift Truck (\$22,921.00)

Submitted by Ms. Helen Talalaj | No Subcommittee Review | Funding Source: LEA Facilities Department 1010-931-26000 57301

The city and BOE built a 6000 sq foot storage facility underneath the Smalley kindergarten classrooms. The ceilings in the storage area is 20ft high. The shelving installed in the storage area is 18 ft tall. We have a need for a forklift truck to place storage on the shelving.

The attached is the bid award, New England Industrial Truck.

The total is \$22,921.00 and the funding source is LEA Facilities Department 1010-931-26000 57301.

Mr. Mercier motioned to approve the purchase order for forklift truck in the amount of \$22,921.00, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Operations: Approve Purchase Order for Installation of Roof Top Unit (RTU) at Northend Elementary (\$173,000.00)

Submitted by Ms. Helen Talalaj | No Subcommittee Review | Funding Source: State Grant & LEA Funds 2392-009-10001 57301

The installation of a roof top unit (RTU) is needed to stop the deterioration of the 2nd story gym floor. Moisture collection on the floor is causing all floor systems to deteriorate. This RTU with air conditioning will take the humidity out of the air and prevent future deterioration of the gym floor. Once the A/C is installed we will be installing a new gym floor. The installation of the RTU will be partially funded using state funds and LEA Funds local budget.

The total is \$173,000.00 and the funding source is State Grant & LEA Funds 2392-009-10001 57301.

Mr. Mercier motioned to approve the purchase order for installation of Roof Top Unit (RTU) at Northend Elementary School in the amount of \$173,000.00, seconded by Mr. Kane. Motion carried unanimously.

Operations: Approve Purchase Order and Bid Waiver for Purchase and Installation of (3) Peerless Boilers at Vance Elementary School (\$154,478.93)

Submitted by Ms. Helen Talalaj | No Subcommittee Review | Funding Source: Local 101093126000-57300

In an effort to pursuing energy conservation projects, we are replacing the boilers, at Vance Elementary School with extremely energy efficient boilers. The District is spending a significant amount of money each year to maintain the current boilers. The

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boilers will be replaced with state-of-art Peerless gas fired, condensate boilers. We have installed 26 of these Peerless Boilers throughout the District, and they have proven to save us over 20% in fuel costs. The boilers will pay for themselves within 3 years.

The Facilities and Finance Committee last reviewed purchasing 12 of these boilers April 19, 2019.

We are requesting the Board of Education to approve a bid waiver to purchase 3 Peerless Boilers from Sid Harvey Industries and the installation of the 3 boilers to Environmental Systems Corporation (ESC) for a total cost of \$154,478.93.

Sid Harvey Industries	\$78,478.93	Purchase of 3 Peerless Boilers for Vance Elementary
ESC - Not to exceed	<u>\$76,000.00</u>	Installation of 3 Peerless Boilers at Vance Elementary
Total Cost:	\$154,478.93	

The total is \$154,478.93 and the funding source is Local Funds 101093126000 - 57300.

Mr. Mercier motioned to approve the purchase order and bid waiver for purchase and installation of (3) Peerless Boilers at Vance Elementary School in the amount of \$154,478.93, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Academics: Approve Contract Between Community Mental Health Affiliates, Inc. and New Britain Public Schools

Submitted by Ms. Nicole Garcarz | No Subcommittee Review

Lincoln SCS and CMHA would like to collaborate efforts to provide evidence based group treatment to children who are suffering from traumatic stress. The group model to be implemented are Cognitive Behavioral Intervention for Trauma in Schools (CBITS) and Bounce Back (BB). This aligns with the district strategic plan to establish new partnerships and protocol to leverage effective impact from all partners, aligned to our mission. This will improve student engagement through social emotional learning and support restorative practices.

The total is \$0 and the funding source is n/a.

Mr. Mercier motioned to approve the contract between Community Mental Health Affiliates, Inc. and New Britain Public Schools, seconded by Ms. Reyes. Motion carried unanimously.

Partnerships: Approve Contract/Partnership Agreement Between Capitol Region Education Council (CREC) and New Britain Public Schools

Submitted by Ms. Nancy Sarra | No Subcommittee Review

The CREC Teacher Residency Program is an alternate route to elementary certification program focused on increasing educators of color in elementary schools in the Hartford Region. Resident candidates will be enrolled in rigorous coursework for 18 months and serve in a paid residency position in a master mentor teacher's classroom for the school year. Master Teachers will work side-by-side with their resident and be supported by the program coordinator for one academic school year to help residents prepare for a successful career in education.

Ms. Sanders-Connolly motioned to approve contract/partnership agreement between Capitol Region Education Council (CREC) and New Britain Public Schools, seconded by Ms. Parker.

Mr. Mercier motioned to amend motion to approve contract/partnership agreement between Capitol Region Education Council (CREC) and New Britain Public Schools pending the inclusion of an opt-out provision related to the interruption of the school year due to Coronavirus (COVID-19) disease, seconded by Mr. Kane. Motion carried unanimously. All were in favor of motion to approve amended contract/partnership agreement between Capitol Region Education Council (CREC) and New Britain Public Schools with the exception of Ms. Sanders-Connolly. Motion carried by 9-1 vote.

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Personnel: Approve Proposed Contract/Agreement for Educational Services Between Kelly Services, Inc. and Consolidated School District of New Britain for 2020-2021 School Year

Submitted by Mr. Kevin Kane | No Subcommittee Review

Mr. Mercier motioned to approve contract/agreement for educational services between Kelly Services, Inc. and Consolidated School District of New Britain for 2020-2021 school year, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Operations: Accept Finance Report – February 29, 2020

Submitted by Mr. Kevin Kane | No Subcommittee Review

The Financial Report ending February 29, 2020 was presented.

Ms. Sanders-Connolly motioned to accept the Finance Report ending February 29, 2020, seconded by Ms. Parker. Motion carried unanimously.

Executive Session

Mr. Mercier motioned to go into executive session at 8:25 PM to discuss item 5B (Discuss Vendor Contracts), seconded by Ms. Parker. Superintendent Sarra, Mr. Kevin Kane (Chief Financial Officer), and Mr. Michael Foran (Assistant Superintendent) were invited into executive session. Motion carried unanimously.

Continuation of Meeting

The meeting resumed in open session at 8:45 PM.

New Business

Operations: Discuss Vendor Contracts

Submitted by Mr. Kevin Kane | No Subcommittee Review

Mr. Mercier motioned to authorize the Superintendent, or her designee, to enter into negotiations and execute contract amendments with all transportation vendors pursuant to the Governor's Executive Order, seconded by Ms. Parker. Motion carried unanimously.

Closing and Adjournment

Ms. Sanders-Connolly motioned to adjourn at 8:46 PM, seconded by Ms. Parker. Motion carried unanimously.

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CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Superintendent's Report New Britain Board of Education Regular Meeting | April 6, 2020

Statement from the Superintendent

The primary goal is to keep students and families safe and healthy. In order to not add additional stress we are moving slowly for our parents and our students so that they have a comfort level with technology and full on-line learning.

Athletics

We are proud to announce that our league of 32 teams, the Central Connecticut Conference, has voted New Britain High School as the winner of the Sportsmanship Award for the Winter Season!